

Kellogg-Hubbard Library's response to COVID-19

Current medical and scientific evidence suggests that preemptive public health measures are more effective than those that are reactive. The World Health Organization has asked everyone, across the world, to take this risk seriously and to take immediate measures to prevent the continued spread of this pandemic.

KHL endeavors to do our part to protect our staff and our patrons. In order to do this, we have developed the following response protocol. These steps are meant to be progressive and can also be used in reverse as the threat lessens. Library administrators may establish time-frames for any of these levels as appropriate.

LEVEL 1: PREPARE – started March 5th

- Regular updates are sent to full staff with information about COVID-19.
- Hand sanitizing stations were set up near the Adult desk and Children's desk.
- Information about COVID-19 is posted in library and on website.
- Hard to clean toys were removed from the Children's Library.
- Hand washing reminder signs were posted in the bathrooms.
- The custodians added additional disinfecting to the regular routine.
- Staff signed up for additional disinfecting of high-touch areas.

LEVEL 2: PROTECT – As of March 11th, there is a 2nd confirmed case in VT. As of March 12th, we are implementing the following steps:

- Separating public computers to give more distance between users.
- Cancel or reschedule any programs expected to have 50 or more attendees.
- Ask patrons to call or e-mail rather than come to the library if feeling sick.
- Extend renewals and waive fines for anyone who is sick.

LEVEL 3: RESTRICT –

As the number of cases in Vermont increases, it's important that we take the potential threat seriously. As soon as a local threat is identified (e.g. confirmed cases, presumptive cases, people under self-quarantine, etc.), the following steps will be implemented:

- All remaining programs will be cancelled, rescheduled, or held online.
- Outreach activities are suspended including storytimes, daycare and site visits.
- All meeting rooms will be closed.
- All board meetings (including committees) will be postponed or held online.

LEVEL 4: CLOSE -

If a staff member is exposed to COVID-19, or the library is known to have a patron enter the building who is confirmed positive, we will immediately close to evaluate the risk. Should the co-directors think there is another reason that warrants immediate closure, they will do so and notify the Board immediately.

- The Library will be fully deep cleaned before re-opening.
- Home delivery suspended.
- Alternate work arrangements will be made with key staff as needed.
- All staff will be paid for their regular hours during closure.