

Epidemic/Pandemic Response Procedures

Level I: Precautionary Health Measures

Under the judgement of the library director or staff member in charge, the following shall be implemented as deemed necessary:

1. **Cleaning & Supplies**
 - a. Provide tissues and hand sanitizer to staff and in public areas.
 - b. Provide gloves to staff handling materials if desired.
 - c. Provide staff with disinfectant wipes.
 - d. If an area needs further cleaning, staff should notify cleaning crew.
2. **Work Adjustments**
 - a. Authorities may request that staff returning from an infected area not return to work for a period of time. Employees are required to follow those recommendations. Absences for this purpose will be excused.
 - b. Employees presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.
 - c. Staff at greater risk of contracting the pandemic/epidemic illness may be asked or allowed to return home and/or refrain from coming to work. Absences will be excused.
3. **Communicate to the Public**
 - a. Recommend that patrons with symptoms not enter the building. Communication methods for this will include:
 - Signage will be posted in the building and on the doors
 - Notices may be posted on social media site and the library's website
 - Other methods of notification may be used as deemed necessary by appropriate staff
 - b. Promote online library services
4. **Communicate to Staff**
 - a. Share this response procedure
 - b. Encourage staff to receive appropriate vaccinations
 - c. Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene
 - d. Communicate any CDC reporting requirements
 - e. Advise traveling staff to check the CDC Traveler's Health Notices (<https://wwwnc.cdc.gov/travel>)

Level II: Moderated Services

In addition to measures implemented in Level I, the library will respond to recommendations of the CDC, DuPage County Health Department, Illinois Department of Public Health, or other appropriate health authorities. These responses may include:

1. **Service Adjustments**
 - a. Social distancing by limiting the number of seats throughout the building and the number of staff working in close proximity
 - b. Reduced or suspended services including reduction or temporary eliminations of:
 - i. Programming
 - ii. Public meeting room use
 - iii. Deliveries to homebound patrons
2. **Work Adjustments**
 - a. Cancel all library-related travel to areas under a CDC Traveler's Health Notice Warning level 3 and reconsider library-related travel to level 2 areas
 - b. Adjust work schedules as affected by service adjustments
 - c. If staff are asked not to work, absences will be excused.
3. **Communicate to the Public**
 - a. Continue messaging as in Level I. messages should explicitly state that service reductions are in place to slow down disease transmission.
 - b. Post an alert on the library website describing service adjustments
 - c. Add links on website to official sources of information about the pandemic such as to the CDC, DuPage County Health Department, and other sources.

- d. Contact affected program registrants and presenters, meeting room users, etc.
- 4. Communicate to Staff
 - a. Library director to monitor and coordinate response among authorities, schools, villages, and library
 - b. Encourage staff to wear gloves and masks (if recommended by authoritative sources) when handling materials
 - c. Contact staff as necessary using established procedures

Level III: Temporary Closure

In addition to actions taken in Levels I and II, the library may implement the following:

1. Service Adjustments
 - a. Temporary closure – during the course of a pandemic, the Library Director or staff person in charge may temporarily close the library building under one or more of the following conditions:
 - i. Public health authorities advise, request or order such a closure
 - ii. Local schools close
 - iii. Public visitation is too low to warrant keeping the library open
 - iv. Staffing levels are too low to operate the library
 - v. Any other conditions that prevent the library from operating safely and effectively
 The library board of trustees shall be notified of any closure. The length of the closure of the library and the re-opening of the library shall be at the discretion of the director or the staff person in charge.
 - b. If the closure is expected to be extended, staff are not expected to remain “on call”
 - c. Due dates for library materials will be extended. Materials with due dates that cannot be extended will have fines waived upon return after re-opening of library
 - d. Close outside materials returns and post signs on them stating library materials do not need to be returned until the library reopens and that any overdue fines incurred during the closure will be waived.
 - e. Inform vendors and delivery services that we are closed and not accepting deliveries
 - f. Notify RAILS at <https://www.railslibraries.info/node/add/days-closed>
 - g. Notify cleaning company
2. Work Adjustments
 - a. Staff are to refrain from reporting to work in person
 - b. Library director will continue to work remotely to coordinate response among staff and with library trustees
 - c. Computer consultant will continue to monitor the library server remotely
 - d. Other staff may be asked to work remotely as deemed necessary
 - e. If staff members are asked not to work, absences will be excused.
3. Communicate to the Public
 - a. Post a message on the library website stating the library is closed
 - b. Add links on website to official sources of information about the pandemic such as to the CDC, DuPage County Health Department, and other sources if not done previously
 - c. Post library closed sign on doors to building
 - d. Continue to share official sources for health information and library service updates on website, Facebook, and any other electronic communication means the library is currently using.
4. Communicate to Staff
 - a. Library director to continue to monitor and coordinate response among authorities, schools, villages, and library
 - b. Contact staff as necessary using established procedures

Should the situation call for a more nuanced response than outlined here, the library director and the board of trustees may adjust the library’s response to meet emergent needs.