

LIBRARY SERVICE DURING PUBLIC HEALTH RISKS

I. Purpose

During public health risks, it may be necessary for the Library to alter its normal modes of service to ensure the safety and overall well-being of people in our community and of our staff. Changes to service will be implemented in the least disruptive ways possible to our patrons.

II. Definitions

A “public health risk” is something that is (or is likely to be) hazardous to human health or could contribute to a disease or an infectious condition in humans.”

An “elevated public health risk” is when public health officials have indicated a likelihood of occurrence of actual incidents or outbreaks. During these times, there is an elevated need for intervention due to an outbreak of an infectious disease.

“Library Management” shall mean the Director and Assistant Director.

III. Authority

The Library Director, in consultation with the Board of Trustees, will have authority to restrict services and/or implement immediate procedures as deemed necessary to preserve and ensure the safety of library Staff and Patrons.

Restriction of services will be determined in accordance with any applicable Executive Orders from the State and Local Government.

The Library Director will be the primary spokesperson for the Library, communicating internally with the staff and Board, as well as with the public. In the event the Director is unable to carry out this responsibility, the role of spokesperson will move to the Assistant Director.

IV. Scope

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Library Management shall develop and promulgate procedures to address the specific health risks and the severity of a given public health risk situation. Health risks range from a typical flu season to a state of emergency due to a pandemic, epidemic, or local/regional public health issues. Procedures will include measures to allow for continuation of services, both external and internal, up to and including steps to suspend services and close the Library.

Changes to service and restrictions made under the Library Service During Public Health Risks policy will take precedence and override conflicting policies during a state of emergency, including patron code of conduct.

V. Responsibility and Procedures

All staff will be responsible for following procedures developed to address the specific health risk. It is also the responsibility of staff to follow prescribed communication channels to stay up-to-date on any changes to procedures and services. In most circumstances, e-mail will be the primary source of communication to staff.