



Covid-19 Adaptations

The 2020-2021 program year will need to be more flexible in order to meet public health and safety requirements and/or accommodate school or library closures due to pandemic.

Two main goals we want to maintain: 1) Get books in the home; 2) Maintain relationship between library staff and children

1) Develop a contingency plan with your partner(s) and other library staff:

- Schools/centers may restrict outside visitors in order to lessen risk of exposure to students and staff. Talk with your partners. If you are not able to visit classrooms for monthly storytimes and book distributions consider the following:
 - Meet classes outside on school grounds and do storytime and book distributions in the fresh air, while weather permits.
 - Deliver books a few days ahead of your scheduled visit and stream your visit live via Zoom, Google Hangout, Skype, etc. Be sure to practice using the technology with teachers prior to visit!
 - Find out from partners what kind of tech is available to them—computer with projector, iPad, laptop, etc. Is there any way to hook up an external speaker so kids can hear you better? Do teachers need to check out a laptop or iPad from library? Do they have internet access, or would you need to provide a mobile hotspot, or a portable projector?
 - As a last resort you can record your storytime and allow teachers to share it with students and/or send home so students can view at home.
- Talk with your partners about what will happen if the school closes due to the pandemic. There is a section on the Distribution Planning form to record this, including a place to gather emergency phone numbers.
 - If the school is temporarily closed and you can't do a visit one month, it is acceptable to drop books off at the school once it opens and let teachers distribute the books and Bookworms, or double-up the next month and give out the previous month's books with the current month's books. The best outcome would be to reschedule during the same month, but schedules are going to be tighter with teachers trying to fit more curriculum into fewer days.
 - If the school closes for more than a month, determine whether teachers are planning to send home activities (as they did last spring). If yes, find out if they want their MFB books, then determine how to get them to the teachers (alternate shipping addresses if school isn't accepting deliveries, etc.)
- Talk with other library staff about what will happen if the library closes due to the pandemic.
 - Will library be accepting deliveries?

- Will staff involved with MFB still be given permission to get books to teachers? (delivery to school, curbside pickup for teachers, etc.)
- Provide an alternate shipping address to ICfL MFB coordinators (this will be on the form where you confirm partner enrollment numbers), as well as delivery instructions. This will ensure your books make it to you regardless of whether the library is open.

2) Practice safety measures:

- Wear a face covering when visiting community partners, take hand sanitizer.
- Let shipments of books from ICfL quarantine for at least three days.
- Meet with partners (virtually, phone call) prior to first visit to determine how books and Bookworms will be handed out in order to prevent unintended spread of germs on materials.
- Limit storytime aids, such as puppets, scarves, shakers, flannel board pieces, etc. that will be handled by children; consider turning crafts into individually packaged “take and make” bags.
- Children may not be permitted to sit in a circle or group for storytimes; be prepared to do storytime while they are at their desks.

3) Early Literacy Event: This component will be OPTIONAL in 2020-2021, in case schools are closed or social distancing requirements prevent gatherings.

4) Library Resources: Consider creating a flyer or bookmark that lists all the virtual resources your library has to offer, such as virtual library cards, virtual storytime or early learning programming, e-books/audio books or other media for streaming, curbside pickup, information about how to access computers or Wi-Fi, at-home learning resources, etc., to include with the Welcome Letter or book distributions. Promote Facebook/Twitter/other social media platforms, if your library relies on those for communication or programming. Ask your partners if you can write up a small paragraph for the newsletters they send home to parents/caregivers and highlight one thing about the library or early literacy.

5) What other accommodations/measures should be added to this handout?