

## **Epidemic/Pandemic and Health Emergency Policy**

### **Purpose**

To establish a protocol that will be used in the event of an epidemic, pandemic or health emergency arising out of an infectious disease outbreak. In such an event, organizations may be required to take measures to help slow the spread of illness such as closing by order of government officials or as determined by the Executive Director or the Board of Trustees. It is important to ensure that core administrative activities of the Library can continue with limited staff and/or reduced hours.

### **Definitions**

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.

**Epidemic** – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

**Pandemic** – An epidemic that has spread over several countries or continents, usually affecting many persons around the globe.

**Health emergency** – The state of affairs in which there are not enough healthy Library staff to maintain normal hours of operation, not enough Library staff able to work due to staff members caring for family members, or a combination thereof.

**Employees and staffing level** – Part-time and full-time Library staff as defined by the Hussey-Mayfield Memorial Public Library's staffing level refers to the minimum number of healthy staff needed to maintain the building being open to the public.

### **Library Closure**

The Hussey-Mayfield Memorial Public Library may temporarily close if any of the following occur:

- A. A mandate, order, or recommendation for closure is issued by Boone County Health Department, Indiana State Department of Health or other government or health officials.
- B. If a Library employee has been diagnosed with the disease causing the epidemic, pandemic or health emergency, the Library will temporarily close if recommended by a health official.
- C. If the epidemic or pandemic has caused a health emergency as defined in the previous section. This determination shall be made by the Executive Director or the Board of Trustees.
- D. If the Executive Director or the Board of Trustees deems it in the best interest of the public and library staff to close to reduce the spread of the contagion.
- E. At the discretion of the Executive Director or Board of Trustees.

In the event of any type of closure, overdue fines will be suspended for the duration of the closure. The exterior book drops will be closed to prevent the spread of illness on materials and to minimize the need for staff to regularly visit the building.

#### Types of Library Closures:

**Complete Closure:** No staff in the building at any time.

**Library Closure with Essential Services Only:** Exempt and other limited library employees may be required to work during closures to perform necessary duties, such as payroll, bill paying, building maintenance, checking the mail, etc.

#### **Library Closure with Reduced Services -- Staff may**

- be allowed to work inside the building, although the building is closed to the public
- be assigned to provide services to the community in newly determined ways either from within the library building or remotely from home
- be assigned to clean the building
- be asked to return to work to prepare the building for being reopened to the public

#### **School Closures**

In the event that schools in Zionsville are closed because of an epidemic, the Library will remain open unless one of the above conditions under the "Library Closure" section are met.

### **Minimum Staffing Level**

The Executive Director will determine the staffing needed to continue operations.

### **Compensation During an Epidemic, Pandemic or Health Emergency**

The Library will compensate an employee for their regularly scheduled hours if they:

- contract the disease
- are required to care for a family member who has contracted the disease
- receive a mandated or doctor-directed self-quarantine

In the event of closure and Library employees are sent home, those employees shall be compensated for their regularly scheduled hours.

In the event the Library remains closed, employees shall be compensated for their regularly scheduled hours for as long as determined possible by the Executive Director or the Board of Trustees.

If furloughs or layoffs are determined necessary, the Executive Director or Board of Trustees will give affected employees 14 days' notice.

During the epidemic, staff who have previously scheduled vacation time may rescind that time-off request during any type of closure of the Library.

Employees will continue to accrue vacation and PTO time, but not more than the maximum time allowed per our employee handbook.

### **Impact on Staff with Child Care Concerns**

In the event of school districts or day care closures due to an epidemic, the Library will allow employees to make the personal decision to choose to use their accrued leave or take unpaid time off to stay at home

### **Communication**

In the event of cancellation of services, programs, community room usage or Library closures, administration staff or designees will:

- Notify staff, Trustees, Foundation and Friends board members, custodial staff and public via email, social media and the website

- Call or email scheduled program presenters, community room reservations, volunteers, interns, outreach sites, program attendees (if we have contact information) and others
- Provide information regarding the epidemic/pandemic on the Library's website's homepage
- Create signage for updating patrons inside the library
- Notify local media and other government entities as deemed necessary

### **Employee Absences**

The Hussey-Mayfield Memorial Public Library Employee Handbook outlines the regular policy surrounding leaves of absence. This policy shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains open to the public.

### **Social Distancing**

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

### **Additional Cleaning Measures**

During the epidemic, pandemic or health emergency, the Library will ask staff and custodians to increase cleaning within each location. The Facilities Manager will devise temporary new cleaning procedures for preparing the Library to reopen after a closure.

### **Responsibility for Library Operations**

If, for any reason, the Executive Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all Library operations shall be provided by the Assistant Director. If the Assistant Director is unable or unavailable to perform responsibilities, the Human Resources Manager will perform the duties.

### **Reopening the Library**

The Executive Director and the Board of Trustees will make the decision to reopen the Library when the minimum staffing level can be met and the Library receives communication from the Boone County Health Department, Indiana State Department of Health or other government or health officials that it is safe to reopen libraries or public gathering spaces.