

## Library –Pandemic Policy

- I. **Purpose.** The Peter White Public Library takes the health and safety of our staff and community seriously and will remain vigilant in efforts to mitigate workplace and community exposure to Covid-19 and other Pandemic situations. The Library will follow recommendations from the Occupational Health and Safety Administration (OSHA) and the Centers for Disease Control (CDC) along with any local and state emergency orders which apply. This document will be updated as new recommendations are available or in order to remain compliant with any federal, state, and local orders. The provisions of this plan will apply to the employees at the Peter White Public Library until deemed unnecessary by the Library Director and/or Board of Trustees.
- II. **Mitigation Procedures.**
  - A. Staff shall remain home and notify the Library Director or designee accordingly when experiencing symptoms that could be related to Covid-19.
  - B. Staff must report immediately to the Library Director or designee if they have been exposed to someone testing positive for Covid-19 or other pandemic viruses or variants.
  - C. Staff should follow current CDC guidelines regarding quarantine, if a member of their household has been diagnosed with Covid-19 or while waiting for test results.
  - D. Staff should practice good hand hygiene which includes frequently washing hands with soap and water for at least twenty seconds. When hand washing is not practical or available, hand sanitizer should be used.
  - E. Avoid touching eyes, nose and mouth and cover mouth and nose when sneezing.
  - F. Cleaning and disinfecting of high-touch public surfaces will be carried out by the Library's Maintenance staff. Traditional cleaning supplies will be utilized as well as EPA verified disinfectants. Staff who are working in shared work areas or with shared supplies are encouraged to clean and/or disinfect these areas on a regular basis. Staff are also encouraged to clean and/or disinfect their private offices on a regular basis.
  - G. Work areas and/or tasks may be restructured to mitigate contact and risk.
  - H. The Library will provide the following Personal Protective Equipment "PPE" for staff:
    - Disposable masks and/or fabric masks – Staff are encouraged to wear masks at any time despite the community transmission rates. Masks may be required should the community reach substantial or high transmission rates. (see Exhibit A)
    - Gloves – Staff may use library supplied gloves at their discretion.
    - Barriers and sneeze guards will be provided and will remain in place until this policy is no longer necessary.

- II. **Levels of Operation.** The Library Board adopts the levels of operation plan attached as Exhibit A (“Pandemic Operation Plan”) to this Policy. This Plan sets the basic structure for how the library will operate under various levels of community transmission. Pursuant to Section IV, the Library Director has authority to modify the Pandemic Operation Plan. Violations of the Plan, by patrons of the library, may result in suspension of library privileges.
- III. **Director’s Role; Authority.** The Library Director (or other person appointed by the Library Board) will monitor transmission rates and make modifications based on reputable sources. The Library Director has the authority over the following:
- A. *Modifications; Pandemic Operation Plan.* The Library Director may modify in writing any services, safety protocols or other part of the Plan. The Library Director also may determine when it is an appropriate time to change the level of services (Exhibit A) due to community transmission rates.
  - B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.
  - C. *Cancel or Limit Services.* The Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
  - D. *Library Closure.* The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the President of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director’s decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director’s determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library’s Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library’s website. This Policy assumes the staff will be paid based on their “normal” schedule during the Library’s closure under this paragraph.
  - E. *Consultation.* The decision to cancel or limit services, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control (“CDC”), local health officials, the Library Board of Trustees, Michigan Library Association, American Library Association, or other reputable sources.
- IV. **Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in this Policy, Exhibit A, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, Library Staff shall follow the existing Code of Conduct violation reporting process.

- V. **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 Library Board of Trustees within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board of Trustees. The decision of the Library Board of Trustees is final.
  
- VI. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

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Peter White Public Library Board of Trustees  
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