



Policy Type:	Operational	Review(r)/Revision(R) Dates:	
Policy Title:	Epidemic/Pandemic Policy		
Policy Number:	RES-14		
Initial Policy Approval Date:	M2020-12 25-05-2020		

**Purpose**

To establish a protocol that will be used in the event of an epidemic/pandemic or other public health emergency. The Powassan & District Union Public Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during any public health emergency, organizations may be required to take measures to help slow the spread of illness such as closing by order of township, district, provincial or federal health or government officials. It is important to ensure that the core business activities of the library can be maintained with limited staff and reduced hours as determined by the library board and CEO.

**Section 1: Continuity of Operations Plan—Epidemic/Pandemic**

This 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 recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

**Section 2: Library Closure**

Powassan & District Union Public Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

1. A mandate, order, or recommendation for closure is issued by the Municipality of Powassan, provincial or federal health or other government officials.
2. If a Library employee has been diagnosed with the contagion, the library will temporarily close.
3. At the direction of the library board
4. At the discretion of the CEO

In addition, the Powassan & District Union Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. The exterior book drop may be closed or kept open and cleared periodically as determined by the CEO.

## Types of Library Closures:

1. Complete Closure: no staff in the building at any time.
2. Library Closure with Essential Services Only: exempt and other essential library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
3. Library Closure with Reduced Services: Staff may:
  - i. be allowed to work inside the building, although the building is closed to the public
  - ii. be assigned to provide services to patrons in newly determined ways

### **Section 3: Compensation in an Epidemic/Pandemic**

The library will compensate an employee their regularly scheduled hours if they:

1. contract the disease
2. are required to care for a family member with the disease
3. receive a mandated or doctor-directed self-quarantine

In the event of closure, the library board and CEO will assess the closure compensation for staff at regular intervals and provide timely notice of any changes to staff, until the re-opening of the library is deemed safe by officials.

### **Section 4: Impact on Staff with Child Care Concerns**

In the event of school districts and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time off to stay at home.

### **Section 5: Communication**

In the event of cancellation of services, programs, meeting room usage or library closures, library staff, at the direction of the CEO will:

1. Notify staff, board members, custodial staff and the public via email, social media and the Powassan & District Union Public Library website
2. Call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if we have contact information)
3. Provide information regarding the epidemic/pandemic on the library's website homepage
4. Create signage for updating patrons inside the library and on the outside of the building.
5. Notify local media and other government entities as deemed necessary by the board and CEO.

### **Section 6: Employee Absences**

Powassan & District Union Public Library Human Resources policies shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains operational. Pre-approved time off will be honored unless voluntarily cancelled.

### **Section 7: Physical Distancing and Personal Protective Equipment**

If recommended by local, provincial or federal health officials, library staff will follow suggestions and directions to implement physical distancing within the library building. Personal Protective Equipment (PPE) will be provided by the library should it be deemed necessary for employees to wear such equipment when working in the library during closure or upon reopening.

### **Section 8: Additional Cleaning Measures**

During the epidemic/pandemic, the library board and CEO will ask staff and contracted custodians to increase cleaning within each location. The CEO will devise new cleaning procedures for the library during the epidemic to ensure standards for the cleaning of bathrooms, railings and door knobs, telephones, keyboards, counters, and cleaning of workstations/offices of employees who go home sick, emptying of wastebaskets, etc. For procedures on handling of returned materials please refer to policy RES-12 *Handling of Returned Materials during a Viral Pandemic*.

### **Section 9: Responsibility for Library Operations**

The CEO and library board will establish a schedule for seeing to the critical needs of the facility if the library is closed for an extended time (HVAC, plumbing and building checks by custodians, book drop, payroll and bill payment/banking considerations). If, for any reason, the CEO is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be provided by the library board chair.

### **Related Documents**

Powassan & District Union Public Library **Human Resources Policies**

Powassan & District Union Public Library **RES-12 Handling of Returned Materials during a Viral Pandemic**