

Pandemic Preparedness Plan and Policy

PANDEMIC PREPAREDNESS PLAN

A pandemic is an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. This plan provides information about preparing for a pandemic, including library-specific policy for continuation of service, special procedures for cleaning facilities and equipment and handling of materials.

In early 2020, the United States experienced its first cases of COVID-19 Virus, or SARS-CoV-2 (Coronavirus). As a public institution, Community Library facilities are shared spaces that are vulnerable to the spread of this virus. Through exposure to the public and to shared materials, library staff are particularly vulnerable to the transmission of disease. Therefore, the Community Library is releasing a preparedness plan of best practices to mitigate risk to staff and public.

Public Education

As a public library, we have a responsibility to our community as a primary source of vetted, authoritative information. The Public Services Department will take primary responsibility for collecting official information regarding the pandemic and sharing it with the public.

Communications Plan: Staff

1. Primary communication among staff will be made via telephone. The phone tree for communications follows the chain of command.
2. Staff will be notified daily by 8am of current Service Levels 1-3.

Communications Plan: Public

1. Library service updates will be made available via the library's website, social media, and local media outlets.

Service Level Plans

- **Service Level 1**
Open for business. All staff feeling well should report for their scheduled shift.
- **Service Level 2**
Limited Services. Employees will be notified by their supervisor of their daily assignments at the beginning of their shift.
- **Service Level 3**
Library Closed. Select employees may work from home at their supervisor's discretion.

Maintaining service

Level 1 Response (Open for Business)

1. Social Distancing and Personal Hygiene

- a. Distribute chairs in public spaces at recommended distance.
- b. Limit the number of people who may attend any program by temporarily reducing meeting room and conference room maximum capacities. Require signup for storytimes to ensure limited attendance.
- c. Staff and public will be provided with access to hand sanitizers throughout library facilities.

2. Cleaning

- a. Cleaning staff will wear gloves at all times and increase the frequency and intensity of cleaning of restrooms, frequently touched surfaces such as railings and door knobs, telephones, keyboards and counters. Cleaning of workstations/offices of employees who go home sick will be imperative. Wastebaskets will be emptied more frequently.
- b. Staff will receive information on the importance of good handwashing and social distancing.
- c. Public Service Staff will take regular breaks from service desks to wash hands thoroughly.
- d. Library staff and volunteers will clean covers of returned library materials as often as possible before returning items to circulation.

3. Staff cross-training

- a. Supervisors will review the details of front line staff work to prepare themselves as substitutes for absent employees.
- b. Staff positions with three or fewer employees will document major responsibilities, share a list of current projects/ deadlines and provide any other important information such as file locations and passwords to their supervisor to ensure continuation of service.

Level 2 Response (Limited Services)

1. Suspend Storytimes and public programs.
2. Library materials ordered online may be picked up at the Salem or Twin Lakes buildings during an advertised small window of time.
3. Heavily promote online services.

Level 3 Response (Library Closed)

Criteria for closing the Library

1. Upon the advice of Kenosha County Health Department officials.
2. Upon order from the local municipalities.
3. When 60% or more of CL staff are absent due to illness.

During closed time

1. Key managers will continue to work remotely, when possible, monitoring library operations and communications.
2. Deliveries will be suspended.
3. Maintenance staff will monitor HVAC systems remotely when possible and daily for other locations.
4. Maintenance staff will collect book drop returns daily.
5. Circulation management staff will determine the need and frequency of circulation staff processing returns and reshelving.
6. Payroll processing will continue to be managed by fiscal agent. CL staff are cross-trained to continue with accounting and payroll functions.
7. Staff will heavily promote online services.
8. Library facilities will be sanitized before re-opening.

Employee policies for sick leave and working from home

Employees who are ill or are currently exposed to illness through family and friends should not report to work.

Full time staff may use their accrued sick time for time off the job, either for their own illness or to care for ill family. Part time staff may use holiday time or choose to be unpaid for time away. Staff with the ability to work from home may do so at the discretion of their direct supervisor and Library Director.

PANDEMIC POLICY

The health and safety of our patrons and employees is a priority to our communities and to the Community Library (CL). The Library will continue to follow guidelines provided by the [Centers for Disease Control](#), [WI Department of Health Services](#), [Kenosha County Division of Health](#), [Kenosha County Kickstart Plan](#), and by local and state orders.

The Board of Trustees of the Community Library adopts and makes public the following written policy.

Personnel

- The library will make adjustments to work environments, such as teleworking if and when possible.
- The library will make accommodations for staff in high risk situations (either staff or family).
 - Limit or eliminate patron interaction
 - Provide work from home option (if available)

- The library will require employees to practice social distancing, use of personal protective equipment (PPE) and cloth face coverings, and any other recommendations set by the CDC and local guidelines.
- The library will work with employees regarding sickness and/or COVID exposure. This may include increased flexibility in using sick time, waiving doctor's note requirements (due to healthcare capacity issues), and clear details as to when an individual may return to work.

Circulation / Services

- The library will reduce the hours when the library is open to the public to allow for more thorough cleaning, quarantining, and shelving; it also helps to limit exposure.
- The library will reduce hours for returning materials and accessing book drops.
- The library will quarantine all returned materials.
- The library may dedicate hours for senior and at-risk individuals (preferably at the beginning of the day when the facility is at its cleanest).
- The library may limit the number of people in the building at one time.
- The library may limit usage such as limiting computer use to job and government benefits seeking, but may also include other services, such as curbside pickup.
- The library may set time limits for patrons to remain in the library. The library will encourage brief and purposeful visits and may reduce conveniences that may encourage lingering/browsing.
- The library may continue to provide alternative services, such as virtual programs and services, and curbside pickup to help mitigate the demand for in-person services.

Patron Behavior

Safety of our patrons and staff is our number one priority. Anyone not following established safe policies set forth may be asked to leave the facility. If you or any person in your household is not feeling well, please remain home for the safety of everyone.

- Six feet social distancing must be maintained with anyone who is not a member of the same household.
- Families should limit the number of people entering from the same household. The Library may limit the number of people from the same household if State and Local authorities make those recommendations.
- Children under the age 12 may not attend without accompanying adult supervision.
- Prolonged socializing is not permitted at this time.
- We will operate at a reduced capacity to comply with social distancing requirements.
- Restrictive tape or barriers of any kind may not be removed to accommodate access.
- A face covering is highly encouraged for anyone over the age of 5, unless a medical condition prevents its use or otherwise directed by state and local orders.
- The use of hand sanitizer is encouraged while supplies are available.