



Epidemic/Pandemic Policy

April 14, 2020

Purpose

To establish a protocol that will be used in the event of an epidemic/pandemic or other public health emergency.

The Library should plan for the eventuality that staff will not be able to report to work in the event of a serious infectious disease outbreak. In addition, during such an emergency, agencies such as the library may be required to close to slow the spread of the virus or be declared non-essential and required to close by local or state officials. In these rare circumstances, a return to full services may be slow and limited staff, services, and hours may be necessary for weeks or months to come.

Library closure

Greenwood Public Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

- A. A mandate, order, or recommendation for closure is issued by the Johnson County Health Department, Indiana Department of Health, or other local government official.
- B. If a Library employee has been diagnosed with the epidemic, GPL will temporarily close for deep cleaning.
- C. At the direction of the Library Board of Trustees
- D. At the discretion of the Director.

In addition, Greenwood Public Library may temporarily close, reduce its operating hours, or limit services in the event there are insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of a closure due dates will be extended and the book drop may be closed or kept open and cleared periodically.

Types of Library Closures:

- **Complete closure:** No staff in the building at any time.
- **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, etc.
- **Library closure with reduced services.** Staff may:
 - Be allowed to work inside the building, although building is closed to the public
 - Return to work to prepare the building for reopening
 - Be assigned to assist patrons with modified services

School Closures

In the event that the Greenwood School District are closed because of an epidemic, Greenwood Public Library shall remain open unless one of the above conditions under the "Library Closure" section are met.

Compensation in an Epidemic/Pandemic

The Library will compensate an employee their regularly scheduled pay (regardless of benefit level) if they:

- Contract the disease
- Are required to care for a family member with the disease
- Receive a mandated or doctor-directed self-quarantine.

In the event of a closure the library will follow current closure compensation policy per the employee handbook.

Impact on Staff with Child Care Concerns

In the event of school closures and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time to stay at home. If it is deemed safe to do so, on a case by case basis, employees may bring their children to work with them.

Communication

In the event of cancellation of services, programs, community room usage or Library closures, administration will:

- Notify staff, trustees, Friends board members, custodial staff, and public via email, social media, and the website
- Call or email all schedule program presenters, community room reservations, outreach sites, and program attendees (if we have contact information)
- Provide information regarding the public health emergency on the library's website
- Create signage at the library entrance for visitors and at the shipping doors for deliveries
- Notify local media and other government entities as deemed necessary

Employee Absences

The Greenwood Public Library handbook outlines the regular PTO policy. This policy shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains operational. Pre-approved time off will be honored unless voluntarily cancelled.

Social Distancing

If recommended by local, state, or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the library building.

Additional Cleaning Measures

During the epidemic/pandemic, the Library will ask staff and contracted custodians to increase cleaning within each location. The Head of Operations will work with custodial staff to devise new cleaning procedures for GPL during the epidemic.

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 be provided by the Assistant Director.

Criteria for Reopening the Library

The Library may be reopened at the discretion of the Director after consultation with local health officials.

Approved: _____ Date: _____
Greenwood Public Library Board President