



MINOT-SLEEPER LIBRARY

POLICY AND PROCEDURES

Title: **PANDEMIC POLICY**

Purpose: To establish the protocol to be used in the event of a pandemic.

Effective Date: 5-4-2020 Approval Date: 5-4-2020

Approved By: Trustees Reviewed/Revised Date: 6-1-2020

If there is a serious infectious disease outbreak, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises.

Library Closure Due To Public Health Mandate

The Minot-Sleeper Library will close to the public due to a pandemic in the event of a federal government mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level or if there is evidence within Grafton County of community transmission. The Library Director or a majority vote of the Board of Trustees may also be justification for closure in certain circumstances.

Discretionary Service Level Changes

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if regular operations will pose a health and safety risk to staff and patrons.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, the Town Administrator and the public. Timely information regarding any such closure or reduction in operating hours will be maintained on the Library website and social media.

School Closure Due to Pandemic

In the event that the Newfound Regional School District schools are closed due to pandemic illness, the Library may remain open, but with changes to services, unless one of the aforementioned requirements for closing is also met. All library programs and special events

may be canceled; appropriate measures for disinfecting surfaces and books will be taken; and items such as children's toys and puzzles that are difficult to disinfect may be put into storage.

Staffing

If there is a recommendation from public health officials that people stay home if they are exhibiting symptoms of an illness, staff will be asked not to come to work if they are exhibiting those symptoms. In the event there is not sufficient staff available to work, the library will close.

In the event the library must close or staff are unable to work in the building due to risk factors, staff may be paid for their regularly scheduled hours. If the Library building is closed or hours reduced, the Director and staff designated by the Director will conduct the following services and activities: monitor and respond to phone calls, email, and other communication sent to Library platforms on all days that the library would ordinarily be open and do other work from home as necessary, such as payroll and other financial obligations, and publicizing available online resources. Other opportunities to work remotely, providing continued library-related services may be provided to staff and will be directed by the Library Director.

In the event staff hours are cut, or staff are unable to work due to illness during a pandemic, employees may be eligible for applicable benefits outlined in the Library's Personnel Policies in the Benefits section. Employees may also be eligible for other benefits put in place by Federal and State governments in response to a pandemic.

Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on wmur.com, Facebook, and the library website.

Safety Precautions

During a pandemic and in the time following, staff will be asked to adhere to certain safety precautions. This may include the monitoring of their health and wearing certain protective equipment, such as gloves and masks. A staff member who is returning to work from sick or medical leave and who was suspected of having contracted a communicable disease may be required to undergo testing prior before she or he can resume work.

Any person visiting the library during a pandemic and in the time following will be asked to adhere to all safety precautions required by the Library. This may include social distancing and wearing certain protective equipment, such as masks. If someone visiting the library cannot adhere to requirements, they can call the library to make special arrangements.

This policy may be supplemented in accordance with such matters that are unique to the particular pandemic in existence at the time.