

## **Pendleton Community Public Library Protocol for Wide-Spread Viral Contagion**

### **Safety Objective**

In the case of a wide-spread health crisis where there is concern about the spread of contagion, the library will abide by the protocol detailed below. Additionally, the library will follow all recommendations from local health officials such as the Madison County Health Department and the Indiana State Department of Health, as well as Federal agencies such as the Centers for Disease Control, and the US State Department.

*The library will utilize a rational, measured approach to continuing service and mitigating risk, while keeping the health and safety of staff and patrons as its Number One Priority.*

### **Management's Expectations of Staff**

Mitigating risk at the library should be regular practice of all staff, no matter the status of any health crisis. Staff are encouraged to wash or sanitize hands often and to provide routine environmental cleaning by frequently sanitizing heavily-used, shared surfaces. Examples include the circulation desk, keyboards, mice, copy machines, cash registers, telephones, and door handles.

Library employees are instructed to stay home if they exhibit *any* signs of acute respiratory illness or flu-like symptoms. Employees should NOT return to work until they have been free of fever for at least 24 hours, without the use of fever-reducing or other symptom-altering medication. A note from a health care provider is not required for staff members who are using consecutive days of PTO for the purpose of recovery and isolation. However, if a staff member tests positive for the contagion of concern, or receives a quarantine order from a healthcare professional, they will be granted a two week period of prorated PTO, or PTO that covers the full duration of the quarantine order, whichever is longer, but not to exceed 4 weeks.

Staff members who are caring for diagnosed or quarantined family members, or are required to stay home with children due to school closure, will be handled on a case-by-case basis with input from the Library Board and Library Attorney.

Staff members who disregard recommendations and official warnings from local or Federal agencies and engage in high-risk activities that potentially put themselves and others in danger will be told to not return to work for 14 days after the conclusion of the high-risk activity. Those two weeks are unpaid, but a staff member has the option to use earned PTO.

## **Response Levels**

During a health crisis, there are three levels of service that may be enacted, Limited, Essential, and Digital-Only.

### Limited Service

Limited Service will be enacted when...  
school closes

Under Limited Service, social distancing is encouraged. All library programs will be cancelled. The public's use of the meeting room for groups of more than 6 will no longer be allowed, and scheduled meetings that reach this threshold will be cancelled. The library will use promotional and social media channels to communicate restrictions to the public, encouraging them to stay home and not visit the library, especially if they are ill or in a high-risk category, susceptible to illness. Only certain public computers will be available to allow for social distancing, and duration and frequency of sessions may be limited, depending upon usage. The library's operating hours may be decreased, dependent upon staffing and public demand for services.

### Essential Service

Essential Service will be enacted when...

staff member tests positive, or there is a known contamination in the library facility

Under Essential Service, the library will only operate in east lobby area, encompassing a dedicated entrance, divided community room, restrooms, and drinking fountains. The rest of the library will remain closed to the public. Patrons are strongly discouraged from visiting the library. Some staff equipped for telework will do so. Any materials being checked out are retrieved by staff and checked out to the patron in the main area of the library and handed to the patron in the public area. All materials coming back to the library are placed in a drop in the community room where they are sanitized and checked in before being brought into the main area of the library. At least two laptop computers will be available for public use, and each computer will be sanitized after each use. Environmental cleaning will take place on an hourly basis for frequently-touched, shared surfaces.

### Digital-Only Services

Digital-Only Services will be enacted when...

there is a public mandate to do so, or a decision made by library administration

Under Digital-Only Services, the entire library will be closed to the public. The public is encouraged to use the library's digital services. All staff equipped to telework will do so. Staff not eligible for telework will receive pay during the closure, in accordance with the salary schedule.

## **Consulting Resources**

Throughout the duration of a health crisis, the library will continually refer to the latest, factual information from the Madison County Health Department and Indiana State Department of Health as well as the CDC, and US State Department. This helps ensure that the library's response is timely and relevant to the current local situation.