



# REOPENING PLAN

June 1, 2020

Rev. September 16, 2020



# Miami-Dade Public Library System

## Reopening Protocol

June 1, 2020

Rev. September 16, 2020

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## Summary

The Miami-Dade Public Library System has developed this Reopening Protocol drawing from the Mayor's Emergency Order 20-20 (General Guidelines) and Emergency Order 28-20, Exhibit A ("The New Normal – A Guide For Residents and Commercial Establishments") to determine the measures to be implemented to promote a safe library experience for both library patrons and employees. The measures that will be put into place were adapted from a combination of the Miami-Dade County General Reopening Guidelines as well as from Specific Industry Group Protocols that best resembled the many considerations involved with the daily operation of our libraries throughout Miami-Dade County. In addition to the General Reopening Guidelines, the Industry Groups used for developing this Library Protocol were as follows:

- a) Retail Establishment Industry Group Protocol
- b) Arts and Culture Industry Group Protocol
- c) Office Space and Shopping Center Industry Group Protocol
- d) Warehousing/Trade and Logistics Industry Group Protocol

The Library Protocol includes both required and recommended elements from each of the above protocols, and is categorized in the same manner by workforce protection measures, employee protection measures, non-employee (or library patron) protection measures, business process adaptations, employer-led public health interventions, and industry-wide safeguards, inclusive of more specifically outlined processes, procedures, and practices for daily use by Library staff and patrons. A section has also been included related to the types of library service that are planned to initially be available to patrons upon reopening.

# Library Reopening Protocol

## Section 1 – Library General Guidelines

1. The following social distancing, face covering, and personal protection equipment (PPE) measures are required of all people, including library staff and library patrons, for admittance into a Miami-Dade Public Library System location:
  - a) Gatherings of 10 or more people are not allowed inside the library or on exterior premises
  - b) Social Distancing of 6 feet between people, except for immediate family members from the same household, or those who have traveled together, is always required.
  - c) With the exception of children under 2 years of age and persons who have trouble breathing due to a chronic pre-existing condition, face coverings must be worn by all people inside library facilities at all times
  - d) Washing hands and/or using hand sanitizer upon entry, and often, is required.
2. The following protective measures will be implemented in all Miami-Dade Public Library System locations:
  - a) Enhanced disinfecting of all common areas and frequent touch points
  - b) Placement of trash containers for PPE near exits, entrances, and common areas
  - c) Comprehensive cleaning of facilities must be performed each night and include thoroughly disinfecting all frequent touch points and emptying all trash receptacles using solid waste bags that are double-bagged and securely sealed
  - d) Posting of CDC signage in multiple languages in publicly trafficked locations emphasizing coronavirus safety tips and measures to:
    - i. “Stop the Spread of Germs” - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
    - ii. “Symptoms of Coronavirus” - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
    - iii. “Use of Face Coverings to Help Slow the Spread of COVID-19” - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
  - e) Providing hand sanitizer at entry and service points throughout library locations
  - f) Training all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID-19 issues
  - g) Establishing work groups that report for the same shifts, establishing extended operating hours and days of service, and implementing staggered breaks to minimize staff interaction, reduce contact between employees and enable easier tracking and tracing

- h) Reducing seating in staff breakrooms and common areas to promote minimum 6-feet physical distance
- i) Conducting virtual meetings
- j) Allowing non-core functions to work from home, as possible
- k) If faced with infection, immediately reporting the number of infected, timing of infection and proposed remediation plan to relevant local authorities. All staff must be tested, deep disinfection of workplace must be conducted, and entire facility/library, including non-affected areas, must be closed until all areas are disinfected.

## Section 2 – Library Safety and Protection Protocol

In addition to the General Guidelines listed above, the following summarizes the required and recommended measures by category, drawn from the previously mentioned General Reopening Guidelines and Specific Industry Groups, and adapted for the daily operations of Miami-Dade Public Library System locations:

### 1. Workforce Protections

- a) With the exception of children under 2 years of age and persons who have trouble breathing due to a chronic pre-existing condition, face coverings must be worn by all people inside library facilities at all times
- b) Provide hand sanitizer at entrances, service points, and common areas throughout each library location
- c) Enable single points of entrance wherever possible at all library locations
- d) Require employees to self-identify via a checklist of COVID-19 symptoms, activities, and exposures, and not report to work if applicable; quarantine employees for 14 days if specified symptoms are exhibited
- e) Each library will be limited to no more than 50 percent occupancy of staff and patrons to promote social distancing and announce to the public that libraries are open on a first come, first served basis with capacity limitations that may delay or restrict entry; more stringent capacity limits may be established as needed on a location by location basis; manual door counters will be utilized by either security or library staff at entrances/exits to monitor door count as well as compliance with face covering requirements
- f) Institute staggered employee breaks in order to discourage large group gatherings
- g) Due to building occupancy limitations, with the exception of parents or guardians accompanying a minor child, library patrons are encouraged to visit alone to conduct their business and/or receive service

## 2. Employee Protection

- a) In addition to face coverings, face shields will be provided and required to be worn by all employees in public areas of the library; face coverings will be required of all other employees. Gloves will also be provided, but required only for specific operations, such as emptying book drops and handling library materials, to name a few examples. Gloves will be disposed of and hands washed/sanitized after each task use.
- b) All patrons, staff, and other visitors must sanitize their hands upon entering the building with hand sanitizer that is available at entrances or by washing hands in restrooms, and, with the exception of children under two years of age and persons who have trouble breathing due to a chronic pre-existing condition, wear face coverings while inside a library location
- c) Ensure all people inside and/or queueing outside library facilities stay at least six feet apart, including library patrons and employees; use floor markers and signage to help with implementation, including at public bathrooms, service points, and other common areas where queues may form
- d) Disinfecting of all common areas/touch points (doors and door handles, stairwell railings, light switches, elevator buttons, etc.) after each use and in accordance with the enhanced janitorial schedule.
- e) Procure increased amounts of soap, hand sanitizer, cleaning supplies and personal protective equipment (PPE)
- f) Offices with cubicles or open space designs must establish the minimum 6 feet of required social distancing or have effective physical barriers between workstations to ensure distancing
- g) Offices should stagger arrival times of employees, alternate employees coming to the office and encourage teleworking and digital communication
- h) Workstations or service points where employees use the same consoles or equipment must be cleaned and disinfected by both the outgoing and incoming employee at shift changes; employees also must not share work items such as writing instruments, notepads, desktop office equipment, etc.
- i) Utilize plexiglass sneeze guards or other appropriate barriers at public service counters to further maintain social distance between employees and library patrons; plexiglass should also be installed in areas where social distance cannot be maintained between library patrons or other employees, such as computer workstations or office workstations/cubicles
- j) Ensure third party commercial/delivery drivers are wearing required PPE and that access is limited to receiving areas; interactions with employees must also be limited
- k) Employees with County-issued polo shirts or other uniforms must wear a clean uniform for each shift.

### 3. Non-employee Protection

- a) Limit the number of staff and patrons to no more than 50 percent capacity of library occupancy, with more stringent capacity limits to be established as needed on a location by location basis; manual door counters will be utilized by either security or library staff at entrances/exits to monitor door count as well as ensure compliance with face covering requirements
- b) Patrons must wear face coverings at all times while in a library location; those who do not comply with the wearing of face coverings requirement while in the library will be evicted for the remainder of the day. Signage indicating the face covering requirement and how a face covering must cover the nose and mouth will be placed at entrances and other locations in libraries
- c) Visually mark separations 6 feet apart for areas where people would group or queue (e.g., entrances, customer service points, bathrooms, and elevators)
- d) Require that all workforce and employee protection requirements listed previously are complied with by visitors, contractors, vendors, etc., including the wearing of face coverings, and cleaning and sanitizing of hands when entering public or staff areas
- e) Place signs in multiple languages outside and inside elevators to limit elevator capacity to a specific number of people to ensure 6 feet of distance between occupants, with visual markers for passengers to stand on. Signs should encourage people to take the stairs where appropriate and offer preferential treatment of the elderly, persons with disabilities, pregnant women, and families with small children
- f) Library materials handled by patrons, particularly physical books and other shelved or displayed library materials, should be placed on book carts at designated locations throughout the library for disinfection with 70 percent alcohol spray or disinfecting wipes; ultraviolet (UV-C) light disinfecting devices may also be utilized.
- g) Public computers, keyboards, mouse devices, barcode scanners, computer workstations, copy machines, public catalog computers, self-checkout machines, or other equipment and surfaces in public areas should be wiped down by library patrons before each use and hands sanitized/washed after each use, in addition to the library's enhanced disinfecting and cleaning schedule
- h) Walk-in service, pre-ordering of materials for pickup, and use of self-checkout machines should continue to be encouraged to minimize foot traffic and length of stay inside libraries
- i) Place signs outside and inside the elevators and other common areas (e.g., restrooms, breakrooms) to summarize key messages, including restrictions to capacity, distancing, and use of face coverings
- j) Play areas in libraries, as well as games, toys, puzzles, or similar items will not be available for patron use.



#### 4. Business Process Adaptations

- a) Require all employees and visitors to wear face coverings while in library locations, with the exception of employees in a separate office with a door that is closed
- b) Implement enhanced janitorial services that include cleaning and disinfection of bathrooms every two to three hours pursuant to CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>)
- c) Eliminate the use of water fountains, interactive displays, play areas, games, and wall-mounted toys
- d) Limit capacity of elevators to promote 6 feet of social distancing between occupants, or 3-foot distances if all occupants are wearing a face covering. All elevators will include floor markings to indicate where to stand.
- e) Require non-core function employees to work from home, as possible
- f) Encourage virtual meetings; where necessary, in-person meetings must maintain social distancing of 6 feet between attendees
- g) Reduce seating in break rooms and other common areas to a minimum 6 feet physical distance
- h) Mark entry and exit points with arrows, creating one-way circulation paths inside both public and staff areas. In areas where it is not feasible, enforce social distancing by posting signs or markings indicating 6 feet of separation
- i) Install visual/physical markings on the floor to indicate required social distancing and delineate service points and queues to ensure proper social distancing (e.g., for library materials check-out and in elevators)
- j) Remove or relocate public seating and chairs, such as at reading tables and computer stations, to promote social distancing of 6 feet separation between people
- k) Maximize adoption of contactless transactions utilizing mobile apps, online payment, online “contact us” capabilities and FAQs, barcode scanners, self-checkout machines and similar software, email receipts, self-login to computers, and self-help while utilizing printers or copy machines. In addition to the libraries’ disinfection and cleaning efforts, encourage patrons to disinfect “high touch” areas before and after use, and to sanitize hands before and after each use.
- l) Utilize plexiglass sneeze guard barriers at service points to minimize face-to-face interactions between library patrons and staff
- m) Remove/discard magazines, newspapers, informational flyers and palm cards, and similar items from the public areas
- n) Wipe down all soft surfaces (couches, chairs) with disinfectant, water and a clean towel
- o) Clean and disinfect all hard, non-porous surfaces such as reception and service counters, computer keyboards, public telephones, vending machines, door handles, light switches, point of sale equipment, shelving, glass and display cases

- p) Install CDC signage at entryway, lobby, elevators, restrooms, and other building entrances mandating social distancing and proper hand washing/sanitizing. Communicate the protocols throughout building common areas
  - q) Clean and disinfect workstations, rolling carts, appliances, drawers and any containers used for storage
  - r) Require hand washing or hand sanitizing by staff after each contact with surfaces and materials that may have been touched by other staff and patrons, ensuring that handwashing stations are easily accessible, soap and paper towels are readily available, and touchless faucets and lidded trash bins, if not currently installed, be replaced or retrofitted
  - s) Suspend in-library group tours, group programming, private tutoring, and in-library events; implement building circulation control measures to support social distancing
  - t) Establish a drop area for packages so that they may be disinfected and/or left undisturbed overnight before being handled
  - u) Limit use of conference rooms, lunchrooms, and other common employee areas or schedule use to reduce gathering of more than a few people from a designated work group; both incoming and outgoing users of such areas must disinfect areas utilized.
5. Employer-led Public Health Interventions
- a) Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID-19 issues; provide all employees with written operating protocols
  - b) Post CDC signage in publicly trafficked locations emphasizing COVID-19 safety measures:
    - i. “Stop the Spread of Germs” - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
    - ii. “Symptoms of Coronavirus” - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
    - iii. “Use of Face Coverings to Help Slow the Spread of COVID-19” - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
6. Industry-wide Safeguards
- a) Post an email address and/or telephone number for customers to contact if they have questions or concerns
  - b) Disinfect all high touch surfaces in common areas, including doors and door handles, railings, seats, tables, file cabinets, and elevator buttons every two to three hours; discontinue use of public drinking fountains

- c) If faced with infection, immediately reporting the number of infected, timing of infection and proposed remediation plan to relevant local authorities. All staff must be tested, deep disinfection of workplace must be conducted, and entire facility/library, including non-affected areas, must be closed until all areas are disinfected
- d) Disinfect warehouse, maintenance, and transportation high-touch equipment such as handgrip carts, steering wheels, pallet trucks, etc. every time a user changes and after each shift; consider use of ultraviolet (UV-C) disinfection devices
- e) Wash hands or use hand sanitizer between deliveries and utilize alternative delivery options to minimize personal contact (i.e., pick up and drop off locations) and touchless paperwork and confirmations.

### Section 3 – Library Services Availability - Protocols for Employees and Patrons

#### 1. Economic Assistance and Public Health Initiatives

The primary focus at reopening will be on continuing to facilitate access to local, state, and federal economic assistance. This will be accomplished through continued provision of paper applications and online access to programs such as the State's Department of Economic Opportunity Reemployment Assistance Program, the State's Department of Children and Families Supplemental Nutrition Assistance Program (SNAP), and other programs that can assist our residents during this challenging economic period. Additionally, Libraries will continue to serve as mask distribution points for the county as well as provide space for COVID-19 testing initiatives. Access will also be provided for residents to complete the 2020 Census online.

Additionally, we are requesting assistance from various agencies for staff training on answering residents' questions, helping residents complete paper applications, and authorization for online access to provide greater assistance to our residents in accessing economic assistance programs.

#### 2. Expanded Operating Schedule – Hours and Days of Service

Due to the occupancy limits, limited availability of services, and, as a protective measure to minimize staff interaction and reduce contact between employees, the expanded operating schedule shown in **Attachment A** will go into effect on June 1, 2020.

#### 3. Library Occupancy Limits

Effective June 1, 2020, and in accordance with established orders that libraries and museums operate at no more than 50 percent capacity, the maximum building occupancy for each Miami-Dade Public Library System location is shown in **Attachment B**. More stringent limitations may be applied on a location by location basis as needed.

4. Safety and Personal Protection Equipment (PPE) & Disinfecting Supplies

The Miami-Dade Public Library System (MDPLS) has been conducting COVID-19 related operations at our libraries since April 8, 2020. Sufficient PPE and cleaning supplies have been paramount to the safety and protection of our employees and residents that have visited our libraries. In preparation for reopening, including an increased number of library employees returning to library locations, MDPLS has increased its ordering and purchasing of PPE and related supplies to ensure sufficient quantities are available at library locations, and, available in inventory for continuity in the level of safety and protection for employees. **Attachment C** includes a listing of items available, which will continue to be re-ordered as needed, or, enhanced as needed.

5. Enhanced Janitorial Disinfecting Schedule

**Attachment D** provides the enhanced janitorial schedule that will go into effect on June 1, 2020. This schedule plans for janitorial services at least 3 times per day in 2 to 3 hour shifts, further supplemented by porter services at some of the larger locations.

6. Digital Library Card (eCard)

Residents who would like to obtain a Miami-Dade Public Library System card may apply for an eCard online at [ecard.mdpls.org](http://ecard.mdpls.org) or, by emailing [customercare@mdpls.org](mailto:customercare@mdpls.org) or calling any of the 50 Miami-Dade Public Library System [locations](#) for assistance. Paper library card applications will not be distributed inside the libraries or accepted in person. However, residents that prefer to have a physical library card may email or call as provided above for assistance in signing up for and receiving a physical library card by mail.

7. Online Digital Library - Checkout and Browse from Home

Accessing digital library materials for remote checkout is the recommended and safer method for checkout and utilization of library materials at this time. Library patrons with an eCard or existing physical library card have full access to all Miami-Dade Public Library System digital platforms to borrow eBooks , eAudiobooks, [digital magazines](#), [movies](#), [learning platforms](#), and [research databases](#). MDPLS's 24/7 Online Library can be accessed at [www.mdpls.org](http://www.mdpls.org) or <https://www.mdpls.org/24-7/24-7.asp> or patrons can download the Library's free mobile app available for Android and iOS devices.

#### 8. Pick-Up of Pre-Ordered Library Materials

For patrons that prefer physical library materials such as printed books, DVD's, and audiobooks, pre-ordering those materials for pick-up is also a recommended and safer method for visits to a library location at this time. Library patrons with an eCard or existing physical library card may reserve items by logging into their library accounts at [www.mdpls.org](http://www.mdpls.org), searching our online catalog at [catalog.mdpls.org](http://catalog.mdpls.org), and reserving (a.k.a, placing a hold on) item(s) for pick-up at their default branch location or desired pickup location. Depending on the chosen contact method, the patron will receive an email, text, or phone call from the Library when the item is ready for pick-up.

Library patrons that do not have internet access or access to a computer or smartphone may call their preferred [library location](#) for assistance with reserving item(s) for pick-up. Wherever possible, service points near entrances/exits inside the library will be designated for patrons to pick up their items, subject to the same social distancing and facial covering protocols established throughout this document.

Patrons will assist staff at checkout by having their library card barcode available for contactless scanning by either having their physical library card or the digital library card stored in their mobile app. Barcode scanners and self-checkout options will be utilized to maintain social distancing between library patrons and library staff.

All patrons checking out items will only receive an email receipt. Paper receipts will not be issued. Patrons who do not have an email address in their patron record will be required to provide an email address if they would like a receipt at checkout.

#### 9. In-Library Browsing and Checkout

Subject to the established library occupancy limits at each location, as well as the social distancing and face coverings protocols, which will be strictly enforced, library patrons who choose to visit a library in person will be allowed to browse for library materials, following directional arrows or other markings utilized to maintain social distancing. While browsing, it is recommended that patrons utilize the library mobile app or internet browser on their smartphone, tablet, or laptop to search for and locate their item(s) from the online catalog at [catalog.mdpls.org](http://catalog.mdpls.org) to minimize interactions with library staff and equipment.

Library materials, including all physical items such as books, DVDs, audiobooks, etc., should not be returned to the shelf once a patron has handled the item. Carts will be available throughout the library where patrons can place any item(s) they have handled. Browsed items will be disinfected prior to being returned to the shelf.

With the exception of 2020 Census information, COVID-19 informational material, Hurricane Guides, Elections and Vote-by-Mail applications, paper applications for various economic assistance programs -- such as State Reemployment Assistance and SNAP applications -- magazines, newspapers, informational flyers, palm cards, and other paper items normally displayed or made available for patrons will not be available during this initial reopening phase.

#### 10. Wi-Fi Utilization, Device Charging, and In-Library Tablet/Laptop Checkout

In addition to building occupancy limits at each location, library seating areas will be limited to ensure social distancing of six feet between tables and chairs. No more than one person, except for parents or guardians accompanying a minor, persons who live in the same household or persons traveling together to the facility, will be permitted to sit together at available tables or in seating areas. Chairs will be removed from tables and seating areas to facilitate compliance with this requirement. Available seating will be disinfected on an enhanced janitorial cleaning schedule each day, and patrons will also be encouraged to disinfect their areas before and after use.

In-library checkout of tablets and/or laptops will be available on a limited, first come, first served basis and for limited session times. Patrons are encouraged to bring their own personal devices such as tablets and laptops to access the library Wi-Fi.

#### 11. Desktop Computer Use

Due to social distancing requirements between computer stations, the number of available desktop computers will be reduced by approximately 50 percent at each location during this phase. Computer sessions will be limited to 60 minutes and available on a first-come, first-served basis, subject to building occupancy limits. Patrons may call ahead to reserve a computer and/or utilize the in-library reservation stations to reserve a computer if all are in use. As mentioned previously, tablets and/or laptops will also be available for in-library use on a limited, first-come, first-served basis. Computer stations and equipment will be cleaned after each use throughout each day in accordance with the enhanced janitorial cleaning schedule. Patrons must sanitize this equipment before and after use. Library should provide cleaning wipes to facilitate patron cleaning of equipment.

## 12. Printing and Copying Services

Printing and copying services will be available at all library facilities. In order to make the process as contactless as possible, no-charge printing and copying will be available at all branches until further notice. Patrons may also pickup printed items by using the Mobile Printing service available at <https://www.mdpls.org/mobile-printing/mobile-printing.asp>. Printers and copiers will be cleaned throughout each day in accordance with the enhanced janitorial cleaning schedule. Patrons are encouraged to also sanitize this equipment before and after use.

## 13. Library Material Return – Book Drops

Although due dates will continue to be extended for those items checked out most recently, the library will begin a phased month-to-month process of asking customers to return items checked out at the beginning of COVID-19. An email will be sent to all customers affected informing them that items should be returned and remind them that library book drops are open to the public 24 hours a day 7 days a week. Library materials returned in book drops will be quarantined for a period of 48 hours; as such, there will be a delay in checking-in and updating of patron accounts to reflect returns.

## 14. Book Donations and Book Sales

Book Donations are being accepted at all locations. Patrons are encouraged to place donated items in the book drops. In-library book sales will resume as of October 1 at designated branch locations.

## 15. Public Restrooms

While restrooms will be available for public use, no more than one person at a time will be allowed in a multi-stall/multi-urinal. Social distancing markers will be placed inside and outside restrooms for queuing and spacing purposes. Single stall and/or urinal restrooms will also have social distancing markers placed outside restrooms for queuing purposes. Additionally, hand sanitizer or wipes, as well as touchless trash bins, will be placed in proximity to restrooms. All queues that form will be limited to no more than three persons.

## 16. Food/Drinks, Water Fountains, and Vending Machines

To further reduce the risk of spread and contamination, public water fountains will not be available for use. Personal water bottles and covered drinks will be allowed in non-computer areas; however, no food can be consumed in the library. Food items from vending machines may not be consumed in public areas of the library.

17. Resuming Services on a Limited Basis:

- Third party use of multi-purpose rooms and auditorium  
*(Limited to 10 socially distanced participants.)*
- Programming in YOUmedia and YOUmake Miami spaces  
*(Limited to number of participants allowable by space.)*
- Museum Pass Program *(Will be made available as museums/organization provide authorization.)*
- InterLibrary Loan *(Regular service)*
- Passport Services *(Regular service)*

## Section 4 – Mobile Library Services Unit Bookmobile/Technobus General Guidelines

### Effective Date - June 22, 2020

Where applicable, the Miami-Dade Public Library System's Bookmobile and Technobus Service will adhere to the general guidelines of the Miami-Dade Public Library System Reopening Protocol of June 1, 2020. In addition to the General Reopening Guidelines, the following establishes specific safety measure for these services.

#### Bookmobile Services Availability

- Lending Library Materials
- Issuing new Library Cards
- Returning borrowed items
- Requesting specific library materials/titles
- Picking-up pre-ordered library items
- Picking up and returning reemployment applications and Snap applications
- Picking up Vote by Mail envelopes
- Promoting the 2020 Census

#### Bookmobile Safety and Protection Protocol

1. General Protections
  - a) Access to the Bookmobile will be limited to one person, except for immediate family members, to ensure social distancing. A browsing limit of 10 minutes will be set to allow for access to all who wish to visit.
  - b) Staff will setup curbside tables to allow patrons to pick up their reserved item(s) without having to queue in line to enter the vehicle.
  - c) A bin will be available for patrons to place items that they have handled but do not wish to borrow. These items will be disinfected before being shelved again.
  - d) Items returned to the Bookmobile will be quarantined for a 48-hour period prior to being re-shelved.



- e) All staff and Library customers must sanitize their hands upon entering the Bookmobile with hand sanitizer that is available at the vehicle's entrances.
- f) Face covering must be worn by all patrons who are within 6 feet of the Bookmobile/Technobus staff and those in line waiting to enter the vehicle. Face covering will always be required while in the vehicle.
- g) All high contact surfaces will be disinfected after every stop and a thorough cleaning of the vehicle will be conducted at the end of the daily route.
- h) Staff will travel to/from service stops in separate vehicles to enforce in-route 6-foot distancing

#### Technobus Service Availability

- Access to computer equipment for internet use
- Curbside tables available for additional patrons to access the vehicle's Wi-Fi network and work with either their own device, or one borrowed from the Technobus.
- Picking up and returning reemployment applications and Snap applications
- Picking up Vote by Mail envelopes

#### Technobus Safety and Protection Protocol

- 1) General Protections
  - a) Access to the Technobus will be limited to three customers at one time and designated seating will be provided to ensure social distancing. A time limit of 45 minutes will be set for the use of computers inside the vehicle.
  - b) All staff and Library customers must sanitize their hands upon entering the Technobus with hand sanitizer that is available at the vehicle's entrances.
  - c) Face covering must be worn by all patrons who are within 6 feet of the Bookmobile/Technobus staff and those in line waiting to enter the vehicle. Face covering will always be required while in the vehicle.
  - d) All high contact surfaces will be disinfected after each use, after every stop and a thorough cleaning of the vehicle will be conducted at the end of the daily route.
  - e) Staff will travel to/from service stops on separate vehicles to enforce in route 6-foot distancing.

The Bookmobile and Technobus have adopted schedules that include the maximum number of site visits possible and where the hosting site has approved the visit. The Bookmobile and Technobus schedule shown in **Attachment F and G** will go into effect on June 22, 2020.

## List of Exhibits

Attachment A – Expanded Operating Schedule (Hours and Days of Service)

Attachment B – Building Capacity of Miami-Dade Public Library System Locations

Attachment C – Listing of Safety and Protective Equipment (PPE) & Sanitizing Supplies

Attachment D – Janitorial & Cleaning Schedule

Attachment E – Examples of Signage & Floor Markings

Attachment F – Bookmobile Service Schedule

Attachment G – Technobus Calendar

**Attachment A**  
Rev. September 16, 2020

Miami-Dade Public Library System - Expanded Hours of Service for Reopening						
Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Allapattah</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D3</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Arcola Lakes</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D2</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Bay Harbor Islands</b>	Monday	Closed	0	9:30 - 8:00	10.5	10.5
	Tuesday	10:30 - 7:00	8.5	9:30 - 8:00	10.5	2
<b>D4</b>	Wednesday	10:30 - 7:00	8.5	9:30 - 8:00	10.5	2
	Thursday	10:30 - 7:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	10:00 - 6:00	8	9:30 - 6:00	8.5	0.5
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42</b>	<b>Total</b>	<b>59</b>	<b>17</b>
<b>California Club</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D1</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
			<b>51</b>		<b>59</b>	<b>8</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Civic Center</b>	Monday	7:00 - 6:00	11	7:00 - 6:00	11	0
	Tuesday	7:00 - 6:00	11	7:00 - 6:00	11	0
<b>D3</b>	Wednesday	7:00 - 6:00	11	7:00 - 6:00	11	0
	Thursday	7:00 - 6:00	11	7:00 - 6:00	11	0
	Friday	7:00 - 6:00	11	7:00 - 6:00	11	0
	Saturday	Closed	0	Closed	0	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>55</b>	<b>Total</b>	<b>55</b>	<b>0</b>
<b>Coconut Grove</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D7</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	Closed	0	9:30 - 6:00	8.5	8.5
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Concord</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D10</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Coral Gables</b>	Monday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
<b>D7</b>	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	9:30 - 6:00	8.5	Closed	0	-8.5
		<b>Total</b>	<b>67.5</b>	<b>Total</b>	<b>59</b>	<b>-8.5</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Coral Reef</b>	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D8</b>	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>55</b>	<b>Total</b>	<b>59</b>	<b>4</b>
<b>Country Walk</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D9</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Culmer/Overtown</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D3</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	Closed	0	9:30 - 6:00	8.5	8.5
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Doral</b>	Monday	9:30 - 7:00	9.5	9:30 - 8:00	10.5	1
	Tuesday	9:30 - 7:00	9.5	9:30 - 8:00	10.5	1
<b>D12</b>	Wednesday	9:30 - 7:00	9.5	9:30 - 8:00	10.5	1
	Thursday	9:30 - 7:00	9.5	9:30 - 8:00	10.5	1
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>55</b>	<b>Total</b>	<b>59</b>	<b>4</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Edison Center</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D3</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	Closed	0	9:30 - 6:00	8.5	8.5
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Fairlawn</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D6</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Golden Glades</b>	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D2</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Hialeah Gardens</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D12</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Hispanic</b>	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D5</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Homestead</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D8</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>International Mall</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D12</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Kendale Lakes</b>	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D11</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
Kendall	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
D7	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
Key Biscayne	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
D7	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
Lakes of the Meadow	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
D11	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	Closed	0	9:30 - 6:00	8.5	8.5
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
Lemon City	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
D3	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>



Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
Little River	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
D3	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
Main Library	Monday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Tuesday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
D5	Wednesday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Thursday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>51</b>	<b>0</b>
Miami Beach Regional	Monday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
D5	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	9:30 - 6:00	8.5	Closed	0	-8.5
		<b>Total</b>	<b>67.5</b>	<b>Total</b>	<b>59</b>	<b>-8.5</b>
Miami Lakes	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
D13	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>55</b>	<b>Total</b>	<b>59</b>	<b>4</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Miami Springs</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D6</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	Closed	0	9:30 - 6:00	8.5	8.5
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Model City</b>	Monday	9:00 - 5:00	8	9:30 - 6:00	8.5	0.5
	Tuesday	9:00 - 5:00	8	9:30 - 6:00	8.5	0.5
	Wednesday	9:00 - 5:00	8	9:30 - 6:00	8.5	0.5
<b>D3</b>	Thursday	9:00 - 5:00	8	9:30 - 6:00	8.5	0.5
	Friday	9:00 - 5:00	8	9:30 - 6:00	8.5	0.5
	Saturday	Closed	0	9:30 - 6:00	8.5	8.5
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>40</b>	<b>Total</b>	<b>51</b>	<b>11</b>
<b>Naranja</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D9</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>North Central</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D2</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>North Dade Regional</b>	Monday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
<b>D1</b>	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	9:30 - 6:00	8.5	Closed	0	-8.5
		<b>Total</b>	<b>67.5</b>	<b>Total</b>	<b>59</b>	<b>-8.5</b>
<b>North Shore</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D4</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	Closed	0	9:30 - 8:00	10.5	10.5
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Northeast Dade - Aventura</b>	Monday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
<b>D4</b>	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	9:30 - 6:00	8.5	Closed	0	-8.5
		<b>Total</b>	<b>67.5</b>	<b>Total</b>	<b>59</b>	<b>-8.5</b>
<b>Opa-locka</b>	Monday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Tuesday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
<b>D1</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Thursday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	Closed	0	9:30 - 6:00	8.5	8.5
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>51</b>	<b>8.5</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Palm Springs North</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D13</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	Closed		9:30 - 8:00	10.5	10.5
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Palmetto Bay</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D8</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Pinecrest</b>	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
<b>D7</b>	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>55</b>	<b>Total</b>	<b>59</b>	<b>4</b>
<b>Shenandoah</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D5</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>South Dade Regional</b>	Monday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
<b>D8</b>	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	9:30 - 6:00	8.5	Closed	0	-8.5
		<b>Total</b>	<b>67.5</b>	<b>Total</b>	<b>59</b>	<b>-8.5</b>
<b>South Miami</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D7</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>South Shore</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D5</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	Closed	0	9:30 - 6:00	8.5	8.5
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Sunny Isles Beach</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D4</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
<b>Sunset</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
<b>D10</b>	Wednesday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	Closed	0	9:30 - 6:00	8.5	8.5
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Tamiami</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
<b>D11</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
<b>Virrick Park</b>	Monday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	Closed	0	9:30 - 8:00	10.5	10.5
<b>D7</b>	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>42.5</b>	<b>Total</b>	<b>59</b>	<b>16.5</b>
<b>Westchester Regional</b>	Monday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
<b>D10</b>	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	9:30 - 6:00	8.5	Closed	0	-8.5
		<b>Total</b>	<b>67.5</b>	<b>Total</b>	<b>59</b>	<b>-8.5</b>

Branch	Day of Week	Pre-COVID 19 FY 19-20	Weekly Hours	Reopening Expanded Schedule FY 19-20	Weekly Hours	Additional Hours
West Flagler	Monday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Tuesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
D6	Wednesday	9:30 - 6:00	8.5	9:30 - 8:00	10.5	2
	Thursday	11:30 - 8:00	8.5	9:30 - 8:00	10.5	2
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	Closed	0	Closed	0	0
		<b>Total</b>	<b>51</b>	<b>Total</b>	<b>59</b>	<b>8</b>
West Kendall Regional	Monday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Tuesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
D11	Wednesday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Thursday	9:30 - 8:00	10.5	9:30 - 8:00	10.5	0
	Friday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Saturday	9:30 - 6:00	8.5	9:30 - 6:00	8.5	0
	Sunday	9:30 - 6:00	8.5	Closed	0	-8.5
		<b>Total</b>	<b>67.5</b>	<b>Total</b>	<b>59</b>	<b>-8.5</b>
<b>TOTAL WEEKLY HOURS</b>			<b>2,572.0</b>		<b>2,922.0</b>	<b>350.0</b>

## Attachment B

Attachment B - Library Recommended Occupancy Limits												
Branch	Building Square Footage (less auditorium space) - Total	Permitted Plans Building Capacity	Auditorium capacity	Building Capacity (Less Auditorium Capacity)	Governor's Order - Up to 50% Capacity	FEMA Social Distancing - 113 sq. ft. per person	150 sq. ft. per person	Library Recommended - Initial Reopening	Public Computers Total	Public Computers Available @ 6-foot distancing	Tables/Seating Available @ 6-foot distancing	Laptops/Tablets Available for In-Library Checkout
Civic Center Porta Kiosk	144	4	0	4	2	1	1	2	0	0	0	0
Country Walk	1,100	17	0	17	9	10	7	9	4	2	3	9
Hialeah Gardens	1,424	22	0	22	11	13	9	11	6	3	3	10
Bay Harbor Islands	1,500	14	0	14	7	13	10	7	6	3	2	8
Tamiami	1,932	39	0	39	20	17	13	13	6	3	9	6
Sunset	2,950	50	0	50	25	26	20	16	8	4	9	9
Concord	3,000	31	0	31	16	27	20	16	8	4	5	6
Opa-locka	3,000	50	0	50	25	27	20	16	9	5	8	10
Miami Springs	3,480	46	0	46	23	31	23	23	8	4	8	8
Virrick Park	3,500	69	0	69	35	31	23	23	7	4	4	5
Doral	3,533	69	0	69	35	31	24	24	8	4	8	10
Lakes of the Meadow	3,596	84	0	84	42	32	24	24	8	4	8	10
Fairlawn	4,000	75	0	75	38	35	27	27	20	10	10	10
California Club	4,500	86	0	86	43	40	30	30	20	10	12	10
Culmer/Overtown	4,500	45	0	45	23	40	30	23	14	7	13	2
West Flagler	4,833	60	0	60	30	43	32	30	18	9	11	9
South Shore	4,940	60	0	60	30	44	33	30	16	8	7	5
North Shore	5,254	68	0	68	34	46	35	32	11	5	15	16
Palm Springs North	5,336	64	0	64	32	47	36	32	8	4	8	9
Allapattah	5,415	61	0	61	31	48	36	31	16	8	20	20
North Central	5,512	68	0	68	34	49	37	34	9	4	7	9
Palmetto Bay	5,746	75	0	75	38	51	38	38	8	4	13	7
Little River	5,784	83	0	83	42	51	39	39	14	7	9	6
Shenandoah	6,103	81	0	81	41	54	41	41	16	8	10	14
Coconut Grove	6,394	64	0	64	32	57	43	32	7	3	15	10
Edison Center	6,671	65	0	65	33	59	44	33	27	13	9	10
Key Biscayne	7,209	66	0	66	33	64	48	33	10	5	8	8
Lemon City	7,366	61	0	61	31	65	49	31	9	5	17	9
Sunny Isles Beach	7,500	80	0	80	40	66	50	40	15	7	11	14
International Mall	7,794	81	0	81	41	69	52	41	22	11	14	6
Golden Glades	8,194	81	0	81	41	73	55	41	19	10	12	5
Arcola Lakes	10,549	172	77	95	48	93	70	48	12	6	14	12
Miami Lakes	11,334	260	48	212	106	100	76	60	20	10	11	4
South Miami	11,500	182	60	122	61	102	77	61	15	7	12	13
Model City	11,644	194	76	118	59	103	78	59	12	6	19	7
Hispanic	12,000	300	80	220	110	106	80	65	24	12	16	18
Kendall	14,709	325	125	200	100	130	98	70	24	12	25	11
Pinecrest	15,000	484	85	399	200	133	100	75	28	14	34	17
Kendale Lakes	15,433	258	76	182	91	137	103	75	32	16	17	15
Naranja	15,544	258	76	182	91	138	104	75	32	16	10	19
Coral Reef	16,000	223	73	150	75	142	107	75	21	11	32	8
Homestead	17,498	280	75	205	103	155	117	80	16	8	17	16
Coral Gables	28,446	260	83	177	89	252	190	89	14	7	41	20
Northeast-Dade Aventura	32,790	1,027	156	871	436	290	219	100	36	18	28	18
Miami Beach Regional	43,256	987	105	882	441	383	288	120	34	17	27	14
West Kendall Regional	45,731	460	150	310	155	405	305	120	36	18	34	20
South Dade Regional	52,644	804	140	664	332	466	351	150	30	15	61	15
West Dade Regional	52,644	781	281	500	250	466	351	150	33	17	58	18
North Dade Regional	53,309	1,200	300	900	450	472	355	150	79	39	14	15
Main - 1st and 2nd Public Area	100,000	1,600	120	1,480	740	885	667	200	49	24	72	17
Total	702,241	11,874	2,186	9,688	4,844	6,215	4,682	2,644	904	451	830	547



## Attachment C

### Listing of Safety and Protective Equipment (PPE) & Disinfecting Supplies

	PPE or Disinfecting Supply Type	Use	QUANTITIES BY BRANCH SIZE GROUPINGS <sup>1</sup>			
			A	B	C	Notes
1	Hand Sanitizer- Gallon	Personal protection for patrons and employees placed at entrances, public service points and other high traffic areas for hand sanitization	2	2	3	
2	Hand Sanitizer- 2-liter	Personal protection for patrons and employees placed at entrances, public service points and other high traffic areas for hand sanitization	2	2	3	
3	Hand Sanitizer- 4 oz.	Personal protection for employees placed at back of house, offices and service desks for hand sanitization	4	5	6	
4	Hand Sanitizer Pumps	For use with gallon hand sanitizer containers				
5	Disinfectant Spray- 14 oz.	High touch point surfaces and areas such as chairs, computer stations, doors, door handles, desktops, railings, workstations, book covers etc.	2	3	4	
6	Disinfecting Wipes (75 ct.)	High touch point surfaces and areas such as chairs, computer stations, doors, door handles, desktops, railings, workstations, book covers etc.	4	5	6	
7	Rubbing Alcohol- Gallon	In spray bottles to wipe down hard surface areas such as countertops and desktops	1	1	2	
8	Rubbing Alcohol- 16 oz.	In spray bottles to wipe down hard surface areas such as countertops and desktops	0	2	0	
9	Spray Bottles for Alcohol	Containers for alcohol to wipe down hard surface areas such as countertops and desktops				
10	Gloves - Nitrile or Vinyl- (100ct Box)	Handling returned books, emptying book drops, and other tasks	4	5	6	
11	Paper Towel Box	With alcohol to disinfect surfaces and items	1	1	2	
12	Sneeze Guards- Plexiglass	Physical barriers for employee and patron protection				2
13	Silicone Keyboard Covers - Washable	Protection for shared computers and laptops				Pending Order
14	Face Masks - Disposable	Facial protection for employees				
15	Clear Face Shields	Enhanced facial protection for employees				3
16	Reusable Cloth Masks	Pending order - reusable facial protection for employees				Ordered

Note:

1- Initial Reopening Quantities - Replenishments to be ordered based on actual burn rate.

2- Strategically placed at service points and computer areas throughout all branches - varying sized based on location

3- One issued to every library branch employee

Branch Groups		
A - < 11,700 square feet	B - < 17,500 square feet	C - < 100,000 square feet
Allapattah, Arcola Lakes, Bay Harbor Islands, California Club, Civic Center, Coconut Grove, Concord, Country Walk, Culmer/Overtown, Doral, Edison Center, Fairlawn, Golden Glades, Hialeah Gardens, International Mall, Key Biscayne, Lakes of the Meadow, Lemon City, Little River, Miami Springs, Model City, North Central, North Shore, Opa-locka, Palm Springs North, Palmetto Bay, Shenandoah, South Shore, Sunny Isles Beach, Sunset, Tamiami, Virrick Park, West Flagler  Connections, YOUmake, YOUmedia	Coral Reef, Hispanic, Homestead, Kendale Lakes, Kendall, Miami Lakes, Naranja, Pinecrest, South Miami	Coral Gables, Main Library, Miami Beach Regional, North Dade Regional, Northeast Dade-Aventura, South Dade Regional, West Dade Regional, West Kendall Regional

## Attachment D

### Enhanced Janitorial Schedule

The below represents the planned enhanced janitorial schedule, distinguished between smaller and larger library locations. This schedule anticipates having janitorial services at least 3 times per day in 2 to 3-hour shifts, including an overnight cleaning. At larger locations, this schedule is further supplemented with porter services available throughout different times of the day.

#### Monday to Thursday

*(Small to Mid-Sized Library Branches)*

1 <sup>st</sup> Disinfecting Service	12:00 p.m. to 2:00 p.m.
2 <sup>nd</sup> Disinfecting Service	4:00 p.m. to 6:00 p.m.
3 <sup>rd</sup> Disinfecting Service/Overnight Cleaning	8:00 p.m. to Completion

#### Monday to Thursday

*(Large - Regional Branches & Northeast-Dade Aventura)*

1 <sup>st</sup> Disinfecting Service	12:00 p.m. to 3:00 p.m.
2 <sup>nd</sup> Disinfecting Service	5:00 p.m. to 8:00 p.m.
3 <sup>rd</sup> Disinfecting Service/Overnight Cleaning	8:00 p.m. to Completion
Porter Services	12:00 p.m. to 3:00 p.m.

#### Friday and Saturday

*(Small to Mid-Sized Library Branches)*

1 <sup>st</sup> Disinfecting Service	12:00 p.m. to 2:00 p.m.
2 <sup>nd</sup> Disinfecting Service	4:00 p.m. to 6:00 p.m.
3 <sup>rd</sup> Disinfecting Service/Overnight Cleaning	6:00 p.m. to Completion

#### Friday and Saturday

*(Large – Regional Branches & Northeast-Dade Aventura)*

1 <sup>st</sup> Disinfecting Service	12:00 p.m. to 3:00 p.m.
2 <sup>nd</sup> Disinfecting Service	5:00 p.m. to 6:00 p.m.
3 <sup>rd</sup> Disinfecting Service/Overnight Cleaning	6:00 p.m. to Completion
Porter Services	12:00 p.m. to 3:00 p.m.

## Attachment E

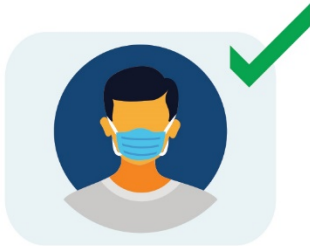
### Floor Decals – Social Distancing



## Signage

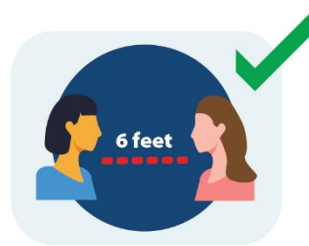
### CORONAVIRUS (COVID-19) SAFETY TIPS

CONSEJOS DE SEGURIDAD POR EL CORONAVIRUS (COVID-19) • TI KONSÈY SEKIRITE SOU CORONAVIRUS (COVID-19) LA



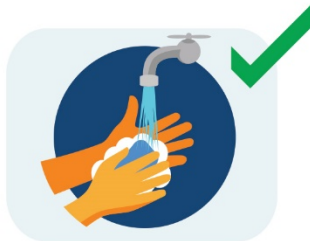
**Wear a face covering.**

Use una máscara facial. • Mete yon kouvèti vizaj.



**Practice social distancing.**

Mantenga la distancia social. • Pratike distans sosyal.



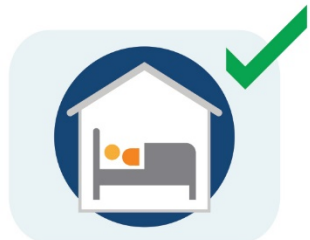
**Wash your hands often. When soap and water are not available use hand sanitizer.**

Lávese las manos frecuentemente. Si no tiene agua y jabón, use desinfectante de manos. • Lave men w souvan. Lè savon ak dlo pa disponib, sèvi ak dezenfektan pou men.



**Clean and disinfect frequently touched objects and surfaces.**

Limpie y desinfecte los objetos y superficies que se tocan a menudo. • Netwaye epi dezenfekte souvan objè ak kote moun manyen.



**Stay home when you are sick, except to get medical care.**

Quédese en casa si está enfermo, excepto para buscar atención médica. • Rete lakay ou lè w malad, sof pou ale chèche swen medikal.



**Avoid touching your eyes, nose and mouth.**

Evite tocarse los ojos, la nariz y la boca. • Evite manyen je w, nen w ak bouch ou.

[miamidade.gov/coronavirus](https://miamidade.gov/coronavirus)



## CORONAVIRUS (COVID-19) SAFETY ALERTS

ALERTAS DE SEGURIDAD POR EL CORONAVIRUS (COVID-19) • ALÈT SEKIRITE CORONAVIRUS (COVID-19)

**Limit two (2) persons or one (1) family per elevator ride.**

- Solo dos (2) personas o una (1) familia en el elevador.
- Limite de (2) moun oswa yon (1) fanmi pou chak wwayaj asansè.



**Please give priority to elderly/disabled riders.**

- Por favor, dé prioridad a las personas mayores o con discapacidades.
- Tanpri bay priyorite a pasaje granmoun ajelèfin.

**Help stop the spread of COVID-19 and keep your distance.**

- Mantenga la distancia. Ayude a detener la propagación del COVID-19.
- Ede sispann pwopagasyon COVID-19 la epi kenbe distans ou.

**We encourage you to use the stairs if you're able.**

- Le recomendamos usar las escaleras, si puede hacerlo.
- Nou ankouraje w itilize eskalye si ou kapab.

 [miamidade.gov/newnormal](https://miamidade.gov/newnormal) 

## CORONAVIRUS (COVID-19) SAFETY ALERTS

ALERTAS DE SEGURIDAD POR EL CORONAVIRUS (COVID-19) • ALÈT SEKIRITE CORONAVIRUS (COVID-19)



**WASH YOUR HANDS**  
LÁVESE LAS MANOS • LAVE MEN W

**Wash your hands frequently and thoroughly – scrub for at least 20 seconds using soap & water.**

- Lávase las manos a menudo y minuciosamente. Frótese las manos con agua y jabón durante 20 segundos, como mínimo.
- Lave men w souvan e byen - fwote pou omwen 20 segonn avèk savon ak dlo.

 [miamidade.gov/newnormal](https://miamidade.gov/newnormal) 

## CORONAVIRUS (COVID-19) SAFETY ALERTS

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 [miamidade.gov/newnormal](https://miamidade.gov/newnormal) 

## CORONAVIRUS (COVID-19) SAFETY ALERTS

ALERTAS DE SEGURIDAD POR EL CORONAVIRUS (COVID-19) • ALÈT SEKIRITE CORONAVIRUS (COVID-19)



**Drinking from this fountain is currently prohibited.**

- En este momento no se puede tomar agua de este bebedero.
- Pou kounye a, li entèdi pou bwè nan fontèn sa a.

 [miamidade.gov/newnormal](https://miamidade.gov/newnormal) 



# ENTRY REQUIREMENTS

REQUISITOS DE ENTRADA • KONDISYON POU ANTRE

All visitors must:

Se exige que todos los visitantes: • Tout vizitè yo dwe:



**Wear a face mask or face covering**

Usen una máscara o cobertura facial

Mete yon mask oswa yon kouvèti vizaj



**Sanitize or wash hands upon entry**

Se desinfecten o laven las manos al entrar

Dezenfekte oswa lave men nan moman antre a



**Practice social distancing**

Mantengan la distancia social

Pratike distans sosyal



**Occupancy Limit • Límite de capacidad • Plas limite**

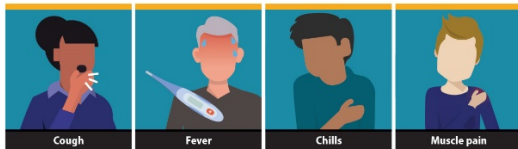
**Strictly Enforced • Cumplimiento estricto • Aplikasyon strik regleman yo**



## CDC Signage

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

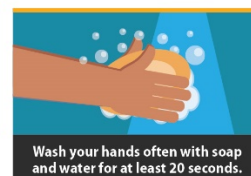
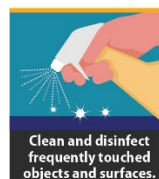
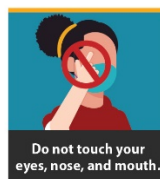
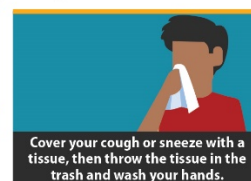


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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### Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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### How to Safely Wear and Take Off a Cloth Face Covering

Available: <https://www.cdc.gov/media/releases/2020/s0519-new-getting-sick-by-cloth-face-coverings.html>

#### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



#### USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

#### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



#### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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## Attachment F

### Bookmobile Service Schedule

Day of the Week	10 – 11 a.m.	Noon – 1 p.m.	2 – 3 p.m.
<b>Monday</b>	<p><b><i>Book drop off only:</i></b>  <b>Country Club Preschool</b>  18674 NW 67th Avenue  Hialeah, FL 33015  305-625-3449</p> <p><b><i>Bookmobile stop:</i></b>  <b>New Hope</b>  1881 NW 103 Street  305-696-7745</p>	<p><b>Village of El Portal Village Hall</b>  500 NE 87 Street  305-795-7880</p>	<p><b>Biscayne Park</b>  11400 NE 9 Court  305-893-3711</p>
<b>Tuesday</b>	<p><b>Four Freedoms</b>  3800 Collins Avenue  Miami Beach  305-673-8425</p>	<p><b>Winston Towers</b>  250 NE 174 Street  Sunny Isles Beach  305-932-0850</p>	<p><b>Point East</b>  2895 Point East Drive  Aventura  305-931-3960</p>
<b>Wednesday</b>	<p><b>Springtree Apartments</b>  SW 103 Avenue  between 39<sup>th</sup> Street and  Bird Road  305-559-7919</p>	<p><b>Lakeside Towers</b>  7555 SW 152 Avenue  305-383-2042</p>	<p><b>Palace Gardens</b>  3100 Campbell Drive  Homestead, FL 33033  305-247-0446</p> <p><b>OR</b></p> <p><b>Robert Sharp Towers</b>  103 NW 202 Terrace  305-652-1506  (Every Other Week)</p>
<b>Thursday</b>	<p><b>Early Start Learning Center</b>  11895 SW 56 Street  305-229-2858</p>	<p><b>Pinewood Villas</b>  8420 SW 188 Terrace  305-235-8269</p>	<p><b>Islamic School of Miami</b>  11699 SW 147th Avenue  Miami, FL 33196  (305) 408-0400</p>
<b>Friday</b>	<p><b>Morningside Park</b>  750 NE 55 Terrace  305-754-1242</p> <p><b>OR</b></p> <p><b>Belafonte Tacolcy Center</b>  6161 NW 9th Avenue  Miami, FL 33127  (Every Other Week)</p>	<p><b>Margaret Pace Park</b>  1745 N Bayshore Drive  305-350-7938</p>	<p><b>North Bay Village</b>  7903 East Drive  305-756-7171</p>



## Attachment G

### Technobus Calendar

Day of the Week	10 a.m. – Noon	2 – 4 p.m.
<b>Mondays, June 22 – July 27</b>	<b>The Start Program</b> 3807 Grand Avenue Miami, FL 33133	<b>Country Village Park</b> 6550 NW 188 <sup>th</sup> Terrace
<b>Tuesdays, June 23 – July 28</b>	<b>Tacolcy Center</b> 6161 NW 9 <sup>th</sup> Avenue (Childrens Trust)	<b>Lotus House</b> 217 NW 15 <sup>th</sup> Street
<b>Wednesdays, June 24 – July 29</b>	<b>Goulds Park</b> (Younger Teens) 11350 SW 216 <sup>th</sup> Street	<b>Coalition of FL Farmworkers</b> 778 W Palm Drive (Childrens Trust)
<b>Thursdays, June 25 – July 30</b>	<b>Goulds Park</b> (Older Teens) 11350 SW 216 <sup>th</sup> Street	<b>Miami Beach All Stars</b> (Group A) 1701 Meridian Avenue Suite 400
<b>Fridays, June 26 – July 31</b> <i>No service Friday, July 3</i>	June 26 <b>Agape Network</b> 22790 SW 112 <sup>th</sup> Avenue Miami, FL 33170  July 10 - 31 <b>Seminole Theatre</b> 18 N Krome Avenue	<b>Miami Beach All Stars</b> (Group B) 1701 Meridian Avenue Suite 400