

**Rosemary Garfoot Public Library**  
**Pandemic, Epidemic, and Health Emergency Policy**

**I: Purpose**

In the event a public health emergency is declared such as a pandemic, epidemic or other health emergency that affects the community of Cross Plains, the library will comply with requests from the Dane County Health Department and Center for Disease Control and Prevention to assist in checking the spread of the disease. The library may be closed during the duration of the crisis and staff illness may also result in closing the library for a period of time. To ensure essential library activities and services can be maintained, the Library Director will determine a course of action pertinent to reduced staffing and hours.

**II: Closure** If the library is closed:

Staff members will be instructed to remain at home if they or people in their household are under a quarantine.

Staff members may be required to report to the library facility. Examples include management staff responsible for direct operations and support staff needed to deal with backlog of returned materials, or to work on projects that can be done during closed hours.

Scheduled library events will be canceled.

Through the South Central Library System, attempts will be made to maintain access to electronic resources and services so patrons have some remote access.

Full-time staff members will continue to be paid at their normal rates.

Part-time staff members will be paid for their regular, standard weekly hours.

The Library facility will be made available to public health officials to be utilized as staging, screening, treatment sites, or for other purposes to help protect the safety and welfare of the public.

\*The following **essential staff** members have agreed to work if they are needed, during a pandemic, epidemic or health emergency, when the library is closed. Other staff members may be required to work if needed. Measures will be taken to provide protective gloves, masks, or other necessary tools and supplies when available.

**Essential Staff Members**

Director

Assistant Director

## Children's Librarian

### **III: Staffing Levels to Remain Open** If the library remains open:

A minimal level of staffing is required per regular policy for the library to be open. A minimum of two staff members are required at all times.

Staff members will report to work unless they have scheduled vacations or appointments. Banked sick leave or personal unpaid time-off may be used if the staff member is ill, care is needed for dependents, or the household is quarantined. Being worried about a pandemic, epidemic, or health emergency, is not a valid reason for not showing up to work.

Staff who are ill and report to work may be sent home and are required to use sick leave, vacation hours, or personal unpaid time-off.

### **IV: Communication**

Changes due to closure or reduced open hours, will be communicated via the library's website, social media account, and outgoing phone message on the library's phone system.

### **V: Service Priorities**

Should staffing, hours, or services need to be adjusted or reduced, staff members will focus on responsibilities that directly impact patrons.

Priority responsibilities are in order as follows:

1. Patron assistance including check out, information assistance, computer help and issuance of library cards.
2. Processing incoming holds, check in, delivery returns and shelving.
3. Processing holds, pick lists, shelf action lists.
4. Approval of payroll, processing bills, preparing for and holding Library Board meetings.

If time permits, individual responsibilities other than the aforementioned, may be completed. Emphasis will be on projects with deadlines or those that significantly impact the library. Staff members are required to consult with the Director or Assistant Director for direction in prioritized tasking and events that are not previously listed.

### **VI: Responsibility for Library Operations**

Should the Library Director be unable or unavailable to perform the responsibilities and decisions presented in this policy, administrative authority for this policy and operations will be the responsibility of the Assistant Director.

*Adopted 3/17/2020*