

Coloma Pandemic and Public Health Policy

Purpose

This policy establishes basic principles to be employed in the event of an infectious disease outbreak or other public health emergency. For detailed information, refer to the **Coloma Public Library ReOpening Plan** and the **Preparedness and Response Plan**

Goals

- To determine necessary actions to reduce health threats to Library staff and patrons.
- To cooperate with federal, state, and local government and public health agencies.
- To protect Library staff, facilities, equipment, materials, and records.

Authority

During a pandemic/epidemic, this policy will take precedence over other policies in effect, as needed, to ensure the health and safety of the public and staff.

Authorizations of the Library Director by the Coloma Public Library Board of Trustees:

- To take actions required under any Executive Order with notification to the Coloma Public Library Board of Trustees.
- To act in accordance with the mandates and recommendations given by federal, state, and local government, and public health agencies.
- To take necessary actions, including implementing closures, to protect the safety of patrons and staff.
- To create, implement, and modify the **Coloma Public Library ReOpening Plan**.
- To create, implement, and modify the **Preparedness and Response Plan**.

If the Library Director is unavailable to perform the responsibilities and decisions outlined in this policy and the aforementioned **Plans**, the Assistant Director shall have the authority to act in the Director's stead.

Closure

The Library may close or limit services in the event any of the following occur:

- A mandate, order, or recommendation for closure is given by federal, state, and local government, or public health agencies.
- Any library staff test positive for an illness of an existing or projected epidemic/pandemic.
- At the discretion of the Library Board of Trustees.
- At the discretion of the Library Director.

In addition, the Coloma Public Library may temporarily close, reduce operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of a contagion.

In the event of closure, library fines will be suspended and checkout due dates will be extended until the library is opened again.

The closure of the Library as described in this policy differs from a general emergency closing policy, which assumes staff will return to work immediately after an event or crisis has passed. In an Epidemic/Pandemic, recovery may be slow and a full closure of the library may be necessary for an undetermined amount of time.

Continuity of Operations

During closures, the Director and Assistant Director will be deemed “essential” in order to perform work related to the following priorities:

- Information/Communication services for the public
- Payroll
- Accounts Payable
- Facility Maintenance

With consent from the Coloma Public Library Board of Trustees, the Director is authorized to resume Coloma Public Library services when allowed by governing authorities.

Personnel

The Library Director will determine appropriate staffing levels for each phase of reopening and whether staff work from home or work in-person.

While the Library is under extended closures due to public health emergencies, staff may continue to receive pay as permitted by sufficient funding levels and not exceeding the approved budget line items for payroll expenditures. Hourly staff will be paid for the average number of hours scheduled to work each week. Salaried staff will be paid as usual. *Refer to the **Preparedness and Response Plan** for additional detail.

Reopening

Before reopening to the public, the Library will determine:

- Needs. The Library Administration will meet to assess the condition of the Library and the tasks that need to occur prior to reopening to the public including ensuring that protective equipment is in place such as shields and sanitary supplies.
- Cleaning protocols. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
- Safe materials handling. This may include quarantining returned materials for specific periods of time.
- Regulations. Policies related to patron behavior will be reviewed and updated as needed to ensure safe practices such as requiring masks and social distancing to reduce the spread of illness.

- Notifications. Notices will be posted on the door of the Library, the website, local newspaper, and social media to inform patrons of the particular regulations of patron conduct for the current phase of the **ReOpening Plan**.

When re-opening, the Coloma Public Library will employ a phased approach to services to ensure that the Library is appropriately cautious and operating safely. Recommendations of federal, state, and local government, or public health agencies will be considered.

Phase 1 - All staff may work remotely. Library access is limited to only those actions which are required to sustain the safety, maintenance, and life of the institution.

Phase 2 - Library staff may return to the building but maintain social distancing; remote work is still authorized and encouraged. Staff prepare the building for curbside pick-up. Remote reference and other programs still occur.

Phase 3 - Curbside pick-up starts. All other library activities remain virtual or remote.

Phase 4 - Limited public access to the building with limited services is implemented.

Phase 5 - Return to full service with the understanding that special arrangements may still be in place.

With approval from the Coloma Public Library Board of Trustees, the Library Director may modify services, safety protocols or other parts of the **ReOpening Plan as well as the Preparedness and Response Plan**. Determinations will be made when to move to the next phase, in whole or in part, or go back to a prior phase.

The decision to cancel or limit services, move through the phases of the **ReOpening Plan**, close the Library, or adopt additional protocols will be made by the Coloma Public Library Board of Trustees and may be based on recommendations by government and health officials.

Enforcement

The Library Administration may suspend privileges to patrons not in compliance with Library Policies including the **Code of Conduct** policy.

Right of Appeal

Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the President of the Library Board. The decision of the Library Board will be final.

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