

Tomahawk Public Library Policies

Severe Weather, Infectious Disease and Disaster Protocols and Restrictions
Approved: 5/18/2020

PURPOSE AND GENERAL POLICY

In response to a pandemic, disaster, or disruptive event of actual and/or potential disruption to daily life, the Tomahawk Library board of trustees, administration, and staff acknowledge a special response is necessary.

Whereas in confusing and disruptive situations any sense of “normalcy” can reassure a community and reduce social stress, the goal will be to provide the community with as many services as we can safely provide without putting the community and staff at risk. Steps outlined below will be taken to mitigate that risk, and additional measures may be added as deemed necessary.

All patrons are expected to abide by the board approved patron conduct policy that is already in place. This policy addresses conduct required by library patrons during their visit to the Tomahawk Public Library. During a time of a public health pandemic the library will also adopt the following protocols and restrictions.

SITUATION

The Tomahawk Public Library is in a rural area, less prone to large gatherings and community transmission of concern in more densely populated one. However, unique factors that impact our response are:

- The large percentage of the population profile of over 50 years old (close to more than half the local population) and limited emergency medical resources in the area.
- Workplaces, Universities and Schools are closed and going to online communications; people at home may need access to Wi-Fi/high speed internet to continue their pursuits.
- People and/or families with second homes may choose to relocate to their summer residence or travel between the two. People may need to telecommute and want access to materials, computers, and Wi-Fi/high speed internet, with the additional concerns of infectious disease transmission.

With these factors under consideration, the Tomahawk Public Library staff will implement the following. The threat level will be determined by the library director and/or designee.

FACILITY HYGEINE

Level 1: Normal operations (no threat)

- Make no changes to operations or procedures

Level 2: Normal operations (low threat)

- Morning and/or mid-day disinfection of hard surfaces where public stay for an extended period of time (checkout area, tables, chairs, computer stations, etc.), and high contact items with germicide cleaner and/or dilute bleach mixture per <https://www.ncbi.nlm.nih.gov/books/NBK214356/>
- Post and encourage 20 second hand washing with soap and hand sanitizer first to staff areas that are servicing patrons and then patrons.
- Request patrons return all library materials directly in book drop and not hand to staff members.
- Scan library cards and materials in patron's hand rather than passing the card and/or materials to the staff person.
- Staff will clean service desk every hour.
- Staff members will wash hands at the end of shift or when going on or off break.
- Post signage at computer stations: wash hands before and after using public computers.
- Encourage library users/program attendees to spread out and leave empty seats.
- Have limited toys in the children's area. Disinfect remaining children's toys at least daily.
- If any staff member develops symptoms at work, they will be asked to go home or remain home until health returns to normal.

Level 3: Enhance sanitation (medium threat)

These steps will be added in addition to the previous levels:

- Morning, mid-day and afternoon disinfection of hard surfaces where public stay for an extended period of time (checkout area, tables, chairs, computer stations, etc.), and high contact items with germicide cleaner and/or dilute bleach mixture per <https://www.ncbi.nlm.nih.gov/books/NBK214356/>
- Have limited toys in the children's area. Disinfect and change out remaining children's toys in the midday and afternoon.

Level 4: Rigorous sanitation (elevated threat)

These steps will be added in addition to the previous levels:

- Posting signs at entrances asking visitors who have a fever, have a household member with a fever, or otherwise not feeling well to use outside book drop and not enter facility.
- Move/remove furniture at computer and study workstations to leave distance of 6 feet between users.
- Wipe down computer keyboards, mice (may use bags to cover), etc., after each use.
- Remove all toys and games in all areas.
- Remove handouts and self-directed activities, limited items could be available at front desk.
- End coffee and tea service, if not already done.
- End any public food sharing at programs. Consider/ ask program attends to have a minimum of six feet space for social distancing, unless otherwise advised by health officials or if staff or presenters are not available to run programs.
- Items dropped into book drops will be deposited into a garbage bag and removed by staff member wearing mask, and held for quarantine prior to being checked in (backdate materials) and reshelved. The community room or another space will be used for the quarantine room.

Level 5: Restrict hours and activities (high threat)

If the situation escalates, these steps will be added in addition to the previous levels:

- Limited open hours and/or days of the building, three to six hours per day alternating between morning, afternoon, and evening shifts.
- Curbside will be instated. For patrons not wanting to come into the library.
- Removal and/or limited study tables.
- Removal and/or limited computer use. Computers will be cleaned after each use and have a minimum of six feet space for social distancing.
- Limit spaces public are allowed to enter and/or clean after each use. (e.g., small meeting room, microfilm, etc.)
- Cancel all programs.

Level 6: Restrict hours and activities (extreme threat)

Prior to the last resort of completely closing the facility and no check out of materials:

- In lieu of a state or federal closing of schools, and/or community places with a public health emergency. The library will close to the public.
- Curbside appointments will be instated for all library patron material borrowing. Limited hours and/or days alternating between morning, afternoon, and evening shifts will be coordinated with call times.
- Assessment of phone customer service will be determined by hours and health risk to staff and community.

Level 7: Closing the Library (critical threat)

- Building safety and maintenance will be reviewed.
- Staff will work from home as able.

STAFFING

Adequate staffing is essential to maintain services, and the health of the staff must remain a priority. All labor standards must be observed as required by law.

If a staff person suspects they are ill, they will be asked to go home and remain home. Sick leave benefits will be determined based on benefits

available per the employee handbook or any emergency benefits offered by governmental authorities.

Priority in staffing will be basic check-in, checkout service at the front service desk and bill paying. Employee responsibilities, shifts and/or schedules may be changed to provide coverage during open hours. Programs, activities and reference will be considered secondary priority. The director will determine if there is enough staff on a given day to both maintain a clean, safe building and to meet essential library service.

CLOSURE

The decision to close the library will be made by the director and/or the president of the Tomahawk Public Library board of trustees, and/or designated staff and board member.

Due to chances of changes in staffing availability and directives of health/emergency authorities, the library may need to close for a few hours, a day, or a week, and possibly with little notice. Library staff will make their best effort to inform the public via postings on library doors, media, website, and social media.

REVIEW

Due to the rapidly changing nature of a pandemic, disaster or disruptive event situation, these procedures are viewed as an outline and are subject to change per the judgement of the library director, board, and staff based on information from health and public safety authorities.

Links for updated information on disease outbreaks and COVID-19:

Lincoln County Health Department: <https://co.lincoln.wi.us>

Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/>

Outbreaks in Wisconsin: <https://www.dhs.wisconsin.gov/outbreaks/index.htm>

Center for Disease Control and Prevention: <http://cdc.gov>

Coronavirus Disease 2019 (COVID-19):

<https://www.dhs.wisconsin.gov/outbreaks/index.htm>

World Health Organization (WHO) COVID-2019 information:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

WHO EPI-WiN information/infodemics: <https://www.epi-win.com/resources?page=0%2C0>