

Luther Area Public Library Epidemic/Pandemic Policy

Purpose

To establish a protocol that will be used in the event of an epidemic/pandemic or other public health emergency.

The 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 county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

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.

Library Closure

Luther Area 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:

- A. A mandate, order, or recommendation for closure is issued by District Health Department #10, State of Michigan Department of Health, or other state or local government officials.
- B. If a Library employee has been diagnosed with symptoms of the epidemic/pandemic, Luther Area Public Library will temporarily close for sanitation and notification.
- C. At the discretion of the Library Director with notification of the Library Board President.

The exterior book drop may be closed or kept open and cleared periodically.

Types of Library Closures:

- Complete Closure: no staff in the building at any time.
- 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

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perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drop, etc.

- Library Closure with Reduced Services:
 - Staff may be allowed to work inside the building, although the building is closed to the public.
 - Staff may be assigned to provide services to patrons in newly determined ways.
 - Staff may be assigned to clean the building.

School Closures

In the event that the Pine River Schools are closed because of an epidemic, Luther Area Public Library will remain open unless one of the above conditions under the “Library Closure” section above is met.

Compensation in an Epidemic/Pandemic

The Library will compensate an employee their regularly scheduled hours if mandated to do so by local or state government.

Impact on Staff with Child Care Concerns

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

Communication

In the event of cancellation of services, programs, meeting room usage, or Library closures, administrative staff will:

- Notify staff, trustees, and public via email, social media, and the website
- Call or email scheduled program presenters, community room reservations, and program attendees (if we have contact information)
- Provide information regarding the epidemic/pandemic on the Library’s website homepage
- Create signage for updating patrons inside the library
- Notify local media or other government entities as deemed necessary

Employee Absences

The Luther Area Public Library Policy Manual, Personnel Policy outlines Sick Leave, Holiday Pay, Extended Personal Leave, and Other Paid Leave. This policy 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.

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Social Distancing and use of Personal Protective Equipment (PPE)

If recommended by local, state, or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the Library building. The Library will provide PPE for staff.

Additional Cleaning Measures

During the epidemic/pandemic, the Library will ask staff and contracted employees to increase cleaning within building. The Director will devise new cleaning procedures for Luther Area Public Library during the epidemic.

Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy shall be determined by the Library Board President.

Luther Area Public Library
SAMPLE POSITIVE CASE PROTOCOL – COVID-19

SCENARIO:

- **Staff member lives with a family member who has a positive diagnosis**
- **Staff member travels to a “hot” location of COVID-19 infection**
- **Staff member is notified that they have been exposed to someone who has tested positive (outside of their family)**

Action Steps:

Immediately (following CDC guidelines)*:

- Notify employee that they must self-quarantine for 14 days if asymptomatic
 1. Notify employee of possible work-from-home option
 2. Notify employee, in writing, of benefits available during quarantine (Family Medical Leave Act (FMLA) and Families First Coronavirus Response Act (FFCRA), etc.)
 3. Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine
- If symptoms develop, self-isolation starts for 10 days since symptoms appeared and
 1. 24 hours with no fever without fever-reducing medication and
 2. Symptoms have improved.

***Note – Depending on circumstance of exposure, quarantine length and method of counting may change. See CDC Guidance on Quarantine in order to identify exact quarantine period.**

SCENARIO:

- **Staff member exhibits symptoms of COVID-19 or fails health screening**

Action Steps:

Immediately:

- If employee falls ill at workplace, SEPARATE employee from other employees
- Send employee home/arrange transportation, if necessary
- Provide employee with following instructions:
 1. Encourage employee to seek medical advice/attention
*Notify employee to follow CDC Steps.
 2. Employee must self-isolate/quarantine (following CDC guidelines) UNTIL:

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- A. At least 10 days since symptoms first appeared and
 - B. At least 24 hours with no fever without fever-reducing medication and
 - C. Symptoms have improved.
3. Notify employee, in writing, of benefits available during quarantine (Family Medical Leave Act (FMLA) and Families First Coronavirus Response Act (FFCRA), etc.)
 4. Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine
- Maintain normal cleaning/sanitizing routine

SCENARIO:

EMPLOYEE HAS A POSITIVE DIAGNOSIS OF COVID-19

- **ALL** of the above steps, **PLUS:**

Action Steps:

Immediately:

- **NOTIFY LOCAL HEALTH DEPARTMENT**
- Close off affected employee's workspace and areas they used for prolonged (10 minutes or more) periods of time
- Determine whether to close, using protocol devised by Board. Discuss with Board if necessary, within Library's protocols. It may not be necessary to close facility. See CDC guidance for suspected or confirmed cases. However, if multiple employees develop symptoms or there are multiple positive diagnoses, Library must consider closing and implementing top-to-bottom cleaning in accordance with EO 202-145 sec.1(q)
 1. If Library closes and employees are sent home, work from home options should be considered for asymptomatic employees
 2. If workers are sent home, employees should be notified in writing of benefit options.

Within 24 hours:

- NOTIFY co-workers who may have had prolonged contact (15 minutes or more of sustained contact—within 6 feet) with an employee who has tested positive
- Maintain ill employee confidentiality
- Issue general statement to patron/public on social media ("Employee has tested positive, library is working with Health Department and completing necessary cleaning/disinfecting.")

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After 24 hours:

- Thoroughly clean and disinfect previously closed-off affected employee's workspace and other areas where employee had a prolonged (10 minutes or more) presence, following CDC cleaning and disinfection recommendations:
- If it has been 7 days or more since employee has been in workspace, closing off/extra cleaning is unnecessary per CDC

Employee Return to Work:

Employees with no exposure sent home due to closing as part of deep-cleaning procedures:

- Employees may return 24 hours after the completion of facility/building deep clean
- Employees must be asymptomatic
- Employees must not be considered "exposed" to virus by local Health Department

Employees with a positive diagnosis:

- Employees may return to work in accordance with the CDC Guidance for Discontinuation of Home Isolation, provided that the employee has documentation from their health provider AND local Health Department approval (per EO 2020-145 sec.1(o)) that they can safely return to work.
- Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text, or e-mail.
- Once back at work, employee should be prepared to discuss any accommodations that may be required upon their return.

**CDC no longer recommends mandatory testing for return to work (see "What should I do if an employee comes to work with COVID-19 symptoms?")*