

George Culver Community Library Policy

POLICY: Epidemic, Pandemic, and Library Health Emergency Policy

AUTHORIZED BY: Board of Trustees

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I: Purpose

To establish a protocol that will be used in the event of an epidemic, pandemic, 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, pandemic, or health emergency, organizations may be required to take measures to help slow the spread of illness such as closing or limiting meeting room use. 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.

II: Definitions

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 a large area that is prevalent throughout an entire country, continent, or the entire world.

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

III. Preventing the Spread of Illness

The library will provide hand sanitizer while supplies last to patrons and staff. Staff will be further provided gloves and disinfectant wipes or spray. Staff will be encouraged to disinfect frequently touched areas such as door knobs, computer components and countertops. Staff are required to stay home when they have an infectious illness. The George Culver Community Library/Village of Sauk City sick leave policy applies when staff are unable to come into work due to their own illness, unless the policy does not comply with a government order in effect.

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IV: Library Closure

The George Culver Community temporarily close because of an epidemic, pandemic, or library health emergency in the event that either of the following occur:

- A. The Village of Sauk City offices close because of a health emergency.
- B. A mandate, order, or recommendation for closure is issued by public health or other government officials.

At the discretion of the Library Director, the George Culver Community Library may temporarily close, reduce its operating hours, or limit services *in the event that there is insufficient staff to maintain basic service levels*. The Library Board will be informed of these occurrences.

In the event of full closure, due dates and holds pickup dates for library materials will be adjusted so that no overdue charges or replacement fees are assessed and holds do not expire on dates in which the library is closed.

V: School Closure

In the event that the Sauk Prairie School District is closed because of an epidemic, pandemic, or health emergency, the George Culver Community Library will remain open unless one of the above requirements for closing are also met. However, library programs and special events may be canceled on any day on which Sauk Prairie schools are closed because of illness.

VI: Minimum Staffing Level

Minimum staffing level for a temporary period of time is defined as two healthy desk staff available to be present at the library during all open hours with a maximum 40 hour workweek per employee.

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 could 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:

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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.
4. Closing the library for one or more days.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the George Culver Community Library/Village of Sauk City sick leave policy. In the event of closure and healthy library employees are sent home, those employees shall be compensated for their regularly scheduled hours for the day that they are sent home. The director may give employees work from home assignments when appropriate, ask employees to work in-library, take time off without pay, or employees may use available leave balances.

VII: Communication

In the event of closure Library staff will post: signs on the door, notice on the website, and notices on social media. Library staff will call to notify scheduled meeting room users and presenters.

VIII: 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.

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, Processing holds queue reports.
3. Processing bills for payment, preparing for and holding Library Board meetings.
4. Shelving.

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 to determine staffing area assignment and which individual work

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tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

VIII: Employee Absences

The George Culver Community Library/Village of Sauk City absence policy shall continue to be followed in the event of an epidemic, pandemic, or library health emergency, unless the policy does not comply with a government order in effect.

IX: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall fall to their designee. In the event of the director's incapacity to determine a designee, the Library Board will appoint a temporary replacement.