

**PANDEMIC POLICY**

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### *Background*

The purpose of this policy is to establish the protocol that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, other public health measures may require limiting or canceling social and public gatherings, quarantines and/or other social distancing measures which can impact library hours and services. If there is a serious infectious disease outbreak, recovery may be slow and it is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours.

The library staff and board are committed to providing excellent library service while doing all they can to support the health of the community.

### *Closure/Curtailed Hours*

#### Closure

The library will close due to pandemic if (1) Haldane School District close (2) a mandate order or recommendation for closure is issued by public health or government officials on the local, county or state level (3) fewer than three staff members are able to report to work.

In the event of closure, the Library Director or designee will follow the communication procedures.

- No bills will be assessed for library materials during this period.
- The exterior book drop will be kept open and will be cleared every four days as long as possible.
- In the event of a closure of more than five business days, the Mid-Hudson Library System will be notified and asked to remove the The Julia L. Butterfield Memorial Library from the paging list for holds. As soon as a re-open date is confirmed, MHLS will be notified of the date.

### Curtailed Hours

In that event that only three library staff are able to report to work, library hours will be curtailed. Shortened hours will be decided upon by the Library Director.

### Programs

Programming will be held completely online.

### Staffing and Compensation

If the library is open, healthy staff are expected to report to work. In the event of curtailed hours, staff who work will be paid for their regularly scheduled hours. Staff unable to work will need to use their PTO. If an employee is sick or believes they have been exposed to the infectious disease, they must stay home until: the employee has received a negative test result from their doctor or the person they were exposed to, has received a negative test result from their doctor.

In the event of closure, all staff shall be compensated for their regularly scheduled hours.

### *Communication*

In the event of curtailed hours or closure necessitated by pandemic, effective communication is a priority. Information will be posted on the library's homepage, Facebook page, Instagram, local media (WHUD) and on a sign outside the library. Every effort will be made to keep the information current.

### *Critical Administrative Tasks*

#### Payroll

Will be completed as normal for staff with automatic deposit. Others will receive their paycheck in the mail.

#### Library Bills

Will be paid as normal with the Director or Bookkeeper handling the processing. Checks normally require two signatures, in the case of a pandemic the checks can be emailed to the board for approval prior to mailing checks with only the Library Director's signature.

*Responsibility for Library Operations*Staff

If for any reason the library director is unable or unavailable to perform the duties outlined in this policy, administrative authority for this policy and all library operations shall be passed to the Head of Circulation. If the Head of Circulation is unable to perform the duties, administrative authority will pass to the Head of Adult Services.

*Prevention*Library Building

Surfaces and objects (keyboards, computer mice, doorknobs, light switches, desks, sinks, faucets, handles, telephones, etc.) will be disinfected daily. Staff will be reminded of the importance of frequent and thorough hand washing.

Staff/Staff Family Illnesses

If a serious infectious disease outbreak reaches our community, staff with even a mild cough or low-grade fever will be advised to stay home. Staff should also stay home if they have had to take simple medications such as acetaminophen, ibuprofen or aspirin which may mask symptoms of infection. Visitors to the library who are obviously ill will be asked to leave the library and anything they touched will be disinfected.

*Adopted*

August 2020

*Revised*

November 18, 2020

July 14, 2021