

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 Grantsburg 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 payroll, 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

Grantsburg 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 follow obey the following behavior:

- If you or any person in your household is not feeling well, please remain home for the safety of everyone.
- We ask that visitors under the age of 14 be supervised by an adult at all times.
- Prolonged socializing is not permitted at this time.
- Please wear a face covering for anyone over the age of 2, unless a medical condition prevents its use.
- Use hand sanitizer upon entering the building or wear disposable gloves.
- Six feet social distancing must be maintained with anyone who is not a member of your household.
- Enter the library through the south/front entrance and depart via the back entrance.
- Place returned materials in the outside dropbox. The inside dropbox is temporarily closed.
- Place items handled but not checking out on the central book cart. Do not return handled items to the shelf.

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

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MATERIALS HANDLING

- Grantsburg Public Library will practice quarantining procedures until advised that the danger of infectious disease has passed. Current procedures include: If you or any person in your household is not feeling well, please remain home for the safety of everyone.
- Items returned to the Library will be quarantined for 96 hours, or 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 masks.
- Overdue fines will temporarily be suspended to minimize exchanging cash.
- Patrons will be encouraged to bring their own headsets for computer use. The loaning of library headsets will be suspended.

LIBRARY STAFF

Minimum staffing level is defined as two 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, elevator call buttons, 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 are expected to employee 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.
- Employees will wash or sanitize their hands between patron transactions if they have handled materials also handled by patrons.
- Non-circulating materials and seating will be removed from public areas to minimize spread through surfaces frequently touched and discourage close contact.

CRITERIA FOR CLOSING THE LIBRARY

Grantsburg Public Library will close due to pandemic in the event that The Village of Grantsburg closes following the Village Emergency Closing Policy 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 Grantsburg 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

Grantsburg Public Library

415 S. Robert St.
(715) 463-2244
grantsburglibrary.org

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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.

LEARNING CENTER USE

The Learning Center space may be reserved during this time at the discretion of the Library Director/staff. Group size must be 10 people or less. The group must follow all learning center policies, as stated in the Learning Center and History Room Use Policy *in addition* to any pandemic related mandates or orders as set by local or state entities.

HISTORY CENTER USE

The Henry Peterson History Room may be reserved during this time at the discretion of the Library Director/staff. Group size must fall within the occupancy limit of the library at the date of the meeting. The group must follow all policies as stated in the History Room Use Policy *in addition* to any pandemic related mandates or orders as set by local or state entities.