

Minerva Free Library Pandemic Policy

Pandemic: A pandemic is the worldwide spread of a new disease.

(World Health Organization <https://www.who.int>)

I: Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials.

II: Definition

Pandemic Plan - A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis. Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

III: Library Closure

Public Health Mandate

The Minerva Free Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, state, or federal level.

Discretionary Service Level Changes

At the discretion of the Library Director or designee, and in consultation with the Library Board of Trustees, the Library may close, reduce its operating hours, or limit services temporarily if there is not sufficient staff to maintain appropriate staffing levels

Staff is unable to maintain adequate social distancing for health and safety

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the community.

IV: Staffing:

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee. (In consultation of the Board)

Increased health/safety measures for staff (e.g., wearing of gloves and/or masks, wiping down work areas, quarantining materials, etc.)

Restricted patron access to areas in the library

Social distancing practices in public and/or staff areas

Reduction of open hours

Cancellation of all programs, special events, and meeting room reservations (and gathering of more people than recommended)

Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours

Closure of the library

Staffing when the Library is open

- i. Employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy.

C. Staffing when library is closed or open reduced hours

- i. Employees shall be compensated for their regularly scheduled hours.
- ii. Healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

V: Communication

- A. In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner.
- B. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on the Library's social media and website, a posting on the library door, and call to local radio stations.

VI: Prioritization of Services

- A. Priority will be given to the following essential services:
 - i. Information services for the public, both in-person and online
 - ii. Payroll
 - iii. Accounts Payable
 - iv. Facility Maintenance

- B. In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff

Approved: May 8, 2020 during a Regular Board of Trustees Meeting

A. Un-PAUSE – Stages of reopening

Stage 1: Limited Staff. Closed to the Public

- A. The Library Director or designee will provide staff with a schedule containing “in-library” hours and work from home responsibilities
 - i. No more than 2 staff members in the library at a time.
 - ii. Staff must work independently, and in separate zones of the library, continuing social distancing
 - iii. Staff “in-library” duties will include, but not be limited to
 - a. clean and disinfect all materials and surfaces
 - b. complete regular collection tasks such as purchasing, weeding, processing, and shelving materials
 - c. preparing for reopening by organizing and decorating the library
 - d. developing programs
- B. Deliveries of supplies and materials are accepted
- C. All patron returned materials will be quarantined for the CDC recommended period of time prior to being cleaned, checked in and shelved.

Stage 2: Limited Staff, Curbside pick-up, Outreach Deliveries, and Services available for patrons

- A. Continue Stage 1 A,B,C protocols
- B. Patrons may resume placing holds for materials currently “in-house”
 - i. Curbside Zone:
 - a. staff are required to wear masks when working with patrons and must disinfect hands before and after each session

- b. staff will deliver checked out materials to a patron waiting outside of the library
- c. All returns placed in book drop staff will retrieve returns and place those materials directly into quarantine
- d. staff will accept faxes, scans and copies to complete for a patron who remains outside the building
- ii. Outreach Zone:
 - a. staff member will resume patron deliveries as needed
 - b. staff are required to wear masks when delivering to patrons and must disinfect hands before and after each delivery
 - c. staff may accept patron returns and place those materials directly into quarantine

Stage 3: Limited Staff, Limited number of patrons allowed in the building at a time

- A. Continue Stage 2 A,B,C protocols
 - A. 50% of patron computers will be available for patron use, separated by more than 6'
 - i. Staff will sanitize the workstation after each patron use
 - B. All soft toys and items will be stored upstairs.
 - i. Patrons will be directed to place used items into a quarantine bin after use
 - a. Items will remain in quarantine for the CDC recommended time
 - ii. Staff will sanitize items in the bin before re-shelving them
 - C. All patrons will be encouraged to limit their time in the library so as not to loiter
 - i. 1 hour computer time limits will be encouraged
 - ii. There will be no programs or non-essential meetings

Stage 4: Regular Staff, Regular essential Library Operation

- A. Limited programming as to encourage healthy social distancing
- B. Staff Workdays
 - 1) Only Healthy Staff will enter the library or make deliveries
 - 2) Staff will complete an initial good health statement prior to entering the library
 - 3) Staff will immediately wash hands upon entering the building

a) Staff will disinfect any touched surfaces on the way to washing hands

C. Zones –

1) Staff will open windows for a long enough period of time as to circulate fresh air into the
Library

2) Staff will regularly clean and disinfect all surfaces (including computers) within their assigned
zones

D. Material Handling-

1) Staff will clean and disinfect all surfaces and materials in the library prior to opening for any
public use including deliveries and curbside service

2) Returned materials will be quarantined for the CDC recommended period of time prior to be
cleaned, allowed to dry, checked in and shelved

a) Staff members have the option to wear gloves and mask during this process but MUST wash hands
and apply hand sanitizer before and afterwards