

INFECTIOUS DISEASE POLICY

Purpose:

Infectious Disease Outbreak Policy: An infectious disease outbreak policy 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 or crisis. Recovery from an infectious disease outbreak may be slow and limited staff, services, and hours may be necessary for an extended period of time.

To establish the protocol for the Independence Public Library (hereafter referred to as "Library" for purposes of this document) that will be used in the event of a pandemic or infectious disease outbreak. This is an addendum to the policies set forth by the City of Independence (hereafter referred to as "City" for the purposes of this document). The intent is not to supersede the City's policies but to clarify the management and protocols of the Library with governance and decision-making as authorized by the Independence City Ordinance. If there is a serious outbreak, the Library must plan for staff being unable to report to work. In addition, during an infectious disease outbreak, businesses, social organizations and/or schools may be required to take unique measures to help slow the spread of the illness, including closing down. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines, limiting the number of people allowed in the Library, and/or other social distancing measures. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crisis. It is important to ensure that core business activities of the Library can be maintained for several weeks or more within the unique situation of an infectious disease outbreak.

Library Closure/Reopening:

The Independence Public Library will close due to an infectious disease outbreak or pandemic in the event that a mandate order or recommendation for closure is issued by public health or government officials on the local, county, state, or federal level.

At the discretion of the Library Board or the Library Director/Designee in conjunction with the Library Board President/two Library Board Members, the Library may close, reduce its operating hours, or limit services temporarily due to conditions caused by the infectious disease outbreak. These could be, but are not limited to: a staff shortage

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due to illness, quarantine, or other protected leave, Independence Community School District closure, following recommendations of the State Library of Iowa, or being unable to meet social distancing or other recommendations from public health or government officials.

Reopening will follow the same protocols in how those decisions are made and who is authorized to make them.

In the event of closure or reopening, reduction in operating hours, or reduction in services, the Library Director or designee will communicate with staff, the Library Board of Trustees, and the City Manager. The public will be informed of changes in services and hours through normal channels like the Library website, social media, and email newsletters.

Staffing:

Minimum staffing levels for a temporary period of time is defined as two employees available to be present at the Library during all open hours with a maximum eight-hour workday and 40-hour work week per employee. An inability to maintain this temporary, minimal level or a necessity to maintain the temporary, minimal level for more than three days will result in reduced hours or closing the Library.

The level of absence of Library staff due to illness or absence due to orders by public health or government officials will be a factor in the ability to carry out services and maintain open hours. Phases may include:

- Cancellation or modification to virtual offerings ~~with~~ **from** in-person programs and special events
- Cancellation of meeting room reservations.
- Cancellation or modification to virtual offerings with in-person outreach activities including preschool and other site visits.
- Offer curbside services, appointments, limit numbers of people or amount of time spent in the library.
- Staff Library at minimum staffing level for a temporary period of time. Employees may be reallocated and have shifts modified to provide coverage.
- Reduce open hours as needed.

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- Close the Library as determined by the process stated under the Library Closure/Reopening segment of this policy.

If the Library is open or in the event of closure, partial closure, or quarantines, work schedules may be modified for scaled-down services, work-from-home schedules, or no work schedule. Work from Home Agreements are required for staff who work from home.

Employees are expected to report to work on time as scheduled, excluding any absences excused by the Library Director or designee.

If the library closes or modifies its hours and employees are sent home with regular work-from-home hours, reduced work-from-home schedules or no work hours, they will be compensated for their regularly scheduled hours.

Other requirements placed on staff will encourage following CDC guidelines for prevention and may require disclosure as to whereabouts, illness, exposure to the disease, etc. Staff will follow City policies regarding travel, PPE, and personnel issues as a City Department. Policies set by the City will follow the Library's chain of command for permissions; however, the rules set by the City will be upheld.