

Illness & Pandemic Prevention and Preparedness

The purpose of this policy is to protect library staff, patrons, and the community during a large-scale outbreak of illness, and to provide guidance on library operations during such an outbreak.

Criteria for Closing the Library

The library will remain open, providing basic library services to the community unless:

- a.) Federal, state, or local government requires closure.
- b.) The public school district (Alfred-Almond Central School) closes due to the outbreak.
- c.) There are not enough staff present to cover hours of operation.
- d.) The Board of Trustees decides that it is no longer safe or feasible to continue operations.

Employee Policies

During an outbreak of illness, staff will clean and disinfect all high-touch surfaces daily. This includes, but is not limited to: keyboards and computers, phones, door knobs, bathrooms, table tops and desk surfaces.

Employees will remove all toys from the children's area until the threat of illness has passed.

Employees will post handwashing procedures in the bathroom.

Employees will be provided with protective gloves for handling books.

Quarantine Leave

Quarantine leave is paid time off during a time of quarantine.

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board). Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing, and able to work on projects identified by the Library Director during regularly scheduled working hours. When working, employees must note the times worked through the usual process for logging hours.

Employees should not report to work if they show any signs of illness including but not limited to fever, cough, body aches, and/or chills. If an employee is sick, they must use leave time or take time off as unpaid.

Criteria for Suspending Programs

In the event of large-scale illness, library programs may be cancelled or postponed at the discretion of the Library Director with the Board of Trustees.

Standards for Cleaning

Staff will conduct a daily cleaning regimen that includes the disinfecting of all high-touch surfaces.

1. All computers, keyboards, mouse, and work surfaces will be wiped down with Clorox wipes or other disinfecting solution, such as bleach and water (5 Tbsp bleach per gallon of water).
2. Telephone will be wiped down with Clorox wipes or other disinfecting solution.
3. Bathroom will be thoroughly cleaned.
 - a. Toilet cleaned and disinfected.
 - b. Sink cleaned and disinfected.
 - c. Countertop surfaces wiped down with Clorox wipes or other disinfecting solution.
4. Door knobs wiped down with Clorox wipes.
5. Table tops and circulation desk surfaces disinfected with Clorox wipes or other disinfecting solution.

Critical Needs:

In the event the library closes due to large-scale illness outbreak, the Library Director will ensure that payroll and banking information are still provided to our bookkeeper.

Communication

Library Director and President of Board of Trustees will remain in communication throughout the duration of the outbreak to assess the situation for the needs of the community, library staff, and patrons. Decisions regarding the cancellation of programs or the closure of the library will be posted via social media accounts, a notice taped to the door of the library, and in the *Alfred Sun*.

Methods of Ensuring Access

In order to ensure patrons have access to library materials, the library will implement means of getting materials to patrons that protects both patrons and library staff, the library may offer:

- 1.) Patrons can call the library and request materials to be checked out.
 - a.) Patron can come into the library to pick items up or,
 - b.) Library staff will leave items in the foyer, labeled with patron's last name, for a 45 minute time period arranged between patron and library staff.
 - i.) After 45 minutes, materials are returned to the library and reshelved.
- 2.) Patrons can call the library to renew items as always.
 - a.) If an item is at its renewal limit, patrons can call the library and we can check to see if there are holds on an item.

- 3.) Patrons can use online services such as Overdrive/Libby and RB Digital for library materials.
- 4.) There are no fines on overdue materials for the Alfred Box of Books Library materials.

Approved by Board of Trustees: April 6, 2020