

Lisle Free Library
PANDEMIC RESPONSE PLAN

The Lisle Free Library is committed to serving its community during hard times and good.

The Lisle Free Library Board of Trustees has the authority to adopt these measures as stated in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Lisle Free Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be directed to the Library Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

The Lisle Free Library operate per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Purpose:

To establish a protocol that will be used in the event of a pandemic or other public health emergency.

The Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during any public health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

Planning Team: Director, Treasurer, and the Library Board of Trustees.

The Planning Team will make decisions during a pandemic infectious disease outbreak regarding health protection supplies, communication about the pandemic with staff and public, curtailment of services and/or closing of libraries, and staffing assignments during the outbreak.

Continuity of Operations Plan—Pandemic

This plan 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.

Library Closure

Lisle Free Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

1. A mandate, order, or recommendation for closure is issued by Delaware County Health Department, New York State Department of Health or other local government officials.
2. If a Library employee has been diagnosed with the epidemic, the libraries will temporarily close that location.
3. At the direction of the Library Board of Trustees
4. At the discretion of the Library Director

Types of Library Closures:

- Complete Closure: no staff in the building at any time.
- Library Closure with Essential Services Only: exempt and other essential library employees may be required to work from home or on site during closures to perform necessary duties, such as building maintenance, emptying book drops, etc.
- Library Closure with Reduced Services – staff may:
 - be allowed to work inside the building, although the building is closed to the public
 - be assigned to provide services to patrons in newly determined ways
 - be assigned to clean the building

Compensation in a Pandemic

In the event of a closure due to a pandemic, all employees scheduled to work will be considered to have worked and will be paid for their hours scheduled. The extent to which the library staff shall be paid should an emergency closing extend beyond a day shall be determined by action of the Board of Trustees.

Plan Implementation Topics:

- Hygiene
- Staffing and Services
- Communication
- Safety Practices
- Recovery

Hygiene:

1. A list of good hygiene practices will be posted on all staff bulletin boards.
2. Hand sanitizers and tissues will be provided at all public service desks, at public computer reservation stations and all staff work areas.
3. Hand washing awareness signs will be posted in the restroom.
4. Staff will be provided with disinfecting wipes and disposable gloves to assist in keeping work areas sanitized. Priorities include door handles, hand rails, telephones, and keyboards.
5. Disposable gloves will be provided for employees to use when needed when interacting with patrons or handling materials.
6. Staff is encouraged to use good personal infection measures (cover one's mouth and nose when coughing/sneezing, wash hands often, avoid touching one's eyes, nose or mouth, etc.) and to practice safe social distancing of at least 6 feet.
7. Should an employee receive a positive test result for the infectious disease, that library will shut down and a thorough cleaning will be undertaken by available staff and/or a contracted cleaning service.

Staffing and Services:

During a pandemic every effort will be made to maintain library services. Due dates, renewals, and overdue policies may be relaxed during this time.

The Planning Team will authorize any needed service changes in consultation with the Broome County Public Health Department.

Public meeting room use, public programs, and public use of library equipment may be curtailed or eliminated.

Staff may be re-assigned to a work area in a different area than usual, depending upon available personnel.

Staff that are ill will be strongly encouraged, and may be required, to stay home at least 24-72 hours after they are free of fever (less than 100 degrees F or 37.8 degrees C) or free of signs of a fever without the use of fever-reducing medications. If an employee has been in close contact with someone who has tested positive, they will need to be tested and receive a negative result and/or stay home for the required 10-day quarantine period.

The Planning Team will determine any changes in library hours or library closings due to the number of employees off work or public health directives. Staff might be instructed to stay home.

Essential employees required to be on site in the event of an extended closure will be identified by the Planning Team and training will be provided in necessary tasks. Shifts will be staggered so that not more than two employees will be on site at one time. These employees must follow all CDC guidelines regarding social distancing, wearing masks, and so on.

Essential employees will continue to use our daily log-in sheets to document when they were at the library.

Communication:

Information from public health authorities and referral information about the pandemic will be widely disseminated via Health Department and made available through the Lisle Free Library resources. This will include awareness of symptoms, how the disease is spread, preventative measures, and how to care for someone who is ill.

The Planning Team will contact staff either via phone and/or email if needed to alert staff to critical news affecting library services. Up-to-date information about the pandemic will also be provided to all staff via Lisle Free Library email, Intranet, and staff bulletin boards. Changes in service and library hours necessitated by a pandemic will be publicized in print and online resources.

Safety Practices

The library will require all people on the premises to abide by the following safety practices:

- All employees and patrons will wear face masks/shields
- All Personal Protective Equipment, such as masks and gloves, required for staff will be purchased by the library.
- All employees and patrons will follow social distancing signs/floor markers and stay at least 6 feet from others whenever possible
- Use hand sanitizer before using library computers/equipment
- Any other safety practices recommended by New York State or Broome County Public Health Department

PPE will be stored in the office area of the libraries for easy access.

Recovery:

Full or partial library services will be restored as conditions permit. Public programs and meeting room use will resume when recommended by public health authorities.

If libraries have been closed for the pandemic, infrastructure will be evaluated and cleaning may be necessitated before re-opening.

Staffing needs will be evaluated and a return to full staffing will be instituted as soon as possible, depending on staff health, building conditions and whether all requirements given by the New York State and Broome County Public Health Departments have been met. Staff may be asked to return in shorter and/or staggered shifts to prepare the library for reopening. Once the State and County Departments of Public Health have approved reopening, staff scheduling needs will be determined by the Director.

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