



Health Pandemic Policy

Whereas in confusing and disruptive situations any sense of “normalcy” can reassure a community and reduce social stress, the goal will be to remain open and offer as complete of services as possible without putting staff or the community at risk. Steps outlined below will be taken to mitigate that risk, and additional measures may be added as deemed necessary.

Should a health pandemic affect our community, the Mondovi Public Library will comply with advisements and notices from the Buffalo County Health Department and state and federal health organizations. This may involve limiting access or closing the library building for the duration of the crisis. Staff illness may also force a building closing for a period of time.

In the event the library is **CLOSED** as part of a quarantine implementation:

- Most staff may be instructed to stay home for the duration of the quarantine period.
- All events scheduled to take place in library facilities will be cancelled.
- Every attempt will be made to maintain electronic resources and services to provide information and recreation for the public.
- Some staff members may be required to report to library facilities for various reasons.
- Full-time staff will continue to be paid at their normal rates.
- Part-time staff will be paid at the discretion of the Library Board.
- Paychecks will be distributed through the mail. It WILL NOT be possible to distribute checks in person. It MAY NOT be possible to distribute checks by mail, as mail service may be disrupted. The Library will make EVERY reasonable attempt to deliver paychecks to employees.
- Library facilities will be made available to public health officials to be used as staging, screening, or treatment sites, or for other purposes to help protect the safety and welfare of the public.
- Overdue fees for borrowed library materials will be waived for the duration of the closing.
- Patrons will be encouraged to keep materials at home for the duration of a Library quarantine closure.

- The Library Board will meet as necessary while still following Federal, State and Local mandates.

If the library remains **OPEN**:

- Staff members will be expected to report for work as usual.
- Some staff may find it necessary to stay home:
 - o because they are ill.
 - o because they are needed to care for dependents.
 - o because they are quarantined because of illness in the household.

In such cases, individuals will be required to use, in the following order, accumulated sick time, compensatory time, vacation time, or unpaid personal leave.

Staff who are ill and report to work may be sent home and required to use, in the following order, accumulated sick time, compensatory time, vacation time, or unpaid personal leave.

The Library Director will work, if needed, during a pandemic when the library is closed. Other staff members may be requested to work as needed. Staff will be provided with proper protective equipment and supplies and trained in their proper use.

Facility Hygiene

Level 1: Normal Operations (Low Threat)

- Make no changes to current operations or procedures.

Level 2: Enhance Sanitation (Medium Threat)

- Disinfection of hard surfaces in the morning and half-way through the day where public stay for an extended period of time (tables, chairs, computer stations, etc.) and high contact items.
- Provide additional supply of hand soap and hand sanitizer as best able.
- Provide disinfectant wipes at checkout for optional sanitizing of materials.
- Staff members will wash hands at the end of the shift or when going on break.
- Post signage at computer stations: wash hand before and after using the public computers.
- Encourage library users/program attendees to spread out and leave empty seats.
- Remove all toys from the children's area.
- If any staff member develops a fever, they will be asked to go home or remain home until health returns to normal.

Level 3: Rigorous Sanitation (Elevated Threat)

If the situation escalates, these steps will be added in addition to level one and standard procedures:

- Posting signs at entrances asking visitors who have a fever, have a household member with a fever, or otherwise not feeling well to use outside book drop and not enter the facility.
- Wipe down computer keyboard, mice, etc. after each use.

- Wipe/disinfect all returned materials before reshelving, and consider the possible need to hold materials in quarantine before reshelving.

Level 4: Restrict Activities (High Threat)

Prior to the last resort of closing the facility, these steps will be taken:

- Remove chairs and post signs asking people to limit the number of people sitting at a table or proximity to each other (6 feet space for social distancing).
- Items in book drops will be removed by staff, wiped down, and held for a minimum of 24 hours prior to being reshelved.
- Cancel all programs and self-directed activities.

Level 5: Limit Open Hours (Critical Threat)

- In addition to all of the above, limit the number of hours per day the building is open.

Programs

Prior to Level 4 response, programs will continue unless otherwise advised by health officials or if staff or presenters are not available to run programs.

Staffing

Adequate staffing is essential to maintain services, and the health of the staff must remain a priority.

If a staff person suspects they are ill, they will be asked to go home and remain home.

Priority in staffing will be basic check-in, checkout service at the front desk. Employee shifts and/or schedules may be changed to provide coverage during open hours. Programs and reference or patron assistance will be considered secondary priority. The Director will determine if there is enough staff on a given day to both maintain a clean, safe building and to meet essential library service.

Closure

In case of emergency, the decision to close the library will be made by the Director and the President of the Mondovi Public Library Board of Trustees, and/or designated staff and board member. This decision will be reviewed as soon as possible at a Library Board of Trustees meeting.

Due to the chances of changes in staffing availability and directives of health/emergency authorities, the library may need to close for a few hours, a day, or a week, and possibly with little notice. Library staff will make their best effort to inform the public via postings on the library doors, media, website, and social media.

Review

Due to the rapidly changing nature of health pandemics, these procedures are viewed as an outline and are subject to change per the best judgement of the library administration, board, and staff based on information from health and public safety authorities.

Approved by the Library Board of Trustees on 03/25/2020.