



Parke County Public Library

EPIDEMIC/PANDEMIC & LIBRARY HEALTH EMERGENCY POLICY

PURPOSE

To establish a protocol that will be used in the event of an epidemic or Library health emergency. The Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

DEFINITIONS

This 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 recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Pandemic – An epidemic that has spread over several countries or continents, usually affecting many persons around the globe.

Library health emergency – The state of affairs in which there are not enough healthy Library staff to maintain normal hours of operation.

Employees and staffing level – part-time and full-time Library staff as defined by Parke County Public Library. Staffing level refers to the minimum number of healthy staff needed to maintain the building being open to the public.

LIBRARY CLOSURE

Parke County Public Library may temporarily close or limit services because of an epidemic or Library health emergency in the event that any of the following occur:

- A. A mandate, order, or recommendation for closure is issued by Parke County Health Department, Indiana State Department of Health or other local or Federal government officials.
- B. If a Library employee has been diagnosed with the epidemic, PCPL will temporarily close.
- C. At the direction of the Library Board of Trustees
- D. At the discretion of the Library Director



Parke County Public Library

EPIDEMIC/PANDEMIC & LIBRARY HEALTH EMERGENCY POLICY

Parke County Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of closure, overdue fines will be suspended. The exterior book drop may be closed or kept open and cleared periodically.

TYPES OF LIBRARY CLOSURES:

- **Complete Closure:** no staff in the building at any time.
- **Library Closure with Essential Services Only:** Full-time and other essential library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
- **Library Closure with Reduced Services – staff may:**
 - Be allowed to work inside the building, although the building is closed to the public.
 - Be assigned to provide services to patrons in newly determined ways
 - be assigned to clean the building

SCHOOL CLOSURES

In the event that North Central Parke or Southwest Parke schools are closed because of an epidemic, Parke County Public Library will remain open unless one of the above conditions under the “Library Closure” section above are met.

MINIMUM STAFFING LEVEL

To maintain regular business hours:

- Monday through Friday - at least 3 healthy staff must be available to keep the Library open for its regular daily hours.
- Saturday - at least two healthy staff must be available to keep the Library open for its regular daily hours.

Abbreviated hours:

- An inability to maintain this temporary minimal level will result in reduced hours or closing the Library. Also, the necessity to maintain this temporary minimal level for more than five consecutive days will also result in reduced hours or closing the Library.
- The absence of healthy Library staff will determine the ability to carry out services and maintain open hours.
- At the Library Director’s discretion, this may include:



Parke County Public Library

EPIDEMIC/PANDEMIC & LIBRARY HEALTH EMERGENCY POLICY

1. Cancelling programs, special events, and meeting room reservations
2. Reassigning employee duties and shifts
3. Reducing open hours if the number of employees falls below minimum levels

COMPENSATION DURING AN EPIDEMIC/PANDEMIC

The Library will compensate an employee their regularly scheduled hours if they:

- contract the disease
- are required to care for a family member with the disease
- receive a mandated or doctor-directed self-quarantine

In the event of closure and Library employees are sent home, those employees shall be compensated for their regularly scheduled hours.

In the event the Library remains closed, Part-time employees shall be compensated for their regularly scheduled hours. Full-time employees will be compensated their regular salary. As indicated above, staff may be asked to work from home or in the building as required.

IMPACT ON STAFF WITH CHILD CARE CONCERNS

In the event of school districts and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time off to stay at home.

COMMUNICICATION

In the event of cancellation of services, programs, meeting room usage or Library closures, administration staff will:

- Notify staff, trustees, and Friends board members, custodial staff and public via email, social media and the website
- Call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if we have contact information)
- Provide information regarding the epidemic/pandemic on the Library's website's homepage
- Create signage for updating patrons inside the library
- Notify local media and other government entities as deemed necessary

PRIORITIZATION OF SERVICES

If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Staff duties may be reassigned as needed to provide public service based on these priorities.



Parke County Public Library

EPIDEMIC/PANDEMIC & LIBRARY HEALTH EMERGENCY POLICY

Priority responsibilities shall follow this order, with safety being a priority:

1. Direct patron assistance, e.g. check out, issuing Library cards, computer and information assistance.
2. Processing incoming holds, check in, incoming delivery returns, shelving.
3. Processing holds, shelf action lists, pick lists.
4. Submission of payroll, processing bills for payment, preparing for and holding Library Board meetings.

Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

EMPLOYEE ABSENCES

Parke County Public Library Employee Handbook outlines the regular PTO policy. This policy shall continue to be followed in the event of an epidemic or Library health emergency while the library remains operational. Pre-approved time off will be honored unless voluntarily cancelled.

SOCIAL DISTANCING

If recommended by local, state or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the Library buildings.

ADDITIONAL CLEANING MEASURES

During the epidemic, the Library will ask staff and contracted custodians to increase cleaning within each location.

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
First Version	Approved	PCPL Board	3/18/2020