

Pandemic Preparedness Policy

WHAT TO DO:

1. Library Director and Library Board decide to implement the plan
2. Library Director and Library Board determine pandemic level status from the WHO or CDC.
3. Library Director informs staff that the plan will be put into motion
4. Library Director outlines changes in library operation.
5. Library Director informs each staff member of changes in his or her role.

Information Sources:

WHO <http://www.who.int/en/>

CDC www.cdc.gov

Kentucky Department of Public Health <https://chfs.ky.gov/Pages/index.aspx>

NCDHD <https://www.ncdhd.com/henry-county-health-department>

Guidelines

CDC Community Mitigation Guide

Pandemic Severity Index

Level 1:

Encourage sick employees to stay home.

Level 2:

Consider:

1. Asking employees with sick family members to stay home
2. Cancelling programming
3. Reducing contact between patrons (Social Distancing)
4. Suspending kit checkouts and use of toys in children's area
5. Eliminating chairs at tables and computer areas to maintain a minimum of 3 feet between patrons
6. Shortening contact time between staff members and patrons
7. Limiting hours of operation
8. Closing the library
9. Suspending Bookmobile services
10. Allow employees to work from home
11. Reduce the number of staff in the building at one time

- a. Reduce staff requirements
- b. Stagger work shifts

Level 3:

Recommend:

12. Asking employees with sick family members to stay home
13. Cancelling programming
14. Reducing contact between patrons (Social Distancing)
15. Suspending kit checkouts and use of toys in children's area
16. Eliminating chairs at tables and computer areas to maintain a minimum of 3 feet between patrons
17. Shortening contact time between staff members and patrons
18. Limiting hours of operation
19. Closing the library
20. Suspending Bookmobile services
21. Allow employees to come into the library and work when the library is closed.
22. Reduce the number of staff in the building at one time
 - a. Reduce staff requirements
 - b. Stagger work shifts, flexible hours
 - c. Combine flexible work schedule with limited library open hours

Criteria for closing the library:

1. Certain % of population is ill
2. Certain % of staff is ill
3. Staffing needs not being met, or key staff absent (at least 2 staff members in the library for it to operate)
4. Suspension of other public services (Mail, Banks, County/City Government)
5. Recommendation of federal, state, or local Health Department
6. Concern about the spread of illness (many patrons and staff visiting and/or working when ill.)

Other Possible Actions:

Provision of information services

1. Provide website links to online health department information
2. Make hard-copy informational materials from the health department available for pick-up.

Provision of materials services:

1. Encourage online holds and pick-up with minimal time in the buildings.
2. Limit hours of operation
3. Material sanitizing
4. Suspend ILL service if necessary
5. Waive overdue fines if necessary

Provision of facilities services:

1. Post hygiene information in bathrooms
2. Have hand sanitizer available at the circulation desk
3. Limit hours of operation
4. Cancel Meeting Room Use

Outside Services

1. Supplies: If supplies are hard to get or delivery is limited, ration supply usage, obtain supplies from local sources.
2. Services: Suspend ILL service if necessary.
3. Travel. Suspend travel to other locations if possible
4. Materials: Suspend ordering if necessary.

COMMUNICATIONS TO THE PUBLIC

What:

1. Notifications when the plan is in effect
2. Changes in library operation and staffing
3. Links to online health department and CDC information
4. Information on illness, how to protect yourself, good hygiene habits (Cite Sources)
5. Advice to staff, patrons, and persons in the community to follow information provided by public health authorities- state and local health departments, emergency management agencies, and CDC
6. Emphasis on the Library that is a professional information resource

How:

1. Website
2. Facebook
3. Emails
4. Phone Calls
5. Newspaper Notices

6. Physical posting and distribution of hard-copy materials outside of library building and in other public places, Outreach at public areas

Pandemic Sick Leave Policies:

Pandemic sick leave for personal medical reasons or Family Care

1. An employee may use any or all accrued leave when he or she is unable to perform his or her duties due to pandemic-related illness
2. Likewise, an employee may use any or all accrued leave to care for a family member with a pandemic related illness.
3. In addition, a full-time employee may use up to a total of 20 paid and 15 unpaid hours of pandemic sick leave for the pandemic illness. These additional hours are to be used after any other type of leave. Part-time staff will receive the same amount of paid and unpaid time.

Pandemic Advance Vacation and/or Sick Leave:

1. If an employee has exhausted his or her pandemic and accrued sick leave and accrued vacation leave or other forms of paid time off, he or she may request advance vacation and sick leave.
2. The amount of leave that may be advanced may not exceed the amount the employee will accrue during the remainder of the leave year.

Pandemic Unpaid Personal Leave:

1. Part time staff and/or an employee who has exhausted his or her available vacation or sick leave or other forms of paid time off, may request unpaid personal leave from the director before the leave is taken.
2. Unpaid personal leave should not exceed 10 work days.

Specific Situations

1. If staff persons are told to stay home because of exposure to the pandemic disease, they will be paid according to their normally scheduled hours.
2. If your child's day care center or school is closed and your child is not sick, you may request:
 - a. Vacation leave
 - b. Compensatory time off
 - c. Unpaid leave

3. If you are healthy, but are afraid to go to work because of a pandemic health crisis, you may request
 - a. Vacation time
 - b. Compensatory time off
 - c. Unpaid leave
 - d. Staff members who become ill should follow the CDC community Mitigation Guide.

With the presentation of a note from a doctor stating that the staff member has an underlying condition that would make them more susceptible, or to state that they are in a high risk population.

4. If the library has to close:
 - a. If staff are well, they are expected to come in to the library and continue their work for 8.0 hours a day (Full-Time) or regularly scheduled part time hours.
 - b. If local government or health department are suggesting city or county wide quarantine, staff will not come in and will be paid for regularly scheduled hours for as long as the quarantine persists.

Environmental Health

To mitigate the spread of illness:

1. Limit length of staff-patron interactions
2. Use the following equipment for the cleaning of bathrooms, railings, door knobs, telephones, keyboards, counters, and cleaning of workstations/offices of employees who go home sick, emptying of waste baskets, etc.
3. Protective equipment for staff when cleaning:
 - a. Gloves
 - b. Masks (If available)
 - c. Disinfectant and sanitizing solutions
 - d. Extra biohazard disposal bags (If necessary)
4. Common workstations sanitized with disinfecting solution or sanitizing wipes between shifts and at the end of the day.
5. Provide tissues, hand sanitizer, and sanitizing wipes throughout the buildings
6. Sanitize materials depending on how illness is spread- wipe with disinfectant wipes and/or sanitizing solution, and put contaminated materials in a sealed plastic bag until germs no longer viable (get this information from the CDC or local health department)

Personal Hygiene

1. Follow personal hygiene recommendations from health department
2. Wash hands
3. Follow cough etiquette (coughing, sneezing into elbow or something other than your hands)
4. Use gloves when required and remove properly
5. Staff members should not come to work ill
 - a. If a staff member comes to work ill and show signs of the pandemic illness they will be asked to leave immediately.
 - b. Proper phone/email contact should be kept between the Director and the staff member in case the staff member tests positive for the pandemic illness, and then the Director will follow all guidelines set forth by the CDC and local health department.

(Adopted August 2021)