

PANDEMIC POLICY

PURPOSE

Somerset Public Library commits to promoting the safety of our staff, volunteers and surrounding community by adhering to the guidance of the [Center for Disease Control \(CDC\)](#), the [Wisconsin Department of Health Services \(DHS\)](#) and [St. Croix County Public Health](#) during the global pandemic.

The Board of Trustees will regularly review this policy and Somerset Library's Pandemic Services Scale to closely align with current health guidance and the health conditions in the surrounding community.

SAFETY

Staff, volunteers and community members must not come to the library if:

- They have tested positive for COVID-19 in the last 10 days.
- They have been directed by a health-care provider or a public health official to quarantine or isolate;
- They are experiencing symptoms consistent with COVID-19.

To help minimize risk and support the safety and comfort of those at the library, when community levels are high or medium, library staff should consider:

- Modeling disease prevention strategies, such as wearing face-coverings and social distancing;
- Having the event outdoors or, if indoors, using a space large enough for attendees to comfortably spread out, especially if food is provided;
- Making free face-coverings and hand sanitizer available;
- Providing remote options for programs and materials access.

SERVICES

Levels of service will be determined by the Somerset Library Pandemic Services Scale. If a local spike in disease should occur or in case of staff illness or if there has been known exposure to COVID-19 the library may reduce its operating hours, or limit services temporarily at the discretion of the Library Board President.

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. Staff that regularly work 14 hours or more are expected to work remotely during isolation periods unless they are unable to.

COMMUNICATION

If one of the requirements for closing or reduction of hours and services is met, the library director will contact staff members. 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 page, website and phone message.

