

Pandemic Response Policy

Level I: Precautionary Health Procedures (to be used when virus activity in Macon County is estimated to be high and/or when a pandemic illness has entered US borders).

1. Cleaning & Supplies
 - a. Purchase additional cleaning and disease prevention supplies.
 - b. Provide tissues and hand sanitizer to staff and place in public areas.
 - c. Offer staff gloves to be used if desired. As appropriate, recommend use by staff who handle many materials.
 - d. Perform additional routine cleaning as needed of all frequently touched surfaces in the Library, such as workstations, countertops, touchscreens, light switches and door knobs.
 - e. Provide staff with disinfectant wipes for quick disinfection.
 - f. Staff should contact Maintenance if an area needs to be thoroughly cleaned; Maintenance staff will have access to medical grade disinfectant.
2. Work Adjustments
 - a. Authorities may request that persons returning from an infected area of the world not return to work for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused, paid time off must be exhausted prior to taking unpaid leave and benefits will be maintained.
 - b. Any employee presenting symptoms congruent with the outbreak will be asked to return home/or refrain from coming to work. Employees will use paid time off (if applicable) and benefits (if applicable) will be maintained even if employee has no paid time off.
3. Communicate to the Public
 - a. Share official sources for health information with patrons.
 - b. Promote healthy habits.
 - c. Promote online Library services.
4. Communicate to Staff
 - a. Share this Pandemic Response Procedure.
 - b. Encourage staff to receive appropriate vaccinations.
 - c. Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene.
 - d. Advise traveling staff to check the CDC's Traveler's Health Notices.
 - e. Promote healthy habits.

Level II: Moderated Services (to be used when cases have been diagnosed within the county and/or when case levels in the area are rising rapidly).

Decisions and actions will be guided by the recommendations of public health officials from the County, Village, and State in regards to closure or reduction in services/hours.

These procedures are in addition to those in Level 1—Level 1 procedures will continue.

1. Service Adjustments
 - a. Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:
 - i. Library programming
 - ii. Refreshments at programs and unpackaged refreshments in the staff lounge.
 - iii. Public meeting room use.
 - iv. Circulation of items that are difficult to clean or that have a high risk of spreading disease, such as the board books, developmental games, telescope, etc.
 - v. Other services deemed necessary to suspend to contain the spread of the virus.
 - vi. Plan for social distances: space out computer availability (1 computer per table), remove chairs from the tables, adjust staff schedules so that two people are not in a shared space at one time.
 - b. Remove shared toys and activities from the Children's and Adult departments.
2. Work Adjustments
 - a. Cancel all Library-related travel to areas under a CDC Traveler's Health Notice Warning Level 3 (Avoid Nonessential Travel) and reconsider Library-related travel to Level 2 areas.
3. Communicate to the Public
 - a. Continue messaging as in Level 1. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
 - b. Post an alert on the website outlining adjustments to services; adjust homepage to include pointers to official sources of information about the pandemic.
 - c. Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments.
 - d. Inform patrons that fines will be waived during moderated services.
4. Communicate to Staff
 - a. Library Director to monitor and coordinate response among authorities, schools, village and Library.
Review and adjust staff contact information to ensure it is current.

Level III: Temporary Closure or Reduced Hours (to be instituted when a staff member or member of their household has a confirmed case or when area confirmed cases have increased to the point of local or state mitigations ordering Closure, Reduced Hours, and/or Curbside Service only).

Procedures for Level I and II will continue during Level III, as long as the Library is open.

1. Service Adjustments
 - a. Temporary Closure. During the course of a pandemic, the Library Director may temporarily close the Library building under one or more of the following conditions:
 - i. Public health authorities advise, request or order such a closure.
 - ii. Mt. Zion area schools close.
 - iii. Public visitation is too low to warrant keeping the Library open.
 - iv. Staffing levels are too low to operate the Library. In order to open, the Library must have a minimum of two staff members the entire time open.
 - v. Any other conditions that prevent the Library from operating the building safely and effectively.
 - b. Extend due dates and continue waiving fines.
 - c. Issue library cards remotely by gathering information on an online form.
 - d. Expand digital services and lending limits as much as possible.
 - e. Offer virtual programming as possible.
 - f. Increase social media engagement.
 - g. Increase online presence via Library's Facebook page, Instagram, website, and online newsletter.
 - h. Possibly close book and A/V returns – depends on situation.
 - i. Inform vendors and delivery services, including IHLS, that we are closed and not accepting deliveries.
 - j. Notify IHLS, Village, Police Department, Fire Department, and volunteers that we are closed.
2. Work Adjustments
 - a. Staff and volunteers are to refrain from reporting to work in person.
 - b. Any staff member may be asked to work from home as needed.
 - c. Staff will continue to be paid for their regularly scheduled weekly hours – as long as library budget allows.
 - d. Library Director will continue to work remotely to coordinate response among staff and with the Library Board of Trustees.
3. Communicate to the Public
 - a. Post an alert message on the website and social media indicating that the Library is closed; homepage to include pointers to official sources of information about the pandemic.
 - b. Post Library closed message on front door of the Library.
 - c. Change phone message to indicate closure.
 - d. Continue to share official sources for health information and library service

updates with patrons via digital communication channels.

- e. Promote Library's digital resources.
4. Communicate to Staff
- a. Library Director to continue to monitor and coordinate response among authorities, schools, villages and Library.

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the Library's response to meet emergent needs.

Adopted 5/12/2020
Revised 11/10/2020