



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 requires testing, the following procedures will be followed.



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- a. The library employee being tested will be required to stay home and the library will return to curbside service only (no computers) until test results are received.
  - i. If results are negative, the library will return to full operation.
  - ii. If the results are positive, the library will fully close according to state and health department recommendations. After following quarantine procedures, the staff will deep clean to ensure sanitization before reopening.
- C. At the direction of the Library Board of Trustees
  - a. If the county metrics move to....
- D. At the discretion of the Library Director

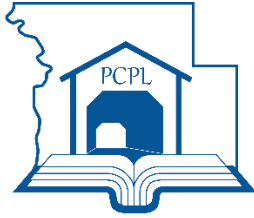
Parke County Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of closure, overdue fines will be suspended. The exterior book 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 (i.e. curbside service)
  - Be assigned to provide services to patrons in newly determined ways (i.e. curbside with appointment only computer use.)
  - 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.



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### 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:
  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 (i.e. the library has to shut down due to a staff positive for mandatory 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.



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### COMMUNICATION

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.

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 Personnel Policy Manual 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.



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### **SOCIAL DISTANCING & MASKS**

If recommended by local, state or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the Library buildings. In addition, the library will offer masks to patrons coming in to the building who need one. Staff will be asked to wear masks when assisting patrons.

### **ADDITIONAL CLEANING MEASURES**

During the epidemic, the Library will ask staff and contracted custodians to increase cleaning within each location. This includes sanitizing computers between patron use, wiping down all high touch surfaces hourly (door handles, counter tops, other surfaces as seen fit), etc.

### **MATERIAL HANDLING**

The library will follow procedures as recommended by the Indiana State Library, CDC, and/or InfoExpress services as to handling materials upon item return. For example:

- quarantining materials for 72 hours after items are checked in.
- holding InfoExpress materials for 72 hours before opening and checking in for patrons.
- quarantining book donations for 72 hours before sorting or limiting/restricting book donations during a Epidemic/Pandemic situation.

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
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Second Version	Approved	PCPL Board	10/21/2020