



Ilsley Public Library COVID-19 Preparedness

This document considers the library's continuity of service in three scenarios of escalating disease severity.

STAGE 1: PREVENTION

- **Under what circumstances would the library focus on prevention but continue regular operations?** When COVID-19 has caused sporadic cases or small clusters of disease, but has not resulted in community-level outbreaks.
- **What can library staff do to protect themselves and the public from COVID-19?**
 - Practice good basic flu season hygiene.
 - Provide resources for accurate information, both in person (reference) and on display (signage, website).
 - Stock hand sanitizer, tissues, and disinfectant. Add additional hand sanitizer stations by all entrances.
 - Disinfect public surfaces regularly. Circ staff will spray down computers and circ desks as part of closing duties and use Clorox wipes during shifts.

STAGE 2: REDUCTION IN HOURS AND/OR SERVICES AT PHYSICAL BUILDING

- **Under what circumstances would the library reduce hours and services in the library building?** At the discretion of the library director or the Library Board President, the library may reduce its operating hours and services in the event that a) a recommendation is issued by public health or government officials on the local, county, or state level b) there is not sufficient staff to cover regular hours and services.
- **What are essential library services?** Access to a circulating collection, reference support, public access computing, and internet access.
- **How would Ilsley respond if public health officials recommend avoiding social gatherings and events?** Ilsley would cancel or postpone upcoming events.
- **How would Ilsley respond if public health officials recommend social distancing?** Ilsley could limit the number of patrons allowed in the library at one time and discourage use of the library as a place to read, rest, relax, etc. This would require a staff member dedicated to operating the door. The library could also close to the public but page on demand and deliver books to the door.
- **What is the minimum number of staff needed in the building to provide essential library services, and what would that look like?** The library could open to the public for four hours a day with two staff. We would close both the upper and lower floors in this instance. The two staff would support each other at the circulation desk, page books, discharge, troubleshoot computers, etc. With a staff of six the library could be open to the public eight hours a day, for a few days a week. If needed, the Sarah Partridge Library would close and the Sarah Partridge librarian would help maintain essential services at Ilsley.

- **What would the initial impact of a high absentee rate on the library be?** Programming and purchasing would drop to low priority. We would close the third floor, and then the youth room, so that fewer staff are required to keep the building open (books could be paged upon request, and ideally the display of new books in the youth room would be brought up on a truck). Hours could be reduced so remaining staff are not over worked. Essential administrative functions would fall to the most senior staff member working. If both custodians are absent then library staff will do the vacuuming, trash/recycling, and restroom cleaning/stocking.
- **What are essential administrative functions?** Payroll and invoices. Staff can submit timesheets via email, but someone does have to be in the library to sign them, make copies, and deliver the originals to the treasurer (bi-weekly). The most senior staff member able to come into the library can do this. Invoices need to be processed in the library, copied, and submitted to the treasurer (weekly). The most senior staff member able to come into the library can do this, too.
- **Under what situations should staff not come to work?** Staff should not come to work if they are feeling sick. Staff who have been in close contact with someone that tested positive for COVID-19 should stay home and monitor their health for 14 days. If a staff member comes to work displaying symptoms of illness, their supervisor may send them home at their discretion.
- **What if there is an exposure event at the library?** If someone who tested positive for COVID-19 had spent time at the library, the library would reach out to the State Health Department and follow their guidelines.

STAGE 3: CLOSURE OF PHYSICAL BUILDING

- **Under what conditions will the physical library close to the public?** The library will close to the public in the event that a) a mandate order or recommendation for closure is issued by public health or government officials on the local, county, or state level b) there are not sufficient library personnel to provide essential library services.
- **If the library closes, can staff still come in to work?** If the library closes to the public, full-time staff may still come in to work, provided 1) they have no cold or flu symptoms 2) there has not been a recommendation from public health or government officials for staff to stay home.
- **If the physical library closes, what services can we provide remotely?** Patrons can check out digital e-books and audio books. Librarians can provide reference service via email.
- **To what extent can staff work remotely?** Full time staff can answer emails and work on some projects at home. However, due to the nature of library work, maintaining a full-time schedule remotely would be difficult for staff. Part-time staff would be unable to work from home.
- **How will library personnel be notified in the event of an outbreak, and how will we communicate with a disperse workforce?** Staff will be notified by phone. We maintain staff emergency contacts in an up-to-date Google doc, which is accessible remotely. In the case of an emergency staff should follow the emergency contact phone tree, also stored on the google doc. Subsequent communication could be done via email.
- **What happens to due dates and fines if the library closes?** All fines and will be waived for materials due back during period of library closure.



STAGE 4: REOPENING PHYSICAL BUILDING

- **Under what conditions will the library reopen to the public?** When a) reopening to the public has been deemed safe by public health or government officials on the local, county or state level b) there is sufficient staff to offer essential services and c) the library has been sufficiently cleaned.
- **What are “regular operations” and how many staff are required?** This would be regular hours, all services, and full programming. At least eight regular staff would be required to get us back to regular operations.
- After the building has been reopened and regular operations resume the library director will review the library’s response to COVID-19 with the staff, the trustees, and town officers, taking note of what worked well and what didn’t, and making updates to the preparedness plan.

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