

HENDERSON DISTRICT PUBLIC LIBRARIES

PANDEMIC POLICY

March 19, 2020

I: Purpose

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, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines, and/or other social distancing measures. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crises. 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 due to a pandemic.

II: Definitions

“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 or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

“Pandemic” A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new virus appears against which the human population has no immunity. If a pandemic were to occur today, we could expect the virus to spread rapidly due to the interconnected nature of the world and the high level of global travel. During a pandemic, up to 35% of employees may be absent at one time due to their own illness. Additional number may be absent for other reasons, as covered in the Henderson District Public Libraries Personnel Leave Policies. (Sources: World Health Organization: <http://www.who.int> and Centers for Disease Control and Prevention <http://www.cdc.gov>)

“Employees” and “Staffing Level” For the purposes of this policy the terms employees and staffing level pertain to Full-Time and Part-Time library staff as defined in the Henderson District Public Libraries Employee Categories (Policy Number 104.2) in the Personnel Manual.

III: Library Closure & Reduction of Services

The Henderson District Public Libraries will close due to pandemic in the event that a) The City of Henderson closes following their emergency policies or b) 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 Director the Henderson District Public Libraries may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient

staff to maintain basic library service levels. In the event of closure, the Library Director or designee will follow communication procedures and submit payroll. Due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drops will be kept open and cleared periodically as long as possible.

In the event that any Clark County School District (CCSD) Henderson school or a CCSD or State Public Charter School Authority (SPCSA) sponsored charter school in Henderson is closed due to pandemic illness, the Henderson District Public Libraries 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 CCSD Henderson schools or a CCSD or SPCSA sponsored charter school in Henderson are closed due to pandemic-related illness. Should school be canceled due to a pandemic, non-circulating children's materials will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Materials will be placed into storage and will be temporarily unavailable for use. Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the Henderson District Public Libraries Personnel Leave Policies. In the event of closure, all scheduled employees (Full-Time and Part-Time) shall be compensated for their regularly scheduled hours.

In the event of closure, any lessee's rent can be prorated, or forgiven, at the director's discretion.

IV: Social Distancing Measures

At the discretion of the Library Director social distancing measures may be implemented which include:

Staff with high-risk medical conditions may notify their manager for reassignment to duties that have minimal contact with people, as possible.

Staff that are exhibiting symptoms identified by health officials will be required to leave the library and must stay home for as long as required.

Reduced use of meeting rooms.

Reduced or cancelled programs.

Closure of some service points to maintain a greater distance between people.

Removal of chairs in the libraries, including in computer labs/at computer stations, to maintain a greater distance between people.

V: Communication

In the event of closure necessitated by a pandemic, effective communication about any reduction in services or open hours will be disseminated as soon as possible, following the communication procedures.

VI: Prioritization of Services

In the event of a reduction of services, Library Administration will provide direction regarding the prioritization of services and tasks.

VIII: Employee Absences

The Henderson District Public Libraries Personnel Leave Policies outline the Sick Leave Policy (Policy Number 111.3); this policy shall be followed in the event of a pandemic outbreak.

IX: Responsibility for Library Operations

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 revert to the Library Director's designee.

Adopted by Henderson Libraries Board of Trustees: March 19, 2020