

**Stage 4  
Overview**

**GRAB & GO (30 Minutes or less)  
Limited Building Access**

**Mon-Thu, 10:00am – 9pm;  
Fri-Sat, 10am – 5 pm; Sun – CLOSED**

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**Building  
Access**

- Masks are required
- The building is open to the public regular hours of operation; access to certain areas may be restricted.
- Visitors will be asked to visit the Library quickly and efficiently (30 minutes or less) to find and check out materials and get help.
- Social distancing and safety guidelines will be followed.

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**In-Library  
Services**

- Patrons will be allowed to visit the Library to find and check out materials and get help from Library staff.
- Occupancy is limited to 25% capacity in the Library at one time.
- Food and beverage are not permitted unless necessary for medical reasons.
- Quiet study rooms, meeting rooms and public computers remain unavailable to the public. Chromebooks are available for 24-hour checkout.
- Copy and fax services are available. Printing available via our mobile print service.
- All toys and manipulatives remain unavailable for public use.

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**Programs**

- All programming is virtual.  
See <http://brightonlibrary.evanced.info/signup> for details.

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**Returns**

- Book Returns are open. Oversized items and kits are accepted at the service desk. Returned items will be quarantined based on CDC guidance.

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**Curbside  
Pick Up**

- Curbside pick-up of library materials remains available.

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**Cleaning**

- Daily cleaning and disinfecting of all high touch areas will be conducted.
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#### **Stage 4: Grab & Go (30 Minutes or Less) Limited Building Access Details**

**Activities Permitted:** In addition to previously authorized activities, the Library will include:

1. **Patrons may enter the Library**, but will be limited to a specific area in the Library.
2. **Patrons may have in-person conversations with Library staff**, provided that social distancing and safety protocols are followed.
3. **Patrons may check out materials.** The Library will determine procedures for patron access to, or in-person requests from, collections and materials shelving areas.

**Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.**

1. **Masks:** Patrons will be required to wear masks; the Library will provide masks if supplies are available.
2. **Social Distancing:** Patrons must stay six (6) feet distancing away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines to regulate entry in accordance with Section 4 below, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting.
3. **“Traffic” Directions.** The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
4. **Occupancy:** Only the number of people (including employees) equal to 25 % of the total occupancy limits established by the State Fire Marshall or local fire Marshall will be permitted in the Library at a time, and all others must wait outside the Library.
5. **Limit Groups.** We ask that patrons come to the Library with the least number of people possible.
6. **Computer Terminals.** Public computers will remain unavailable to the public. Chromebooks are available for 24 hour checkout.
7. **Food and Beverage.** Food and beverage is not permitted unless necessary for medical reasons.
8. **Quiet Study and Meeting Rooms.** Quiet study rooms and meeting rooms will remain unavailable to the public.
9. **Toys & Manipulatives.** All toys and manipulatives will remain unavailable for public use.
10. **Signs.** The Library shall create a sign or pamphlet to inform patrons of the following:
  - a. The Library’s practices during a particular stage and the precautions the Library is taking to prevent infection.
  - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library.
  - c. Informing patrons not to enter if they are or have recently been sick.
11. **Training.** In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the building.

Staff are regularly monitoring information from the Livingston County Health Department, the State of Michigan and the Center for Disease Control. Please contact Cindy Mack, Library Director, at 810-229-6571 ext. 203 with questions.