

Plainfield Elementary School Library

Reopening Plan and COVID Response

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Proposed plan as of June 15, 2020. These plans are subject to additional school and government information as it becomes available.

What do we know?

- Pen Argyl schools are the heart of the local community.
- Pen Argyl school libraries are where you find the pulse of the schools.
- Eliminating school library programs and certified school librarian positions deprive students of rich learning opportunities, jeopardize academic and reading achievement, and perpetuate educational inequities.
- Only when there is a trained and certified school librarian present are students taught essential inquiry and information literacy skills aligned to PA Core and Academic Standards, as outlined in the [Pennsylvania Library Model Curriculum](#).
- School librarians form relationships and connections with every single student and teacher who walks through the doors of that school.
- Library programming services *can* continue to be provided in a safe manner for both library staff and students following CDC, PA DOH guidelines and our locally developed Health & Safety Plan.
- Plans should be flexible and change fluidly as new data is provided.

What do students need to be successful during a pandemic?

- Continued and uninterrupted access to high-quality, librarian curated resources (digital and print)
- Continued and frequent access to their school librarian
- To know that their school library is a safe place
- To know that their relationship with the librarian and school library are at the center for all planning and decision making in this process

Reading gives us
someplace to go
when we have to stay
where we are.
- Mason Cooley



Mutts by Patrick McDonell

What can we do?

- Acknowledge the role of the librarian and the tools/strengths they bring to the table.
- Librarians are masters of curating and organizing resources. Take advantage of their expertise.
- Develop plans to continue to provide library services during a time when teachers and students need it the most
- Provide funding to invest in the once free resources that are no longer free
- Provide funding in order for all Pen Argyl schools to participate in Overdrive (allowing access to thousands of high-quality, IU20 librarian curated eBooks)
- Invest in materials needed to make the library as safe as possible for students and staff (see links in Yellow Phase)

Red Phase Library Services

[Translation of Practice for School Librarian for Distance Learning/Teaching](#)

Distance Teaching/Learning

- Develop and maintain weekly library and information literacy lessons through Google Classroom
 - Have clear objectives and learning goals
 - Prepare video content for asynchronous teaching/learning
 - Be prepared to meet face-to-face with students to provide support
 - Post engaging and interactive content
 - Collaborate with other teachers as appropriate
 - Develop initiatives to encourage students to read

Resource Curator

- Maintain a welcoming and accessible library website
- Compile high-quality digital resources for teachers and students (free ≠ good) to meet diverse student needs
- Provide tutorial videos for teachers and students on how to access resources
- Provide tutorial videos showing teachers how to integrate digital resources into their Google Classrooms
- Assess connections between online classroom needs and the library's ebook collection and other free ebook collections (EPIC, Tumblebooks)

Technology Support

- Provide technology support to teachers, parents and students
 - Signing on to a chromebook
 - Signing into a Chrome browser with their personal device
 - Navigating Chrome and accessing Classroom

- Participate in webinars or training sessions provided by educational vendors on how to best serve our school community and **share** that information with staff

Yellow Phase Library Services

General Library Safety Guidelines

- All library staff will wear face shields/masks
- All library staff will practice frequent handwashing
- All library staff will frequently clean heavily touched surfaces (desk tops, library counter tops, door handles)
- Shelf markers will NOT be used
- Magazines will NOT be on display
- Signage promoting social distancing and hand washing will be prominently displayed <https://www.demco.com/demco-reg-upstart-reg-healthy-habits-for-germ-fighters-poster> <https://www.demco.com/social-distancing-floor-decals>
- Visual cues will be used to help provide students with a visual for social distancing (line up spots on floor, sit spots on carpet, etc)
- Upon entering the room, each adult/student will get a squirt of hand sanitizer https://www.thelibrarystore.com/product/28-00034/personal_protection_equipment
- A step stool and soap will be provided at the librarians sink for any handwashing that may need to occur for students
- A safety shield should be installed at the checkout station https://www.thelibrarystore.com/product/ad28-00016/personal_protection_equipment

General Book Check In Procedures

- Gloves will be worn by library staff to check in and safely quarantine books
- Books will be returned to designated book bins located in each hallway of the building (slots so that kids cannot touch other returned books, wheels for easy transport to the library)



- Books will be checked in and placed in the Fab Lab for a 3-day minimum quarantine (the best disinfectant is time) <https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

- If needed, books can be treated with the UV light or wiped with an appropriate cleaning solution (already own UV light) <https://www.demco.com/hamiltonbuhl-reg-hygenx-trade-vray-portable-uv-sterilizer>
- After the 3 day quarantine, books will be returned to the shelves for checkout

General Book Checkout Procedures

*these ideas are fluid and flexible and can be combined with each other as best suits our students' needs

Curbside/Concierge Book Checkout

- For students who choose to continue distance learning
- Students/parents can use Destiny (our online card catalog) to place holds/reserve books (online video tutorial will be made for parents and students to learn this skill)
- Parents can come during designated pickup times to retrieve their books curbside
- Books will be bagged and labeled
- Curbside returns will be treated as described above in [General Book Check In Procedures](#)

Option #1 (most restrictive)

In School Concierge Book Checkout

- No student visits to the library
- Library space can be used for other purposes while librarian runs concierge service and curbside
- Book checkout limits will be increased
 - Grades K-2 from 1 book per student to 5
 - Grade 3 from 2 books per student to 4
- Students will be taught to use [Destiny](#) to place holds/reserve books ([librarian will push into classrooms to teach and reinforce this skill](#))
- The librarian will pull the reserved books from the shelves, bag, label and deliver the books to the student

Option #2 (moderately restrictive)

Library Visits for Checkout ONLY (no lesson-click for more info)**

- Classes (or partial classes) visit the library in staggered intervals, allowing ample time to sanitize heavily touched surfaces
- Upon entering the room, each adult/student will get a squirt of hand sanitizer
- Students are reminded to keep a safe distance from each other as they browse for books
- Students are reminded to only touch books they want to borrow
- Students checkout their books and line up immediately on the designated line-up spots (6 feet apart-floor decals) https://www.thelibrarystore.com/product/28-00009/social_distancing



****Library Lessons**

Library lessons will continue in the classrooms. The librarian will push into the classrooms and teach information literacy and technology skills. The initial focus of instruction for the school year will be focused on skills needed to log on and access Google Classroom (skills needed if school closes again). Accessing Clever and library resources will also play an integral part of instruction provided by the librarian. Library lessons will be 30 minutes each and will be scheduled by the building principal in conjunction with the librarian. Library lessons will be co-taught between the librarian and the classroom teacher.

Green Phase Library Services

General Library Safety Guidelines

****same as Yellow Phase ([click to view](#))**

Option #1 (most restrictive)

Library Visits for Checkout and Storytime (**no lesson-click for more info**)**

- Small groups (or partial classes depending on schedule setup by district) visit the library in staggered intervals, allowing ample time to sanitize heavily touched surfaces
- Upon entering the room, each adult/student will get a squirt of hand sanitizer
- Students are reminded to keep a safe distance from each other as they browse for books
- Students are reminded to only touch books they want to borrow
- Once students checkout they may find a seat on one of the available sit spots on or near the story carpet.
- The librarian will read aloud a book from the collection and engage in a short book discussion.
- Students will line up on the designated line-up spots and return to their classroom.

Option #2 (least restrictive)

Library Visits for Checkout and Lesson

- Small groups (or partial classes depending on schedule setup by district) visit the library in staggered intervals, allowing ample time to sanitize heavily touched surfaces
- Upon entering the room, each adult/student will get a squirt of hand sanitizer
- Students are reminded to keep a safe distance from each other as they browse for books
- Students are reminded to only touch books they want to borrow
- Once students checkout they may find a seat at a table or another designated spot in the room (clearly marked for social distancing)
- Students will attend to a lesson provided by the librarian
- Students will line up on the designated line-up spots and return to their classroom.
 - If library chromebooks are used for the lesson, follow proper sanitizing protocols <https://fireflycomputers.com/how-to-sanitize-a-chromebook/>
 - Power down device
 - Spray microfiber cloth (Norwex is highly recommended by other elementary librarians) with 70% alcohol/30% water solution https://shopus.norwex.biz/en_US/customer/shop/product-detail/562365?categoryName=Cleaning
 - Wipe down chromebook

Possible Funding Opportunities	
COVID-19 Rapid Response Grants	https://www.neafoundation.org/for-educators/covid-rapid-response-grants/
COVID-19 Response Student Success Grants	https://www.neafoundation.org/for-educators/covid-rapid-response-grants/covid-response-student-success-grants/
COVID-19 Response Learning & Leadership Grants	https://www.neafoundation.org/for-educators/covid-rapid-response-grants/covid-response-learning-leadership-grants/
Expanding Access to Well-Rounded Courses Demonstration Grants (deadline: June 26). These grants were authorized under Every Student Succeeds Act, Title IV, part A. Grants are intended to support well-rounded educational opportunities, safe and healthy schools, and technology	https://www.grants.gov/web/grants/search-grants.html

education.	
IMLS CARES Act Grants for Museums and Libraries Institute of Museum and Library Services	https://www.grants.gov/web/grants/search-grants.html

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- Preliminary Reopening Guidance: PreK to 12. (n.d.). Retrieved June 7, 2020, from <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/default.aspx>