

# **Augusta Township Public Library Pandemic Policy**

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## **Introduction**

Notwithstanding other provisions of this policy, should the Community Emergency Management Municipal Control Group be activated in the event of a pandemic, the Municipal Control Group shall, through the Library CEO or designate, authorize administrative action deemed to be in the best interest of the public and to act on Emergency Management Ontario or Medical Officer of Health directives.

The following policies shall be followed in the event of a pandemic outbreak:

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### **1) Public Services**

While providing Library services to the residents is in the long-term an essential contribution to the life of the community, in the event of a pandemic, Augusta Township Public Library services may need to be curtailed for a variety of reasons:

- A) If there is insufficient staff to properly staff the Library during regular open hours, then the following will occur:
  - a) The CEO, in consultation with the Board Chair, will limit open hours to a do-able schedule.
  - b) A large sign shall be prepared and posted at the Library entrance stating: "Library closed due to illness".
  - c) The Library website shall be maintained with updated information for the public.
  - d) Loan periods shall be extended and/or fines forgiven for a time to be determined by the CEO and Board Chair.
  - e) Inter-library loan services shall be suspended.
- B) If public gatherings are inadvisable, have been banned, or schools are closed, then the Library will also close and all rentals will be cancelled. This will prevent crowding in the building and help prevent the spread of disease.

When the Library is closed the following may occur:

- a) The Library may be closed to the public, but staff will continue to work on in-house library duties. Where possible, staff will work their regular number of weekly hours, but times will be adjusted to meet staff needs.
- b) The Library will be closed to the public and no staff will be present.

c) In either case, the phone message and Library website will be changed to inform the public of the current situation, and to request that the drop box not be used until the library reopens. The drop box will be locked.

C) If well people are required to assist with community services, and library staff is able to assist, then these staff will receive their regular hourly pay to a maximum of their regularly scheduled weekly hours.

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## **2) Personnel**

A) Sick Leave: It is recommended that staff use their sick leave credits for illness and caring for sick family members. A doctor's certificate will not be required as it is likely that people suffering from a pandemic disease will be requested to stay away from medical offices.

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## **3) Staff and Board Communications**

A) A phone list of staff, Board, and Township numbers shall be prepared for all staff and Board members to keep on hand.

B) Communication shall be maintained with the Township's Emergency Services Chief.

C) Levels of authority: decisions should be made by a team made up of a senior staff person and a senior Board member, based on the following order of seniority:

a) Staff: CEO; Assistant Librarian

b) Board: Chair; Vice Chair; Personnel Committee member

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## **4) Preventative Practices**

A) Staff shall remain at home if ill to avoid spreading the disease.

B) Phones, keyboards, computer mice and headphones, as well as the circulation desk area, shall be sanitized by staff before opening each day and as needed during open hours.

C) A hand sanitizing station shall be set up at the main entrance for use by the public. Post a sign stating “Please clean hands upon entering and leaving the building”.

D) Tissues shall be made available to the public.

E) Supplies of gloves and masks shall be purchased for staff use.

F) Public use of the Library phone is for emergencies only, and staff shall place the call for the patron.

G) A large sign shall be prepared and posted on the entrance door stating: “Please do not visit the Library if you or a family member is experiencing fever, aches, sore throat and/or coughing”.

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