

Massena Public Library

Pandemic Policy

Pandemic Emergency Response Policy

Effective Date

August 11, 2020

Application

Patrons, staff, trustees

Statement of Purpose

The Purpose of the Pandemic Response Policy is to provide the staff and trustees of the Massena Public Library the guidance needed in order to effectively prepare and respond to a health pandemic while ensuring the safety of staff, trustees and patrons.

Definition of Pandemic

A pandemic is an event in which a new virus emerges, infects people and spreads between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

Policy

Response Service Plan (3 phase approach)

I. Precautionary Measures

In the event of an increased communicable illness, the library will add precautionary measures to help prevent the spread of disease. These measures will be taken during common seasonal outbreaks of infectious diseases while the library remains open and providing normal service.

Precautionary measures may include but are not limited to:

- Performing additional routine cleaning of high touch points.
- Promoting healthy habits among employees and patrons.
- Reducing contact with difficult to clean items or areas. (Toys, games, puzzles and other hard-to-clean items).

II. Reduced Hours and Services

The library strives to provide the best service possible to our community. However, the safety of staff and patrons is the library's highest priority. In addition to adhering to the above precautionary measures, the library reserves the right to reduce library hours, suspend programming, Interlibrary loan and community room use as necessary to reduce disease exposure to staff and patrons.

Decisions about the suspension and continuation of services will be made based on guidance from local health officials.

III. Closure

The library may completely close the building to the public and suspend all in-person programs, services, and events. The Library Board of Trustees will approve a closure through a formal vote of the board. Reasons for closing may include, but are not limited to:

- Safety of employees or patrons is at risk.
- Staff are too ill to work, have self-quarantined, or are under mandatory quarantine by health officials.
- Staff are under a stay-at-home order by government agencies.
- Recommendations by recognized library organizations such as the New York Library Association (NYLA) and/or the American Library Association (ALA).
- Recommendations or mandates by local, county, state, or federal agencies.

Working Remotely During a Pandemic

Library staff may be able to work remotely during a pandemic. Working remotely allows the library staff to work uninterrupted on projects, services, continuing education, and other tasks that do not directly involve the public through in-person or face-to-face contact. The library board will approve all telecommuting arrangements based on the Director's recommendations.

Resuming Partial and Full Service Following a Pandemic

The library will resume regular operations on a partial and full basis as soon as reasonably possible, depending on recommendations by New York State government officials, Town of Massena government officials, library trustees, and the North Country Library System. In an effort to provide services while mitigating risk to staff and patrons the library will resume services using a phased approach. The phases, including their service details and procedures are outlined below. The phases will also be used should services need to be reduced due to the rise in illness.

Re-opening (at any phase level) will be dictated in part by state and local government mandates and guidance as well as the availability of disinfecting supplies and personal protective equipment (gloves, masks, or other protection).

It will also be expected that staff will follow precautionary measures outlined in the library's **Infectious Disease Control Policy** when they are permitted to return to work.

In all phases, the health, wellness, and safety of library staff, library patrons, and the greater community must be balanced with the programs and services offered by the library.

The Library's phased opening of services will also be used to scale back public services should it be required.

A Rainbow of Library Services

 PHASE 1: VIRTUAL PROGRAMMING	 PHASE 2: BOOK DROP IS OPEN	 PHASE 3: CURBSIDE PICK-UP	 PHASE 4: APPOINTMENT ONLY	 PHASE 5: OPEN - FULL SERVICE
<ul style="list-style-type: none"> -Building closed to the public -No in-person services -Virtual programming -No circulation of library materials -Book drop is closed -Staff working from home 	<ul style="list-style-type: none"> -Building closed to the public -No in-person services -Virtual programming -Book drop is open -Minimal staff working reduced hours in building 	<ul style="list-style-type: none"> -Building closed to the public -Curbside services available -No-contact photocopying, printing & laminating services -Virtual programming -Book drop is open -Staff working regular hours in building 	<ul style="list-style-type: none"> -In-building browsing and no-contact checkout available by appointment -No-contact photocopying, printing, laminating & notary services -Modified public computer services -Curbside services available for library materials -No in-building programming -Returns only accepted through book drop -Staff working regular hours in building 	<ul style="list-style-type: none"> -Building open for full services -No appointment necessary -In-building programming -Limited virtual programming -Returns accepted in building and through book drop -Meeting rooms open to community groups -Staff working regular hours in building

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Communication

Changes in status will be communicated to the community via signage, the library's website, social media, and news outlets.

The library Director shall maintain regular contact with staff and trustees for the duration of the pandemic. The library Director will also maintain contact with library system staff in order to receive timely updates and system information related to the pandemic.

Any temporary changes in patron services will be reflected in the corresponding service policies. This may include, and not limited to, the library Circulation Policy, Meeting Room Use Policy, Printing/Photocopier Use, etc. Any policy changes and updates will be communicated via the library's website and library signage.

Health and Safety Equipment

The library will provide personal protective equipment (PPE) as recommended or mandated by law and as each situation warrants, and to the extent possible. This may include gloves, masks, and/or other appropriate health and safety equipment.

Staff must wear appropriate health and safety equipment according to library policy, when required by health and safety officials, or when mandated by local, state, or federal regulations or laws.

Approved: August 11, 2020, by the Massena Public Library Board of Trustees

Revised:

Reviewed by/on: