

## **LIBBIE CASS LIBRARY PANDEMIC POLICY**

### **PURPOSE:**

To establish the protocol to be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library may need to reduce hours 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, the town, or the governor. Recover from a pandemic may be slow, as compared to a natural disaster or other crises.

### **DEFINITIONS:**

**Pandemic Plan:** A pandemic plan differs from a general emergency policy. With a general emergency, there is an assumption that staff will return to the building almost immediately after the event (fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited services and hours may be necessary for an extended period of time.

**Pandemic:** A pandemic is the worldwide spread of a new disease. (World Health Organization <http://www.who.int>)

### **LIBRARY CLOSURE**

**Public Health Mandate:** The Libbie Cass Library will close due to pandemic in the event of a mandate order or recommendation of closure by public health or government officials on the local, county, or state level.

**Discretionary Service Level Changes:** At the discretion of the Library Director, the library may close, reduce the operating hours, or limit services in the event that there is not enough staff to maintain operation or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the Library Director will communicate with staff, the Board of Trustees, and the Town Manager.

### **SCHOOL CLOSURE DUE TO PANDEMIC**

In the event that the Kearsarge Regional School District is closed due to pandemic or illness, the Libbie Cass Library will close to the public, unless otherwise recommended or mandated by public health or government officials. All library programs, special events will be canceled.

### **NO-CONTACT CURBSIDE DELIVERY SERVICE**

During times that the library is closed to the public, the board of trustees will decide based on the recommendation of town and public health officials whether to offer this service. The library director will decide what days and hours. Staff will follow current health recommendations for handling books and returns such as gloves, hand-washing, book quarantine and wiping down books.

### **STAFFING**



At least one healthy employee should be present at the library during all open hours. If necessary, the library will close.

In providing service safely and efficiently, the following action may be taken:

- Increased safety measures for staff (wearing gloves, wiping down work areas.)
- Restricted access to areas in the library (closing areas or floors.)
- Social distancing
- Reduction of open hours
- Cancellation of all programs and special events
- Shift and schedule changes
- Closure of the library

If the library is open, all staff are expected to report to work on time as scheduled. In the event of closure, employees shall be compensated for their regularly scheduled hours. In case the closure lasts for an extended period of time, the trustees will decide on whether a furlough is necessary for one or all staff.

If the library is closed to the public, the library director and assistant may come in to work, on a limited basis, on inventory and weeding and other assigned projects. The library director will do as much as possible from home: program research, purchasing research, website and newsletter work, reading professional books...etc. When working while the library is closed, all staff will record and give an account of hours worked and what they worked on.

If a Stay at Home order is put in place the library will be closed to the public. If staff works at the library when closed to the public, social distancing and increased health measures will be followed. The focus will be on virtual programs and our online services already offered.

If a Shelter in Place order is put in place the library will be closed to the public and staff will not work in the physical building. All work will be done from home.

### **COMMUNICATION**

In the event of closure or hours reduced necessitated by pandemic, effective communication in services or open hours will be announced in a timely manner as possible. The library director will follow normal procedure used for news: library website, newsletter, town marquis, flyers at post office, and the Intertown paper.

In the case of reduced hours or closure, the library director will prioritize tasks and assign the daily work plan to staff.









