

**John G. McCullough Free Library
COVID-19 Pandemic Response Plan
March 16th, 2020**

Mission:

While prioritizing community health and safety, the John G. McCullough Free Library will strive to connect those we serve with credible health information and creative promotion of our digital collections. Plans for closing and reopening the Library will be clearly communicated to the public through all available channels.

Library Closing, Event Cancellations and Reopening Criteria:

The McCullough Library will close and will remain closed at least as long as local public schools are closed. Pending the recommendation of the Library Director and the Trustees, and based on information from the Vermont Department of Health and the Center for Disease Control, we may remain closed after public schools reconvene. Given our proximity to New York border, all considerations may include public schools in New York. As many of our visitors are at higher risk for negative outcomes if they contract COVID-19, the Library will err on the side of caution before preparing to reopen.

Due to a lack of reliable information about the relative risk of “curbside” or “take out” services to staff and patrons, we will not offer this model of service.

Library events, many of which attract large groups of people, may be cancelled well after the Library reopens. Library Director and Youth Services Librarian will make these determinations based on best practices and recommendations from The Vermont Department of Health, the Center for Disease Control, the Vermont Department of Libraries and others.

Based on area school and library reopening patterns and recommendations from credible sources, the Library Director will make a recommendation for a reopening date to the Trustees. Pending Trustees’ approval of a reopening date, the Library Director will schedule a final deep clean of the Library before reopening.

Interlibrary Loan:

In an effort to curb the spread of COVID-19 between communities, the McCullough Library will suspend Interlibrary Loan services and participation with other libraries. This means that after March 17th, we will not fulfill loan requests from other Libraries nor will we lend out items which arrive from other locations to our patrons. Incoming ILL deliveries will be accepted but will remain in quarantine and unprocessed until the Library prepares to reopen. All items currently on the holds shelf will remain there until after the Library reopens. An extended suspension of this service is at the discretion of the Library Director and will be in keeping with recommendations from credible health resources and professional organizations.

Digital Services:

While the Library is closed, our digital services and materials will be emphasized. This includes our WiFi connectivity (the signal is strong even outside the building), ebooks and digital audiobooks through Overdrive/ Libby, and our databases through the Vermont Online Library.

Communications:

Library Director will ensure and maintain communication with the public through the closure with updated signs on the Library's doors and the roadside sign, a special e-newsletter, a press release to *The Bennington Banner*, Front Porch Forum posts as needed, updates to the Library's website, posts on the Library's social media accounts and other channels. Library Director will also release similar information when the Library prepares to reopen.

Volunteers and book donations:

Although there is much work to be done in preparation for the upcoming Book & Bake Sale, members of our Friends of the Library will not meet to plan or sort books until after we reopen. Additionally, book and media donations will not be accepted until after the Library reopens. The self-serve book sale rack at Powers will not be restocked until after the Library reopens.

Protections and expectations for staff while Library is closed:

Staff members can expect to be compensated for hours they were scheduled to work while the Library is closed.

As long as staff members and their families remain in good health, they will be expected to work on projects while the Library is closed to the public. A written summary of work done during this period is expected with timesheets at the end of every month we're closed.

Please note that some of these tasks will require staff to be in the Library at times.

If staff members or members of their family are ill:

If you or anyone you live with are sick or experience any cold or flu-like/ COVID-19 symptoms, including a fever or respiratory-illness symptoms such as a cough or shortness of breath, you are not expected to perform work tasks. Please take preventative measures—stay home and contact your primary care provider and/or SVMC ExpressCare for screening and recommendations. Employees who are unable to complete remote work tasks due to symptoms that are consistent with the flu and COVID-19 will be required to present a note from a doctor prior to returning to work. **Please do not return to work or resume remote work until you receive medical clearance from your doctor and have been free of fever for 24 hours.**

Staff members can expect to be compensated for scheduled hours while they are ill.

Examples of work which can be done while the Library is closed to the public can include:

- Daily checking of work email, responding when appropriate.
- Promoting and providing credible health information to our patrons through digital media.
- Sharing creative solutions for individuals practicing social distancing through digital media.
- Reviewing and ordering books and other Library materials.
- Program planning and preparation.
- Work on Library's website.
- Graphic design work.
- Grant applications.
- Cleaning up records in the catalog.
- Attending online meetings.
- Attending continuing education webinars/ working toward Vermont Certificate of Public Librarianship.
- Emergency Community Support (See below).

Deep cleaning the Library prior to reopening. (See below).

In addition to items listed above, the Library Director will be expected to:

Keep regular but reduced office hours, during which time phone calls will be answered.

Check email and phone messages regularly.

Communicate Trustees' plans to public (See "Communications" above).

Update and maintain Catamount Library Network and CLOVER (ILL) schedules to reflect service and reciprocity decisions.

Receive and quarantine incoming ILL items.

Collect, open and respond to mail.

Pay bills and make bank deposits.

Regularly empty book drop and disinfect returned items.

Perform regular building checks.

Draft monthly e-newsletters.

Work on drafting and refining internal policies and SOPs.

Remain up-to-date on new developments in library service through this situation and update Trustees.

Emergency Community Support Services:

The Library will consider coordinating and/or hosting the distribution of non-library materials (books not in the library's collection, food, disinfecting products, other emergency relief materials) only if the health and safety can be guaranteed for all and our method of distribution is in keeping with procedures recommended by agencies such as the Vermont Department of Health, the Center for Disease Control, and the American Red Cross.

Deep cleaning of Library prior to reopening and increased maintenance going forward:

When Trustees have approved a proposed reopening date, the Library Director will coordinate a deep cleaning of the Library with staff, including the Library's custodian.

Because some Library materials such as computer keyboards and toys are difficult to keep clean and in good working order, they may remain off limits for a time after the Library has reopened.

After reopening, staff members will be expected to wipe down frequently touched surfaces (desk and table tops, all computer terminals, door handles, etc.) with disinfectant wipes before closing the building.

Going forward, the Library's custodian will be offered an additional hour of work midweek to clean restrooms and take out trash and recycling.

Approved by:

Jennifer Fels
Chairperson, Board of Trustees

Date

Jennie Rozycki
Library Director

Date

Initiated: March 16, 2020

Reviewed date/s:

Revised date/s: