

## Service Policy 421

### **Pandemic Policy**

Adopted - May 22, 2020

In the event of a pandemic (defined as the worldwide spread of a new disease), Spring Lake District Library (SLDL) 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 closures.

#### **Library Closure**

SLDL will close due to pandemic in the event of a mandate, order, or recommendation for closure issued by public health or government officials on the local, county or state level. SLDL will also monitor Spring Lake Public Schools closures due to pandemic. In the event that schools are closed, the library will also close.

At the discretion of the Library Director, SLDL may close, reduce operating hours, or limit service temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate health and safety measures, like physical distancing or available personal protective equipment (PPE).

The Library Director can update procedures and plans as needed during a pandemic. In the event of closure or reduction in operating hours, the Library Director will maintain communication with staff, Library Board of Trustees, and patrons.

All transactions during a pandemic event will be fine-free until an end date is announced.

#### **Staffing**

Minimum staff level for a temporary period of time is defined as three healthy employees available to be present at the library during all open hours. An inability to maintain this temporary minimum level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee, as recommended based on current conditions:

- Increased health/safety measures for patrons and staff (wearing gloves and PPE like masks, wiping down work areas and high-touch surfaces, etc.)
- Physical distancing practices in all areas, staff and public, including building occupancy restrictions

- Reduction of staffing
- Cancellation of all programs, special events, and meeting room reservations
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours
- Closure of the library

Training will be provided to all staff that covers workplace infection-control practices, the proper use of PPE, steps that employees should take to notify their supervisor of any symptoms of the pandemic illness or a suspected or confirmed diagnosis of the pandemic illness, and how to report unsafe working conditions.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. In the event of closure, employees shall be compensated for their regularly scheduled hours. When appropriate, work tools (laptops, supplies, etc.) are permitted to be taken home by staff for work-at-home tasks.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy, or due to sickness from the pandemic. During the pandemic event, full-time and regular part-time employees that become ill and can not work will be compensated for their regular wages/shifts for the first fourteen calendar days. If their illness extends beyond the initial fourteen calendar days, the employee shall use accumulated paid leave time and if available, applicable short-term disability benefits. Once all leave time benefits are exhausted, the employee may take unpaid leave. In addition to the established employee paid leave time, employees may be eligible for any local, state, or federal allowances on work leave during a pandemic.

Employees should not report to work if they or anyone in their household are experiencing symptoms of the pandemic illness. Said employees must notify their supervisor as soon as possible of the illness via phone, text message, or email. Employees reporting to work ill shall be sent home. Employees that are experiencing symptoms of the illness are required to stay home and seek appropriate medical attention. Before returning to work, employees must be symptom free for at least three consecutive days or be cleared to return to work by their physician.

SLDL will notify employees of any known exposure to the pandemic illness. Employees are required to comply with any quarantine recommendations after being exposed to the pandemic event.

Some employees may continue with work-at-home tasks, as assigned by the Library Director.

### **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 normal procedures used for any unexpected closure/program cancellation, which includes signage and posting on the library website and social media.

### **Prioritization of Services**

Priority will be given to the following essential services:

- Information services for the public, both online and in-person, if possible
- Payroll
- Accounts Payable
- Facility Maintenance