

Pandemic Interim Plan for the Chesterfield Library

The Chesterfield Public Library is actively monitoring information, advice, and directives from State and County public health officials and the Center for Disease Control (CDC) regarding the current pandemic.

This plan represents the Chesterfield Library's commitment to provide library services to the public in the safest and most effective way possible during a period of pandemic illness with public health and safety as the primary concern along with the goal of a continuity of business operations so far as possible. The local, national, and international conditions of pandemic illness may change on a daily basis. The Chesterfield Library's response is subject to modification based upon the best and most current information.

I. Purpose and Definitions

To establish the protocol to be used in the event of a pandemic, the Library may be required to operate on limited staffing or take unique measures to assist in slowing the spread of the illness.

Pandemic Plan: A pandemic 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 rebuilding, almost immediately after the event crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and/or hours may be necessary for an extended period of time.

Pandemic: A pandemic is the worldwide spread of a new disease.

II. Library Closure

Public Health Mandate

Chesterfield Library will close due to the pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials at the local, county, or state level.

Discretionary Service Level Changes

After consultation between the Library Director and the Library Board Executive Committee, the Library may close, reduce its operating hours, or limit service temporarily in the event that there is not sufficient staff to maintain appropriate levels of service or if unable to maintain adequate social distancing for health and safety.

The Director, in consultation with the Library Board Executive Committee, can update procedures as needed during a pandemic. In the event of closure or reduction in operating

hours, the Library Director will maintain communication with staff, Library Board of Trustees, and patrons.

III. Plan Priorities

Staff Safety

Securing staff safety is the top priority of this Interim Service Plan and the determination of tiers of service. Staff interactions and in-person services may pose a high risk of virus transmission to staff who may be exposed to infected individuals or infected materials and surfaces.

Public Safety

This plan strives to position the Library within the context of community safety and a responsibility to reduce community transmissions. In-person services must be staged and responsive to wider health implications.

Defining and Evaluating Essential Services in a Pandemic

This plan recognizes that services considered as core during normal library operations do not necessarily hold the same priority during a pandemic. It is therefore vital to define which services are critical and assess whether it is possible to provide these services in a way that does not put staff and community safety at risk. It is also imperative to evaluate whether services traditionally provided in person may be transferred online to provide staff and the community with a safer method of access during a pandemic.

IV. Staff Safety

All staff will be asked to make sure their emergency contact information is up to date.

Staff who are ill will be required to stay home.

Staff who present with symptoms of the pandemic virus, or who have come in contact with someone who tests positive for the pandemic virus, will be required to be tested for the virus and have a negative result before returning to work.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee, in consultation with the Library Board Executive Committee:

- Increased health/safety measures for staff (wearing gloves, wiping down work areas, etc.)
- Social distance practices in public areas
- Reduction of staffing/hours
- Cancellation of all programs and group meetings
- Reallocation of employee responsibilities and shift/schedule changes
- Closure of the library

V. Library Operations

Public Health Measures

The Library is committed to providing safe and sanitary facilities for the public and for library staff. Based upon recommendations from state and local health authorities, the CDC, or other public health authorities, the Library may decide to temporarily increase the frequency and type of cleaning and sanitizing in its facilities, especially areas and surfaces that experience higher use. The Library encourages individuals to take preventative measures as a necessary component in minimizing public health risks in the library such as mandatory face masks and access to hand sanitizer, hand washing facilities, disinfecting wipes, disposable gloves, and facial tissues.

Additional safety measures:

- Quarantining recently returned items
- Disinfecting and cleaning all returned library items
- Closed stacks (curbside pickup service)

VI. Recovery

Full library services will be restored as conditions permit.

If the Library has been closed for the pandemic, infrastructure will be evaluated and cleaning may be necessitated before re-opening.