INSTRUCTIONS:
1) Make a copy of this Google Doc
2) Complete all cells highlighted in blue
3) Rename the Doc to match the title of your proposal
4) Submit your copy of the completed Doc to superintendent@csdecatur.net

Proposal to Return to In-Person Activity

Submitted by:	Ilene Zeff	Date:	10/19/2020
Title:	Media Specialist	School:	Winnona Park

Brief title this proposal can be referred to as (try to keep to 5 words or less):

In-person browsing at the Winnona Park library

Brief description of what is being proposed (try to keep to under 5 sentences):

I am proposing that we open the Winnona Park library for in-person, socially distanced browsing. As our library is close to the entrance of the school, people would line up on the front walkway and enter as appropriate for proper social distancing. With directional signs, spacing spots the floor, and a plastic shield at the circulation desk, we would be able to observe CSD district social distancing guidelines.

When do you propose beginning this activity in person, why do you propose that date, and what will the impact be if in-person activity is delayed until after that date?

The library would open on Wednesday, October 28th and remain open on Wednesdays through winter break. We would re-evaluate after that.

Describe the population of people who will be returning to in-person activities (students, staff, age levels, grades, programs, teams, etc.):	Approximately how many people in each of those groups will be impacted by this proposal (students, staff, volunteers, etc.):
Any WP family, or pod, interested in browsing and checking out books.	This service will be provided to 300+ families and 50+ teachers.

Describe the benefits of returning to in-person for this activity and the risks of NOT returning to in-person:	Describe the risks of returning to in-person for this activity and the benefits of NOT returning to in-person:
Benefits: The benefits include getting more books to students via the access and the support in selecting books and especially since our reading diagnostic tests are complete. Some	Risks: Minimal risks due to appropropriate signage, required masks, and social distancing. Benefits:

families are using the online check-out but many are not. Some are coming to our outdoor checkout but many are not and that is limited to what we bring outside.	There are no benefits to not returning in-person; we would continue what we're doing if we have to but it is not optimal. With rain or cooler weather, we would not be able to continue outside check-out. Young children need actual books and not ebooks. Families are growing weary of ebooks and also having to purchase books.
Risks: Although there is some risk involved with bringing people into the school building, we feel we can significantly reduce this risk by following social distancing, requiring masks, and limiting the amount of people that are in the space at one time.	

Describe in detail the protocols, equipment, and other actions that will be implemented to protect the health and safety of the persons involved in this activity:

1. All school personnel will wear masks, as will anyone coming into the building to browse for books.
2. Hand sanitizer will be available at both the entrance and exit.
3. One door will be utilized for the entrance, one for the exit.
4. There will be numbered "spots" on the floor indicating the six feet distance, as well as the direction to move around the room.
5. We will have a plastic shield on the counter at the circulation desk.
6. If there is a line of patrons, we will limit the time each person has for check-out.
7. Two families, or pods, will be allowed in the library at a time to keep maximum distance.
8. We will have a sign-up sheet upon entering the building for all people entering. This will allow us to keep track of how many people are coming in, as well as gather information for contact tracing.
9. Our waiting area are two spots, six feet apart in the front hallway, one spot just outside the door, and if needed, cones will be placed six feet apart down the front walkway.

We will be following the overall guidelines developed at Winnona Park for our general return to school plan.

Describe in detail how the above protocols, equipment, and other actions will be monitored to ensure compliance and fidelity of implementation, including who will be responsible for each aspect of monitoring:

Winnonw Park staff will monitor the use of the library in compliance with our overall building guidelines.

Will this activity be voluntary, compulsory, or socially compulsory? If the answers vary by participant (such as students vs. staff), answer separately for each category of	**What will happen for those normally involved in this activity if they choose not to participate when it returns to in-person?** (Answer separately for each

people.	category of people if applicable.)
Winona Park staff will be voluntarily working in the library. Students will be voluntarily coming to check out books.	Students and teachers can continue to reserve books online and pick up outside the building.

Describe in detail any interactions this activity will have with others (such as other teams/clubs within the district, other teams/clubs outside the district, etc.), the risks such interactions would introduce, and how those risks will be mitigated.

There will be minimal interactions as library patrons will come in through the front door and go directly into the library. They will only need to walk across the main hall. We currently only have three students in our building starting Monday, October 19th.

What other information, not already provided above, needs to be shared with the team evaluating this proposal?

The hours will remain Wednesdays from 10 - 2 which are the same as our Flybrary hours.

Proposal Review		
Reviewed by CSD COVID Response Team: K. Beam, C. Burnett, S. Brewton, M. Fehrman, L. Huddleston, E. Melton, S. Moore, S. Perez, R. Thomas	**Status:** ☐ Approved	**Date:** 2020 OCT 30