

# **Sherman & Ruth Weiss Community Library Pandemic Plan**

## **Part I: Library Building and Staff**

### **Purpose**

The purpose of this plan is to establish the protocol that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the Sherman & Ruth Weiss Community Library (hereafter referred to as Weiss Community Library) must plan for staff being unable to report to work. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing by order of local public health officials, the state government, the federal government, and/or the Library Board of Trustees. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures.

### **Criteria for Closing the Weiss Community Library Building**

The Library will close its building due to a pandemic if a mandated order or recommendation for closure is issued by the Library Board of Trustees, Sawyer County Public Health or government officials on the local, regional, or state level. The Weiss Community Library will not automatically close for a pandemic if the Hayward Schools close. At the discretion of the Library Board of Trustees and Director, Weiss Community Library may close, reduce its operating hours, or limit services temporarily if there is not enough staff to maintain basic service levels.

### **Standards for Cleaning**

Disinfecting and/or cleaning procedures issued by public health officials will be followed. An adequate supply of tissues, hand sanitizing gels, masks, soap and water and standard cleaning supplies shall be available for staff. The cleaning/maintenance person will clean the building each morning, and the staff will disinfect work areas, counters, tables, and doorknobs at least once in the afternoon. Public computers will be cleaned after each use. Additionally, library staff will follow quarantine and disinfection procedures on all materials that enter the building.

### **Staff Management Plans**

The Library Director and Assistant Director are participating and disseminating pandemic information in conjunction with the Wisconsin Department of Public Instruction (DPI) and other relevant state, local, regional, and federal agencies to provide education to the public about pandemics and pandemic planning. The Library Director and Assistant Library Director will communicate with the Northern Waters Library Service (NWLS) regarding continuation of delivery service operations and other relevant topics.

At the Weiss Community Library building, the Library Director will continue to monitor staff illnesses and educate staff on illness prevention strategies. The Library Director advises staying home while sick and has the authority to send staff home as necessary. If the library building needs to be closed using the criteria stated above, the Library Director will determine if and/or which staff duties are essential and if they can be performed remotely. Subsequently, the Library Director and Library Board of Trustees will determine if staff qualify for compensation when closed.

The library building will maintain an inventory of disinfection supplies, provided they are available for purchase. The Library will provide all rooms with tissues, wipes, and soap and water or alcohol-based hand sanitizers.

Unless there is a medical reason that a staff member cannot wear a face mask, all staff will wear masks when working in the same area and will follow the six-foot social distancing guideline. Face masks will be available for staff members provided they are available for purchase.

### **Re-evaluating the Plan**

The Library Board of Trustees and Library Director will continue to evaluate the effectiveness of Part I Pandemic Plan and modify as needed. The Library Director will keep the Library Board of Trustees apprised of changing conditions that could affect the plan's status.

Revised and approved by Library Board of Trustees March 12, 2020 and June 16, 2020. Revision that adds Tuesday opening pending approval.

# Sherman & Ruth Weiss Community Library Pandemic Plan

## Part II: Library COVID-19 Pandemic Behavior Policy

### Purpose

This policy was developed to ensure that the health and safety of library patrons and staff remain of ultimate concern. The Library Board of Trustees and library staff will follow best practices as recommended by Sawyer County Public Health, local, regional, and/or state governments, the Center for Disease Control (CDC), and the Wisconsin Department of Public Instruction (DPI). These practices will remain in place until the danger of the spread of COVID-19 has passed. If a local spike in cases should occur or if a known exposure in the Weiss Community Library should occur, the Library Board of Trustees may choose to close the library for a period of time as a safety measure.

### Use of the Library Building

The Weiss Community Library will comply with recommendations for safe practices by the agencies listed under "Purpose." This includes guidelines on the number of people who may be inside the building at any time, including staff members. If a patron is not comfortable entering the library, they are welcome to use curbside pickup. Anyone who has COVID-19, is exhibiting symptoms of COVID-19, or has been exposed to COVID-19 should not enter the library.

People who enter the library will be asked to:

- Wear a mask. If the patron does not have a mask, the library will offer one for free, provided that supplies are available. *Note: If a person states they cannot wear a mask for medical reasons, to comply with the ADA, staff cannot ask for the medical reason.* If a person refuses to wear a mask but does not state a medical reason, staff will politely suggest that the person makes an appointment for curbside pickup. If the person refuses to wear a mask and declines curbside pickup, staff should remain amenable, explain they (the staff member) cannot directly assist the person without social distancing, then leave the person alone. We want to avoid confrontations, as the Hayward City Police have stated they will not enforce COVID-19 restrictions. However, as in any case when the patron becomes disruptive or violent, immediately call 911.
- Wash their hands, use hand sanitizer, and/or wear disposable gloves upon entering the building. Patrons may use the public restrooms to wash their hands, and the library will provide hand sanitizer or disposable gloves, as supplies are available. We will set up a table at the entry and station a staff member or volunteer to greet patrons and ensure they use proper PPE. They also must be willing to use one of the library's disposable forehead thermometers *if* they show obvious signs of illness. If the patron has a fever, they will politely be asked to use the curbside pickup for library materials.
- Maintain safe-distance practices from those who are not in their party. The library will provide directional arrows and safe-distance floor signs for the public. The library also will set up the front doors for entering the library and the patio doors as exits.
- Return library materials in one of the outside book/media drops, NOT the inside Return bin at the Circulation Desk, and NOT on the Circulation Desk itself. This is so the staff can quarantine returned items for the recommended 96 hours (per the REALM research performed by Battelle in July 2020).
- Complete their library errands in the allotted half-hour appointment time, as people may be waiting outside to take their turn.
- Place items they handle but decide not to check out in specially marked bins on tables or carts. They should NOT return them to the shelves or take them to the Circulation Desk.

## **Library Staff**

Library staff will wear masks at all times, unless they cannot for medical reasons or they are alone in a private area. They will wear masks and gloves when emptying the drop boxes. They are advised to wash their hands at the top of every hour and will use hand sanitizer frequently. They also need to practice social distancing.

## **Building Occupancy**

The Dept. of Public Instruction (DPI) released the *Wisconsin Public Libraries Reopening Guide* in June 2020. The guide consists of recommendations to help public libraries in various stages of reopening. A major consideration is determining the number of people who can be in the library building at any one time while meeting social distancing guidelines. The guide includes an Occupancy Calculator based on International Fire Code Section 1004 on maximum occupancy (an allowance of 60 square feet per person). The calculator also uses the building's total square footage, minus the square footage of space that is inaccessible to the public (space taken up by shelving units, etc.). For our 14,000 square foot library, 10% occupancy would equal 15 people in the library at one time, and 25% occupancy would equal 36 people. The total number of people includes staff members. The guide generally recommends 25% occupancy if the library is equipped properly for COVID-19 issues.

## **Scheduling Appointments**

Wednesday, June 24 was our first day to reopen to the public. We will start slowly by scheduling appointments at 10% occupancy every half hour. At this time, we will be open to the public from 10:30 a.m. to 4 p.m. every Wednesday. As of Tuesday, July 21, we will be open to the public from 12:30 p.m. to 6:30 p.m.

As recommended by the *Reopening Guide*, our library will schedule seniors and people at risk during the first hour we are open on those days, as the building will be freshly cleaned and sanitized. We also will sanitize the restrooms and commonly touched hard surfaces every morning and midway through the day.

The library will return to full occupancy once Sawyer County Public Health, local, regional, and/or state governments, the CDC, and the DPI deem it safe to do so.

## **Use of Public Computers and the Library Wi Fi**

To maintain social distancing, people will be able to use three of the computers in the line and the two computers in the study rooms. When a patron finishes using a computer, staff will block it with caution tape until we are able to clean and sanitize the area.

## **Materials Handling**

For people who are able to check out their own items, a staff member will bring up their record. The bar code scanners and date due receipt printers will be on the patron side of the plexiglass shields at the Circulation Desk. If a patron is unable to scan their items, staff members at the Circulation Desk will wear disposable gloves or use hand sanitizer before handling the materials. Staff members should wash their hands afterwards, if possible, or use hand sanitizer. Staff members who empty the drop boxes should wear disposable gloves along with a mask. The materials in the bin will be placed in quarantine for 72 hours before the staff checks them in.

## **Children**

The library recommends that children aged 0-2 years are not brought into the library at this time, as, according to the *Reopening Guide*, they are not able to tolerate masks. A safer alternative would be for the parents/guardians to use curbside pickup to obtain library materials. Children from 3-12 years of age will be required to wear masks and must be accompanied at all times by an adult. The library will provide disposable masks if they do not have their own, provided that masks are available. The staff has removed the toys, puzzles, and games from the Children's Room to limit the spread of the virus.

## **Meeting Room**

The Meeting Room will not be available to the public until Sawyer County Public Health, local, regional, and/or state governments, the CDC, and the DPI deem it safe to do so.

Using the *Reopening Guide's* Occupancy Calculator, 10% occupancy of the Meeting Room is one person, 25% occupancy is three people, and 50% occupancy is six people.

The Library Board, Hayward Library Foundation, the Friends of the Library, and staff may use the room, provided they follow social distancing guidelines. The staff also will use the Meeting Room to store some of the furniture that must be removed from the library's public areas to encourage social distancing.

## **Re-evaluating the Plan**

The Library Board of Trustees and Library Director will continue to evaluate the effectiveness of Part II of the Pandemic Plan and modify as needed. The Library Director will keep the Library Board of Trustees apprised of changing conditions that could affect the plan's status. The library will resume normal operations when the Wisconsin DPI, Sawyer County Public Health, local, regional, and/or state governments, and the CDC deem it safe to do so.