



Disease Outbreak Preparedness Plan

Policy

The safety of our patrons and staff are of the utmost importance. Planning for a local or broader disease outbreak includes the areas of sanitary practices, movement and isolation of patrons and staff, and contingency plans in case of absences and library closure. The library would follow public health advice from the Orange County Health Department and Tuxedo Police Department regarding closures, avoiding crowds and other social distancing measures.

Guidelines

1. The “chain of command” of the Library administration specifically for a pandemic outbreak would be: Library Board > Library Director > Library Staff.
2. During a recognized outbreak, there will be a required, increased vigilance in sanitary practices.
 - A. Desks, keyboards, telephone receivers and other highly used areas would be sanitized with disinfecting wipes immediately before the library opens. If a patron known to have flu symptoms returns library materials, these items would have to be disinfected as well. Gloves would be provided to staff for this task.
 - B. All staff would be required to use “Purell-type” hand-sanitizing gel immediately before and after using public-use equipment, most notably before/after using keyboards in the library and the public computers.
 - D. All staff disinfect on a daily basis the commonly shared objects/areas, such as doorknobs, phone receivers, light switches, and faucets.
3. Staff who becomes ill during a recognized outbreak shall be sent home.
 - A. Arrangements will be made to provide coverage for this departing staff member.
 - B. If the ill staff member is unable to drive himself/herself home, he/she will be quarantined until arrangements can be made for transport.
 - C. Staff sent home would not be allowed to return to library without written approval from a health care professional.
4. Library programs
 - A. Depending on the status of the outbreak, social distancing practices will be put in place – removing a number of chairs so people aren't sitting close to each other, or limiting the number of people who can attend a program.
 - B. Depending on the status of the outbreak, library programming may be suspended.
5. Closing Library
 - A. If our library is forced to close or if we choose ourselves to close, this could be for a few days or for an indefinite period depending on guidance from public health officials.
 - B. If fewer than two staff members are able to work, the library will close.

C. If the library is closed for fewer than 14 days, such employee absences will be considered paid absences for all employees. Compensation will be based on scheduled work time.

D. When more than 14 days are missed due to a closure, the Board will have to make a decision on whether the staff absences will continue to be paid or if sick or vacation time will have to be used. Compensation will be based on scheduled work time.

E. In the event a staff member cannot work due to an extended illness from an outbreak, the Family and Medical Leave policy will be enacted.

F. The Library Director will manage the remote ordering of materials and online public communications.

6. Seeing to the critical needs of the facility during a closure

A. If the library is closed for an extended time, to the extent safe and feasible, the Library Director will see to the critical needs of the facility (building checks, book drop, payroll and banking considerations).

Approved by the Board of Trustees on March 11, 2020