

## I. Purpose

To establish the protocol that will be implemented when authorities declare a public health emergency. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, during an epidemic, businesses, social organizations or schools may be required to take measures to help slow the spread of the illness including closing down 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. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core business activities of the library be maintained with limited staff and reduced hours as determined by the Library Director.

## II. Definitions

“Health Risk Emergency” A health risk emergency policy 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.

“Pandemic” A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new virus appears against which the human population has no immunity. If a pandemic were to occur we could expect the virus to spread rapidly due to the interconnected nature of the world and the high level of global travel.

“Communicable diseases” for the purposes of this policy, are diseases that are capable of being transmitted to other individuals through the air or by direct physical contact between individuals or contaminants.

## III. Library Closure

The Lenox Public Library may close when the following occur:

- a) The City of Lenox offices close because of a health emergency.
- b) A mandate, order, or recommendation for closure is issued by the Iowa Department of Public Health or other government officials.

At the discretion of the Library Director, the Lenox 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.

Adopted: 4/21/2020

Reviewed:

Revised:

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:

- a) Canceling programs, special events, and meeting room reservations.
- b) Reassigning employee duties and shifts
- c) Reducing open hours
- d) Closing the library for one or more days

In the event of closure, due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drop will be kept open and cleared periodically.

The Lenox Public Library's public Wi-Fi will remain available for public use even when the library is closed.

#### IV. School Closure Because of a Health Risk

In the event that the Lenox Public School is closed because of a health risk, the Lenox Public Library, to support our community and act as a steadying influence and source of reliable information, will remain open unless one of the above requirements for closing are met. However, library programs and special events may be canceled on any day on which Lenox Public Schools are closed because of illness. There will also be a maximum limit of 15 people who can be in the library at one time.

#### V. Cleaning Protocol

Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Customers and employees demonstrating active symptoms of a communicable disease may be required to leave the facility, or program or function if library personnel reasonably believe the person is placing the welfare of themselves or others at risk.

Should school be canceled due to a public health risk, non-circulating children's materials (legos, puzzles, games, toys) will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Items will be placed into storage and temporarily unavailable.

Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

Hand sanitizer may be made available. Tissues, disinfectant, and disposable towels for customers and employees to clean work stations and work surfaces.

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Revised:

Employees are to show heightened attention to cleaning and hand washing. Increasing frequency of cleaning with an appropriate sanitizer or disinfectant all high touch surfaces like public door handles, counters, all library equipment, tablets and computers, surfaces and restroom.

#### VI. Communication

In the event of library closure library staff will be notified and every effort will be made to notify the public. Signage will be posted on the door, T.V. social media and web site.

Public will be encouraged to use the library's online resources, e-books and audio-books.

#### VII. Employee Absences

In the event of closure, and healthy employees are sent home, those employees shall not be compensated for their regularly scheduled hours. While the library is closed however, the Director may continue to come in to work his/her regularly scheduled hours and will be paid regular salary.

Employees are expected to stay home if they or family members are sick.

The Lenox City Policy outlines the sick leave policy; this policy shall be followed in the event of any health emergency.

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Reviewed:

Revised: