

Pandemic Policy

PURPOSE

Working together to ensure the health and safety of our staff and our patrons in the event of a pandemic is our paramount concern. This policy is developed with the intention of employing best practices to protect health and safety and shall be in force until the danger of the spread of infectious disease has passed. If a local spike in disease should occur or in case of staff illness or if there has been known exposure to the virus the Somerset Public Library Board of Trustees may choose to close the library for a period of time as a safety measure.

In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures.

REVIEW

While this policy is in effect, the library board will review its procedures monthly to determine if any or all temporary restrictions can be lifted.

PRIORITIZATION OF SERVICES

If reduced staffing, open hours or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Direct patron assistance: check out; issuing library cards; computer and reference assistance; check-in materials, delivery shelving and paging lists will be prioritized. Services essential to operating the library are processing bills for payments, library board meetings, and facility maintenance. Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits.

USE OF THE LIBRARY BUILDING

Somerset Public Library will comply with the recommendation of the CDC and the State of Wisconsin regarding sanitizing the library and the number of people who may be within the premises at any time. This number shall include staff that are present. All library users are asked to obey the following behavior:

- If you or any person in your household is not feeling well, please remain home for the safety of everyone.
- Only two individuals from the same household may enter together, except during Family Appointments.
- The library will also offer Family Appointments in which up to nine individuals of the same household may enter the library together.
- Prolonged socializing is not permitted at this time. Patrons should plan on spending no longer than 45 minutes at the library.
- Face coverings are strongly recommended for anyone over the age of two, unless a medical condition prevents use.
- Use hand sanitizer upon entering the building.
- Six feet social distancing must be maintained with anyone who is not a member of your household.

Approved 07/07/2020
Revised 08/04/2020
Reviewed 09/01/2020
Reviewed 10/06/2020
Revised 11/05/2020

- For those not comfortable with entering the library building or following the before mentioned requirements, curbside pick-up will remain available.

MATERIALS HANDLING

Somerset Public Library will practice quarantining procedures until advised that the danger of infectious disease has passed. Current procedures include:

- Items returned to the Library will be quarantined according to the current recommendation of the CDC and/or the State of Wisconsin Department of Public Instruction.
- Returned materials that have yet to be quarantined will be only be handled by staff wearing gloves and masks.

LIBRARY STAFF

Minimum staffing level is defined as three healthy employees 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 for more than five consecutive days will result in reduced hours or closing the library. While the library is open to the public the staff will need to follow these procedures:

- Frequently clean and sanitize touchpoints in all common areas. These include, but are not limited to: tables, desks, door handles, light switches, phones, and public restrooms (soap dispensers, faucets, handles, flushers).
- Secure the necessary protective supplies needed, such as masks, gloves, disinfectant, hand soap, hand sanitizer, and facial tissue.
- Employees will wash or sanitize their hands between patron transactions if they have handled materials also handled by patrons.
- Non-circulating materials and the majority of seating will be removed from public areas to minimize spread through surfaces frequently touched and discourage close contact.

Somerset Public Library is taking precautions to help prevent any exposure or infection but cannot guarantee that the library is virus free. Staff shall comply with all requirements outlined below:

- Employees are expected to follow protective measures, such as social distancing, use of personal protective equipment (PPE) and face coverings. Accommodations will be made for staff with high risk situations and for those medically unable to use PPE.
- Staff shall not report to work when sick.
- Staff are required to monitor temperature prior to coming to work.
- Staff members who have any symptoms consistent with an outbreak should self-isolate and follow CDC recommended steps. If testing is available, it is recommended.
- Staff members that have been potentially exposed or living in a household where individual members have symptoms (either untested or tested positive) consistent with an outbreak should remain at home or in a comparable setting and practice social distancing for 14 days.
- Staff may return to work when they have met the CDC criteria to discontinue home isolation and have consulted with a healthcare provider or their local health department in the county of residence.

- Staff members are required to report to their supervisor any air, train and bus travel or, travel in a method or to a destination that will put you in close contact with more people than the mass gathering recommendations.
- Staff members may not be permitted to return to work after such travel for 14 days following their return.
- Staff that regularly work 14 hours or more are expected to telework during self-quarantine periods unless they themselves are sick and unable to work.
- Staff that regularly work 14 hours or more, Sunday through Saturday, and have been employed for a minimum of 30 days, will be compensated at their regular rate of pay during self-quarantine periods.

CRITERIA FOR CLOSING THE LIBRARY

Somerset Public Library will close due to pandemic in the event that The Village of Somerset closes following a Village Emergency Closing Resolution or a mandated order or recommendation for closure is issued by public health or government officials on the local, county, or state level. At the discretion of the Library Board President, the Somerset Public Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) if there is not enough staff to safely maintain basic library service levels.

COMMUNICATION

If one of the requirements for closing or reduction of hours and services is met, the library director will contact each staff member by phone or in person. Library staff on duty will need to notify the public by posting a notice on the front door of the library, the library's social media pages, and website. The library staff will also change the phone message to reflect the change in hours and/or services.