

PATTERSON LIBRARY

PANDEMIC PLAN

Background

The purpose of this policy is to establish the protocol that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, other public health measures may require limiting or canceling social and public gatherings, quarantines and/or other social distancing measures which can impact library hours and services. If there is a serious infectious disease outbreak, recovery may be slow and it is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours. The library staff and board are committed to providing excellent library service while doing all they can to support the health of the community.

Closure/Curtailed Hours

Closure

The library will close due to pandemic if:

- (1) the pandemic poses a perceived imminent threat to the health of our employees and patrons
- (2) a mandate order or recommendation for closure is issued by public health or government officials on the local, county, state or federal level
- (3) there is an inadequate number of staff to effectively run the library.

In the event that any Patterson area school district school is closed due to pandemic illness, the Patterson Library will remain open unless one of the aforementioned requirements for closing are also met. However, all library programs and special events will be canceled on any day in which any or all of Patterson area schools are closed due to pandemic-related illness.

Due dates and holds pickup dates for library materials will be adjusted so that no item accrues overdue charges (if applicable) or reaches billed status and holds do not expire on dates in which the library is closed. The exterior book drop will be kept open and cleared periodically as long as possible.

In the event of a closure of more than five business days, the Mid-Hudson Library System will be notified and asked to remove the Patterson Library from the paging list for holds. As soon as a reopen date is confirmed, MHLS will be notified of the date.

Curtailed Hours

In the event that an inadequate number of staff are unable to report to work, library hours may be curtailed.

Staffing and Compensation

If the library is open, healthy staff are expected to report to work. In the event of curtailed hours, staff who work will be paid for their regularly scheduled hours. Staff unable to work will use PTO. In the event of closure, all staff shall be compensated for their regularly scheduled hours. However, if the closure is for an extended period of time, the Board of Trustees reserves the right to reevaluate the library's fiscal ability to continue to pay full or partial compensation to all staff members

Full time staff will be expected to work from home as necessary to maintain the continuity of virtual library services. Part time staff will be expected to be available during their normally scheduled hours

to respond to work-related emails and participate in trainings or tasks assigned by the library director or their supervisor.

Communication

In the event of closure, the Library Director or designee will follow the following communication procedures:

- Information will be posted on the library's homepage, Facebook page, Instagram, Constant Contact newsletter, local media (WHUD) and on a sign outside the library. Every effort will be made to keep the information current.

Critical Administrative Tasks

Library Bills & Payroll

When possible, bills will be paid on-line by the Business Manager or Library Director. Bills to be paid online include mortgage, electricity, gas, telephone and internet. Other library bills will be paid as soon as possible. Payroll is set up so it could be submitted remotely, if necessary.

Responsibility for Library Operations Staff

If for any reason the library 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 passed to the Business Manager. If the Business Manager is unable to perform the responsibilities and decisions, administrative authority will pass to the Adult Programming and Public Relations Coordinator.

Prevention

Surfaces and objects (keyboards, computer mice, doorknobs, light switches, desks, telephones, etc.) will be disinfected daily. Staff will be reminded of the importance of frequent and thorough hand washing. Toys in the Family Center will be put into storage for the duration of the outbreak. If a serious infectious disease outbreak reaches our community, staff with even a mild cough or low-grade fever will be advised to stay home. If an employee or patron becomes sick while at the library, the area in which they were working or occupied will be cleaned and disinfected.