

Pandemic Illness Response Policy

Adopted: 5/28/2020

The Walworth-Seely Public Library (WSPL) strives to maintain a safe workplace and protect the health of its employees, patrons, visitors, or others in the event of a severe pandemic illness. WSPL also wants to ensure the continuity of business be guided by and in accordance with all applicable federal, state, and local laws and guidelines issued by public health authorities such as the Wayne County Public Health Department (WCPHD) and Center for Disease Control (CDC), and other government agencies.

Employees

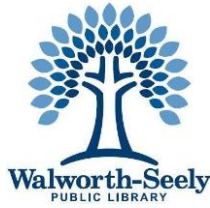
Prevention

All employees are asked to cooperate in taking steps to reduce the transmission of pandemic illness in the workplace. We encourage employees to assist by frequent hand washing with warm, soapy water, using hand sanitizer, covering mouths with tissues when sneezing, discarding used tissues, and regularly cleaning and sanitizing their workspaces.

Staying Home When Ill

WSPL provides part-time employees with Paid Time Off (PTO) and full time employees with Personal Days to compensate employees who are unable to work due to illness. Individuals who believe they may face challenges reporting to work during a severe pandemic response should take steps now to develop any necessary contingency plans, such as alternative sources of childcare should schools close and/or speak to the Director about the potential to work from home temporarily or on an alternative schedule if necessary.

During flu season and/or another pandemic illness, it is critical that employees do not report to work while they are ill and/or experiencing flu-like symptoms (including but not limited to: fever {100° F or higher}, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and fatigue) or symptoms of the current pandemic illness. The Center for Disease Control recommends that people with flu-like symptoms remain at home until at least 24 hours after they are free of fever or signs of a fever without the use of fever reducing medications. Other illnesses may require different periods of exhibiting no symptoms before it is safe to work, therefore CDC guidelines should be followed for the specific illness that is occurring.



Confidentiality of Medical Information

Our policy is to treat any medical information obtained from an employee or an employee's health care provider, including any voluntary disclosure that the employee has contracted influenza or a pandemic illness, as a confidential medical record. In furtherance of this policy, any such disclosure will be shared only on a need-to-know basis and only as necessary to prevent or slow the spread of the illness at work, while maintaining the confidentiality to the extent reasonably possible. Information will be shared with government officials only if required by law.

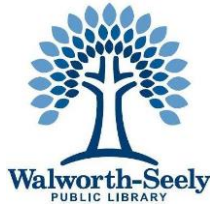
Compensation

If the library building is closed due to a pandemic illness, staff will be compensated according to the Emergency Closing Policy.

Library Pandemic Response Plan

The library will adjust services at the discretion of the Library Director using the following levels as guidelines. Duration of each level will depend on the current situation, and not all levels may be enacted if faster action is deemed necessary or appropriate.

- Business as Usual – Preparedness. All library services are provided as scheduled. Cleaning and health supplies are regularly restocked, and staff is informed on general pandemic risks and responses. Director will check that emergency contact information for all staff is accurate and up to date.
- First Level – *Business as Usual but staff are on alert*. Staff and public are informed about risks and preventative measures, such as extra cleaning of highly touched areas in the library. Online resources for reliable information about the pandemic are posted on the Library's website and social media. Staff continues to report for work and are educated about specific risks, safety supply instructions, and how to find, interpret and share reliable information with the public. The Director will consult with the Town Supervisor to ensure that the Town's Disaster Response Plan is ready to go into effect if needed. The Director and Board President will also regularly assess risk and plan appropriate response. Preparations for Second Level are made. Otherwise, business as usual.
- Second Level – *Library shifts to circulation only to limit public assembly*. On the recommendation of the Wayne County Health Department and/or Town Supervisor of Walworth, the Director will cancel all programs, outreach, and external group meetings.



The library will remain open for circulation, quick browsing, and quick reference, but the children's toys will be removed to discourage prolonged library visits and every other computer station will be shut down to encourage social distancing. Changes to library services will be announced on the website and social media. Staff will report to work unless directed otherwise, but should be prepared for their duties and responsibilities to shift temporarily. PTO is granted through normal procedures, with the realization that notice may be less than usual due to illness or caretaking for an ill family member. Preparations for Third Level are made.

- Third Level – *Library will close to the public entirely.* On the recommendation of the Wayne County Health Department and/or Town Supervisor of Walworth, and after consulting with the Board of Trustees, the Director will decide to close the library to public use. Depending on the situation and staff available, virtual services that do not require direct public contact may continue. The Library Director and Library Board will decide what public and support services to maintain, as well as how to administer core operations including but not limited to:
 - Payroll
 - Communication with Staff
 - Maintaining the website, social media, and signage to keep the public informed on the Library status and pandemic response
 - Virtual Programming (if possible)
 - Security of the Library building, collections, and equipment
 - Caring for Otis the turtle
 - Preparations to resume full or limited Library services

- Fourth Level – Library will reopen to the public, but may offer limited services