

HOPKINS DISTRICT LIBRARY EPIDEMIC/PANDEMIC POLICY - approved May 14,  
2020

**Purpose**

To establish a protocol that will be used in the event of an epidemic/pandemic 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 (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**

Hopkins District 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 Allegan County Health Department, Michigan State Department of Health and Human Services, or other state or local government officials.
- B. If a Library employee has been diagnosed with the epidemic, Hopkins District Library will temporarily close that location.
- C. At the direction of the Library Board of Trustees

D. At the discretion of the Library Director

In addition, Hopkins District 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:
  - o be allowed to work inside the building, although the building is closed to the public
  - o be assigned to provide services to patrons in newly determined ways
  - o be assigned to clean the building

### **School Closures**

In the event that Hopkins Public schools are closed because of an epidemic, Hopkins District Library will remain open unless one of the above conditions under the “Library Closure” section above are met.

### **Compensation in an Epidemic/Pandemic**

During library closure with reduced services:

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 complete or essential only closure, the library will continue to pay employees for their normal scheduled hours unless determined otherwise by the Director and Library Board.

## **Impact on Staff with Child Care Concerns**

In the event of school districts and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time off to stay at home if during reduced service operations.

## **Communication**

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

- Notify staff, trustees, and Friends board members, custodial staff and public via email, social media and the website
- Call or email scheduled program presenters, room reservations, outreach sites, program attendees (if we have contact information)
- Provide information regarding the epidemic/pandemic on the Library's website's homepage
- Create signage for updating patrons inside the library
- Notify local media and other government entities as deemed necessary

## **Employee Absences**

Hopkins District Library Personnel Policy 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 with reduced services. Pre-approved time off will be honored unless voluntarily cancelled.

## **Epidemic/Pandemic Symptoms in Staff**

- Stay home. If a lack of available leave time is preventing you from staying home, contact the director and we will facilitate additional leave time so that you can remain home and avoid spreading the contagion.
- Clean and disinfect work surfaces and frequently touched objects daily.
- Quarantine or clean the area of the sick staff member as recommended by local, state, or federal health officials.

## **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. This may include but is not limited to implementing standing or waiting spaces, the number of people allowed within the building, and the closing of facility areas that do not promote social distancing (e.g. community rooms, class sizes, etc.).

### **Supplies for Personnel**

The library will purchase the approved facemasks and have these on hand. In addition, disinfecting cleaners, gloves for protection, as well as disinfecting wipes or cleanser should be available as recommended by state and local health agencies. Instructions for how to maintain a sterile area or field should be discussed. Staff sharing common phones and or equipment will be instructed in how to keep these clean and disinfected before use and between uses.

### **Additional Cleaning Measures**

During the epidemic/pandemic, the Library will ask staff and contracted custodians to increase cleaning within each location. The Library Director will devise new cleaning procedures for Hopkins District Library during the epidemic.