

PANDEMIC PLANNING - POLICY

Level 1: Threat Level: **Low** – Normal Operations – Change Nothing

- A. Make no changes to current procedures and operations.

Level 2: Threat Level: **Elevated** – Enhance Sanitization

- A. Provide hand sanitizer throughout building. Provide soap, water, and paper towel in rest room.
- B. Wipe down all surfaces with disinfectant on computer desks, monitors, front desk, tables, chairs, keyboard, printers, copier, phones, door handles inside and out, and all incoming material from book drop. (Also keys, mailbox, pens, markers, scissors, etc.)
- C. Spray shelved books with disinfectant spray at the end of the day.
- D. Remove stuffed toys from the children's area
- E. Stop any food at programs unless individually packaged.

Level 3: Threat Level: **High** – Rigorous Sanitation and disinfecting

- 1. In addition to level 2 actions add:
 - A. Hand sanitizing or handwashing for staff before and after any exchange of library materials, copied or faxed items.
 - B. Wipe/disinfect all returned materials and place in quarantine for allotted time stated by SALS
 - C. Remove all games, toys, puzzles from children's area
 - D. No food in the library by staff or during programs. Staff drinks must be in their own contained bottle and located on their designated shelf.
 - E. No programs to be held to reduce contamination and spread infection.

Level 4: Threat Level: **Emergency**

- 1. In addition to Levels 2 and 3, add:
 - A. Cancel passive programs to reduce spread of contact infection.
 - B. Cancel all library programs to reduce person-to-person infection.**

Level 5: Threat Level: **Critical** – Closure of Building to the Public

- A. Reduce hours if necessary due to staffing constraints.
- B. Close library if required by State Health Department or other health authority. Staff will continue to work virtually from home. Library manager will come into building to prepare all necessary finances for library treasurer.

Staff Illnesses:

- 1. Staff should stay home at earliest signs of possible infection or if family member is infected.
- 2. Staff should remain home until infectious period is past, following CDC or Health Dept. Guidelines.

Approved March 10, 2021

