

Pandemic Response Procedure

Level 1: Precautionary Health Measures

1. Cleaning & Supplies
 - a. Purchase additional cleaning and disease prevention supplies.
 - b. Provide tissues and hand sanitizer to staff and in public areas.
 - c. Offer staff masks and gloves, to be used if desired. As appropriate, recommend use by staff who handle many materials.
 - d. Perform additional routine cleaning, as needed, of all frequently touched surfaces in the Library, such as workstations, countertops, and door knobs.
 - e. Staff should contact the Library Director if an area needs to be thoroughly cleaned; Library Director will notify Custodian who has access to medical-grade disinfectant.
2. Work Adjustments
 - a. Authorities may request that persons returning from an infected area of the world not return to work for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused.
 - b. Any employee presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming back to work.
 - c. Review documentation of departmental procedures and/or departmental cross training so others can take over for sick employees.
3. Communicate to the Public
 - a. Share official sources for health information with patrons.
 - b. Recommend that patrons and staff with symptoms not enter the building.
 - c. Promote healthy habits.
 - d. Promote online library services.
4. Communicate to Staff
 - a. Share this Pandemic Response Procedure.
 - b. Encourage staff to receive appropriate vaccinations, as necessary.
 - c. Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene.
 - d. Communicate any CDC reporting requirements.
 - e. Advise traveling staff to check the CDC's Traveler's Health Notices.
 - f. Promote healthy habits

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Level II: Moderated Services

In the event that an official source declares a pandemic, the Library will respond according to the official recommendations of the CDC, Jo Daviess Health Department, or other appropriate public health authorities. The responses to the recommendations may include:

1. Service Adjustments
 - a. Create social distancing by number of public seats, limiting the number of patrons in the library at one time, and altering work schedules so that fewer people are working in close proximity to one another.
 - b. Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:
 - i. Library programming
 - ii. Historical Room use
 - iii. Deliveries to homebound, nursing homes, retirement centers, and schools
 - iv. Holds processing
 - c. Review and prepare options for emergency library services as necessary
2. Work Adjustments
 - a. Cancel all library-related travel to areas under a CDC Traveler's Health Notice Warning Level 3 (Avoid Nonessential Travel) and reconsider library-related travel to Level 2 areas.
 - b. Adjust volunteer work schedules as affected by service adjustments.
3. Communicate to Public
 - a. Continue messaging as in Level I. Message should explicitly state that service reductions are being done to slow down disease transmission, not because an abundance of sick staff.
 - b. Post an alert on the website, social media, and inform local newspaper outlining adjustments to services; adjust homepage to include pointers to official sources of information about the pandemic.
 - c. Contact affected program registrants to notify of service adjustments.
 - d. Remind public that no overdue fines means that they do not need to return items while they are not feeling well.
4. Communicate to Staff
 - a. Library Director to monitor and coordinate response among authorities, schools, townships, and library.
 - b. Encourage staff to wear gloves when handling materials
 - c. Review and adjust staff robcoll list to ensure information is current

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Level III: Temporary Closure

1. Service Adjustments
 - a. Temporary Closure. During the course of a pandemic, the Library Director may temporarily close the library building under one or more of the following conditions:
 - i. Public health authorities advise, request or order such a closure
 - ii. Galena Public Unit School District closes
 - iii. Public visitation is too low to warrant keeping the buildings open
 - iv. Staffing levels are too low to operate the Library
 - v. Any other conditions that prevent the Library from operating the facilities safely and effectively
 - b. Emergency Closing Guidelines apply; staff are not required to remain “on call” during an extended closure.
 - c. Extend due dates.
 - d. Close drop boxes and post closed signs.
 - e. Inform vendors and delivery services (UPS, FedEx, USPS) that we are closed and not accepting deliveries.
 - f. Notify RAILS and PraiseCat.
 - g. Notify vending and/or regular contract companies.
2. Work Adjustments [See Emergency Closing Procedure and Employee Emergency Closing Compensation]
 - a. Staff and volunteers are to refrain from reporting to work in person, unless given clearance to be in the Library building.
 - b. Library Director, Youth Services Librarian, and Adult Services Librarian will continue to work both in the building, in a limited capacity, and remotely.
 - c. Library Director will coordinate response among staff and with Library Board of Trustees.
3. Communicate to the Public
 - a. Post an alert message on the website, social media, and notify the local newspaper indicating the library is closed; homepage to include pointers to official sources of information about the pandemic.
 - b. Post library closed message on front and back doors of library.
 - c. Continue to share official sources of health information and library service updates with patrons via digital communication channels.
4. Communicate to Staff
 - a. Library Director to continue to monitor and coordinate response among authorities, schools, townships, and library.

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Library Director and the Board of Trustees may adjust the library’s response to meet emergent needs.

