

Pandemic Policy

Purpose

To establish the protocol that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures.

Criteria for closing the library

Grantsburg Public Library will close due to pandemic in the event that a) The Village of Grantsburg closes following the Village Emergency Closing Policy or b) a mandated order or recommendation for closure is issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Board President, the Grantsburg Public Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) if there is not enough staff to maintain basic library service levels.

School closure due to pandemic

If any Grantsburg school is closed due to pandemic illness, the Grantsburg Public Library will remain open unless one of the aforementioned requirements for closing are also met. However, all library programs and special events will be canceled on any day in which any or all of Grantsburg schools are closed due to pandemic-related illness.

Should school be canceled due to a pandemic, non-circulating children's materials will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Kits will be placed into storage and temporarily unavailable for circulation. Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

Minimum staffing level

Minimum staffing level is defined as two healthy employees available to be present at the library during all open hours with a maximum 40 hour workweek per employee. An inability to maintain this temporary minimal level for more than five consecutive days will result in reduced hours or closing the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the Grantsburg Public Library/Village of Grantsburg sick leave policy. In the event of closure and healthy library employees are sent home, those employees shall be compensated for their regularly scheduled hours.

Communication

If one of the requirements for closing or reduction of hours and services is met the library director will contact each staff member by phone or in person. Library staff on duty will need to notify the public by posting a notice on the front door of the library, the library's social media pages, and website. The library staff will also change the phone message to reflect the change in hours and/or services.

Grantsburg Public Library

415 S. Robert St.
Grantsburg, WI 54840
(715) 463-2244
grantsburglibrary.org

**Approved by the
Board of Trustees 03/16/2020**

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Prioritization of services

If reduced staffing, open hours or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Direct patron assistance: check out; issuing library cards; computer and reference assistance; check-in materials, delivery shelving and paging lists will be prioritized. Services essential to operating the library are payroll, processing bills for payments, library board meetings, and facility maintenance. Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits.

Standards for cleaning

Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible. An adequate supply of tissues, hand sanitizing gels, soap and water and standard cleaning supplies shall be available for employees and the public. The disinfecting of shared work areas, counters and doorknobs should be performed more frequently during the pandemic. Telephones should not be shared if at all possible.

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