



Greentown Public Library

Epidemic/Pandemic Policy

Purpose

To establish a protocol that will be used in the event of an epidemic or other public health emergency.

The Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during any public health emergency, organizations may be required to take measures to help slow the spread of illness such as closing by order of county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

Continuity of Operations Plan-Epidemic/Pandemic

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis occurs (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Library Closure

Greentown and Eastern Howard School Public Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

- A. A mandate, order, or recommendation for closure is issued by Howard County Health Department, Indiana State Department of Health or other local government officials.
- B. If a Library employee has been diagnosed with the epidemic, GPL will temporarily close that location.
- C. At the discretion of the Library Board of Trustees
- D. At the discretion of the Library Director

In addition, Greentown and Eastern Howard School Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of closure, overdue fines will be suspended. The exterior book drop may be closed or kept open and cleared periodically.

Types of Library Closures:

- Complete Closure: no staff in the building at any time.
- Library Closure with Essential Services Only: exempt and other essential library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
- Library Closure with Reduced Services – staff may:
 - A. Be allowed to work inside the building, although the building is closed to the public
 - B. Be assigned to provide services to patrons in newly determine ways
 - C. Be assigned to clean the building

School Closures

In the event that Eastern Howard School Corporation schools are closed because of an epidemic, Greentown and Eastern Howard School Public Library will remain open unless one of the above conditions under the “Library Closure” section above are met.

Compensation in an Epidemic/Pandemic

The library will compensate an employee their regularly scheduled hours if they:

- Contract the disease
- Are required to care for a family member with the disease
- Receive a mandated or doctor-directed self-quarantine

In the event of closure, the library will follow the Epidemic/Pandemic Resolution set forth by the Library Board of Trustees or current closure compensation policies per the Staff Handbook.

Communication

In the event of cancellation of services, programs, meeting room usage or Library closures, administration staff will:

- Notify staff, Library Board of Trustees, Eastern Howard School Corporation and public via email, text messaging, social media, and website
- Call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if we have contact information)
- Provide information regarding the epidemic/pandemic on the Library website’s homepage
- Create signage for updating patrons inside the Library
- Notify local media and other government entities as deemed necessary

Employee Absences

Greentown and Eastern Howard School Public Library Employee Handbook outlines the regular PTO policy. This policy shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the Library remains operational. Pre-approved time off will be honored unless voluntarily cancelled.

Social Distancing

If recommended by local, state, or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the Library buildings.

Management's Expectations of Staff

Mitigating risk at the library should be regular practice of all staff, no matter the status of any health crisis. Staff are encouraged to wash or sanitize hands often and provide routine environmental cleaning by frequently sanitizing heavily-used, shared, surfaces. Examples include the circulation desk, keyboards, mice, copy machines, telephones, and door handles.

Library employees are instructed to stay home if they exhibit **any** signs of acute respiratory illness or flu-like symptoms. Employees should **NOT** return to work until they have been free of fever for at least 24 hours, without the use of fever-reducing or other symptom-altering medication. A note from a health care provider is not required for staff members who are using consecutive days of PTO for the purpose of recovery and isolation. However, if a staff member tests positive for the contagion of concern, or receives a quarantine order from a healthcare professional, they will be granted a two week period of prorated PTO, or PTO that covers the full duration of the quarantine order, whichever is longer, but not to exceed 4 weeks.

Staff members who are caring for diagnosed or quarantined family members, or are required to stay home with children due to school closure, will be handled on a case-by-case basis with input from the Library Board of Trustees.

Staff members who disregard recommendations and official warning from local or Federal agencies and engage in high-risk activities that potentially put themselves and other in danger will be told to not return to work for 14 days after the conclusion of the high-risk activity. Those two weeks are unpaid, but a staff member has the option to use earned PTO.

Additional Cleaning Measures

During the epidemic/pandemic, the Library will ask staff and Eastern school's custodians to increase cleaning within each location. The school's custodians will follow new cleaning procedures per school administration directives during the epidemic.

Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all Library operations shall be provided by designated staff members.

Adopted 4-27-2020