

Kellogg Free Library

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Policy Category: Public Health Emergency

Policy Title: Communicable Disease Outbreak Policy

Need for Policy: To establish the protocol to be used in the event of an epidemic, pandemic or other public health emergency where Kellogg Free Library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure for several weeks or longer.

During this time, the library would strive to provide essential services and maintain core business activities while keeping the safety of our staff, patrons, and the community at the forefront. Applicable local, state, or federal governmental orders supersede this policy.

Policy: Each of the ALA's recommended components for a policy on illness and/or pandemic prevention and preparedness are addressed below:

1. Closing the library and/or Reducing Hours and Services

a. The Kellogg Free Library will close in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

b. If there is not sufficient staff to maintain appropriate staffing levels or if adequate social distancing for health and safety cannot be maintained, the Library Director, after the required Board vote, may choose to close the library or reduce its operating hours, and/or limit services.

c. Types of Library Closures include:

i. Complete Closure: No staff in the building at any time.

ii. Library Closure with Essential Services Only: Exempt and other essential library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.

iii. Library Closure with Reduced Services: Staff may be

1. allowed to work inside the building, although the building is closed to the public.

2. assigned to provide services to patrons in newly determined ways.

3. assigned to clean the building.

d. If the library is closed for an extended period of time, the Library Director will set a schedule for seeing to the critical needs of the facility (e.g., boiler and building checks, payroll and banking considerations, book drop if available).

e. In the event of closure:

i. fines will temporarily be suspended.

ii. at the discretion of the Library Director, the exterior book drop may be closed or left open and cleared periodically.

2. Communication

a. The Library Director or designee will communicate any closure or reduction in operating hours to staff, the Board of Trustees, and the community in a timely manner. The "Notification of Delay or Closing" guidelines in the library's Unexpected Closing Policy will be followed.

b. To keep the community apprised during public health outbreaks, the library will strive to provide timely, relevant information from the CDC, County Health Department and other entities as applicable on its website and other communications channels.

3. Employee policies

a. The Library's standard policies and procedures, including the Unexpected Closing Policy and Personnel Manuals, will remain in effect until the Library Director recommends and the Board approves the implementation of the following temporary policies to ensure the well-being of employees as well as library operations:

- i. Temporary Sick Leave Policy
- ii. Temporary Safety Policy
- iii. Temporary Telecommuting Policy

b. The Library's Reopening Plan will provide further guidance to ensure employee safety and health.

c. Staff who believe they may face particular challenges reporting to work during an infectious disease outbreak should speak with the Library Director to discuss using their accrued leave, taking unpaid time off to stay at home, Family Medical Leave Act, or other options.

4. Programs & Services

a. To continue to be able to offer as many services as possible even when some staff are sick, the Library Director will work with staff to document existing procedures and provide cross-training when possible so others can take over for sick employees.

b. The decision to suspend or restrict story times and other library programs will be made by the Library Director after careful consideration of the ability to maintain social distance and the potential impact of such programs on the health and safety of staff, patrons and the community.

c. In the event of library closure for an extended period, the Library will promote its digital reference, online materials access (e.g., OverDrive, Libby, etc.) and other online resources (e.g., virtual programs, story times and contests).

d. The library will strive to accommodate the needs of people in the community who rely on library resources while keeping safety and health a priority.

5. Health & Safety

a. The Library Director and designee will create work rules that could be implemented to promote safety through infection control:

- i. Staying home when ill / sending employees home when ill;
- ii. Frequent hand washing with warm, soapy water;
- iii. Covering your mouth whenever you sneeze or cough;
- iv. Discarding used tissues in wastebaskets;
- v. Using alcohol-based hand sanitizers which will be provided to staff members and available in common areas throughout the library.

b. Staff will be provided with masks and gloves, and the training in their removal and disposal.

c. If recommended by local, state, or federal health officials, Library staff will follow suggestions and directions to implement social distancing guidelines within the Library building to minimize the spread of the disease among the staff:

- i. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- ii. Do not congregate in work rooms, break rooms, meeting rooms or other areas where people socialize.
- iii. Eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

d. Increased cleaning

- i. The custodian will devise new cleaning procedures, following CDC guidelines when possible.
- ii. Cleaning of frequently used areas and objects such as bathrooms, railings, doorknobs, telephones, keyboards, counters, etc., and the emptying of wastebaskets will be performed more often.
- iii. Staff will be expected to assist with cleaning and will receive the appropriate training.
- iv. The workstations of employees who go home sick will be thoroughly cleaned.

Approved: 2/4/2025 by Kellogg Free Library Board of Trustees