davis public library Covid 19 pANDEMIC POLICY

**I Purpose**

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library 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 closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that the core business activities of the library can be maintained for several weeks or more with limited staff or reduced hours due to the pandemic.

II:….**Definitions**

**Pandemic Plan**. A pandemic 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 rebuilding, almost immediately after the event or crisis (such as a fire or storm or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services and hours may be necessary for an extended period of time.

**Pandemic.** A pandemic is the worldwide spread of a new disease. (World Health

Organization <https://www.who.int>)

**Appropriate Staffing Level**. For the purpose of this policy, Appropriate Staffing

Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

**III: Library Closure**

**Public Health Mandate**. In the event of a pandemic, the Davis Public Library will close in the event of a mandate order or recommendation for closure issued by government or public health officials on the local, county, or state level..

**Discretionary Service Level Changes**. At the discretion of the Library Director in consultation with the Trustees, the library may close, reduce its operating hours, or limit services temporarily in the event there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety .In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees and the Town Administrator.

Service level changes may be necessitated if a staff member becomes ill with SarsCoV2 virus and/or tests positive for the virus or if a staff member becomes aware of their own exposure to a person with SarsCoV2. The librarian will determine if the library can be safely staffed at its current level of services or if it will be necessary to revert to a prior stage of service.

**IV: Staffing**

Minimum staffing level for a temporary period of time will be decided by the Library Director. To provide service safely and efficiently, the following actions may be taken at the discretion of the Library Director in consultation with the Library Board of Trustees.

• Increased health and safety measures for staff (e.g., wearing of gloves, wiping down work areas, wearing masks, etc.);

• Social distancing practices in public areas;

• Restricted access to areas in the library;

• Reduction of open hours;

• Cancellation of all programs, or special events;

• Reallocation of employee responsibilities and hours worked.

• In the event of closure of the library, library staff shall be compensated for their regularly scheduled hours. In the event of closure or reduction in hours, the Library Director may assign work-at-home tasks to be completed in the compensated time.

**V: Communication**

In the event of closure necessitated by a pandemic, timely communication of any reduction in services should be communicated on the Davis Library website, the Stoddard website, Facebook and the library outdoor sign.

**VI: Re-opening**

Timing and preparation for re-opening the library is best accomplished in stages in consultation with the Library Board of Trustees following the recommendations of local, county and state public health officials. Considerations for the health and safety of staff and patrons is paramount. Adequate ventilation must be provided by window opening and fans. Hand sanitizer provided for anyone entering the library. Limiting the number of patrons in order to maintain social distancing.

If an employee becomes aware that he or she has been exposed to COVID 19, even if the employee is not currently exhibiting symptoms, the employee should report the exposure to his or her supervisor and remain out of the work place for at least 14 days.

Employers will not consider absences from work due to COVI 19 related illness as unexcused absences, and such absences will not count against an employee’s attendance.

In order to minimize the spread of COVID 19, employees should:

1. Wash hands and use hand sanitizer frequently;
2. Avoid touching the face, eyes or mouth;
3. Practice good respiratory etiquette, which includes coughing and sneezing into a tissue or your elbow rather than into your hands;
4. While at work and in public, employees should wear a cloth face covering to help protect against

the spread of the virus. Employees should review the CDC’s guidance on use of cloth face coverings.

1. To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.

The resources and guidelines of the ALA and the NHLTA should be considered., as well as the CDC and Primex.

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See Appendix A: Primex Risk Management Bulletin, COVID-19: Preparing Your Workplace.

**VII: COVID Illness and/or exposure**

In the event that any of the library staff develop symptoms suggestive of COVID while at work in the library, they should notify a Trustee, put a “temporarily closed” sign on the door, go home and arrange to be tested. New Hampshire Department guidelines will be followed regarding subsequent re-opening of the library and return to work.. Staff exposure to known or suspected COVID requires testing for COVID and quarantine until the NH Dept of Health considers the staff not infectious. CDC guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

A positive result of Covid 19 testing will be reported to the NH Dept. of Public Health by the Trustee Chair.

**VIII: Compensation Due to Covid Illness/Exposure**

Staff unable to work due to Covid will continue to be paid with budgeted money. The library may have to reduce open hours temporarily.

**Appendix A**

EMPLOYEE COVID-19 ILLNESS POLICY

In order to promulgate safety in the workplace and to continue to combat the transmission of COVID 19, all employees are subject to and must adhere to the following policy while on work premises:

Any employee who is ill or is feeling ill must not report to work and must contact his or her supervisor prior to the stated start time to report the absence. Any employee who becomes ill or starts to feel ill while at work must immediately notify his or supervisor and immediately leave the workplace.

Symptoms of COVID 19 include:

1. Fever;
2. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath;
3. Flu-like symptoms such as muscle aches, chills, and severe fatigue;
4. Changes in a person’s sense of taste or smell.

Any employee experiencing these symptoms should not report to or remain at work, and should notify his or her supervisor immediately. Any employee observed to exhibit these symptoms while in the workplace will be asked to leave work immediately. Any employee feeling ill or exhibiting symptoms of COVID 19 should seek medical attention.

If an employee becomes sick during the day, the employee’s surfaces in the employee’s work space will be cleaned and disinfected.

If an employee becomes aware that he or she has been exposed to COVID 19, even if the employee is not currently exhibiting symptoms, the employee should report the exposure to his or her supervisor. The employee’s return to work will be governed by NH Department of Public Health recommendations.

Employers will not consider absences from work due to COVI 19 related illness as unexcused absences, and such absences will not count against an employee’s attendance.

In order to minimize the spread of COVID 19, employees should:

1. Wash hands and use hand sanitizer frequently;
2. Avoid touching the face, eyes or mouth;
3. Practice good respiratory etiquette, which includes coughing and sneezing into a tissue or your elbow rather than into your hands;
4. While at work and in public, employees should wear a cloth face covering to help protect against

the spread of the virus. Employees should review the CDC’s guidance on use of cloth face coverings;

1. To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.

Approved by Library Trustees December 21, 2020

Addendum to Pandemic Policy

Details of Stage 4 library Re-opening

Library Services are expanded from curbside to limited in person library services Properly worn masks and social distancing are required. Browsing visits are limited to 30 minutes and 45 minutes for computer use. The library can supply a mask for a patron who arrives without a mask. The librarian or substitute staff may refuse entry to anyone refusing to wear a mask. A patron who claims a Medical Exemption to wearing a mask will be allowed to use the regular in person services when there is no other patron in the library or there is no other patron expected within the next hour. The library door will be locked until the staff allow entry.

In the event a patron refuses to abide by library policy, the library staff will explain that it is the responsibility of the library to provide safe services to all patrons under NH RSA 202 and that violators are guilty of Criminal Trespass and will be reported to the police. If the policy is further challenged or the staff is made to feel unsafe, the staff person should call Dispatch at 603 355-2000. Any time a staff person feels physically unsafe, they should immediately leave the building and call dispatch from a safe location.

Appointments are obtained by calling the library. If a patron arrives at the library door without an appointment, the librarian may give that person an appointment which begins with their arrival and allow entry using social distancing limitations.

Notice of this policy will be prominently displayed on the front door and on the Stoddard and library websites. This policy will be utilized by the library until the Library Trustees, guided by the NH Department of Public Health and the CDC, issue guidance to the contrary.

May 17, 2021