

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 library may reduce its operating hours, or limit services temporarily at the discretion of the Library Board President until such time that the Somerset Public Library Board can meet and determine the level of library services.

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.

USE OF THE LIBRARY BUILDING

Somerset Public Library will comply with the recommendation of the CDC and the State of Wisconsin Department of Public Instruction 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 obey the following behavior:

- If you or any person in your household is not feeling well, please remain home for the safety of everyone.
- Prolonged socializing is not encouraged.
- Face coverings are recommended for anyone that is not up-to-date on their Covid-19 vaccination.
- Use hand sanitizer upon entering the building.
- Six feet social distancing must be maintained with anyone who is not a member of your household.
- For those not comfortable with entering the library building or following the before mentioned requirements, contactless pick-up will remain available.

LIBRARY OPERATIONS

Minimum staffing level is defined as three healthy employees available to be present at the library 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.

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 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. Levels of service will be determined by the Somerset Library Pandemic Risk Levels Chart.

While the library is open to the public the staff will need to follow these procedures:

- Secure the necessary protective supplies needed, such as masks, gloves, disinfectant, hand soap, hand sanitizer, and facial tissue.

- Employees will wash or sanitize their hands between patron transactions if they have handled materials also handled by patrons.
- Items returned to the Library will be quarantined according to the State of Wisconsin Department of Public Instruction guidelines.

Somerset Public Library is taking precautions to help prevent any exposure or infection but cannot guarantee that the library is virus free. Staff shall comply with all requirements outlined below:

- Employees are expected to follow protective measures, such as social distancing and use of personal protective equipment. Accommodations will be made for staff with high risk situations and for those medically unable to use PPE.
- Staff shall not report to work when sick.
- Staff are required to monitor temperature prior to coming to work.
- Staff members who have any symptoms consistent with an outbreak should self-isolate and follow CDC recommended steps. If testing is available, it is recommended.
- Staff members that have been potentially exposed or living in a household where individual members have symptoms (either untested or tested positive) consistent with an outbreak should remain at home for 7 days after they receive a negative test, or 10 days if no symptoms are present. Staff may return to work when they have met the CDC criteria to discontinue home isolation.
- Staff that regularly work 14 hours or more are expected to telework during self-quarantine periods unless they themselves are sick and unable to work.

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 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.