

## Parchment Community Library

### Infectious Disease Preparedness Policy

1. Purpose. In the event of an infectious disease outbreak, the Parchment Community Library (“Library”) will take proactive steps to protect the Library, staff, and patrons to ensure that library services are provided.
2. Safety Measures. During an outbreak, the Library will:
  - A. *Cleaning Protocols*. The Library will establish and follow reasonable cleaning protocols as required, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from the public areas and wiping down surfaces after Library programming.
  - B. *Personal Responsibility*. We ask all patrons to cooperate voluntarily in taking steps to reduce the transmission of infectious disease in the Library. The best strategy remains the most obvious – frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the Library. During an infectious disease outbreak, it is critical that patrons do not enter the Library while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. Currently, the Centers for Disease Control and Prevention (“CDC”) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
3. Director’s Role; Authority. Because each infectious disease outbreak may have unique or different issues, the Library Director (or other person appointed by the Library Board) will monitor and coordinate events around a specific infectious disease outbreak. The Library Director has the authority to:
  - A. *Cancel or Limit Services*. The Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting room. The Library Director shall use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
  - B. *Library Closure*. The Library Director has the authority to close the Library for up to seven (7) days during any infectious disease outbreak. The Library Board shall meet during that time to determine whether to (1) reopen the Library or (2) extend the closure time period. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library’s website. Should the closure be mandated by order of

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the Federal, State, or Local government, the Library's compliance with that order does not require an emergency meeting of the Library Board.

C. *Additional Protocols.* The Library Director has the authority to establish additional protocols such as disinfecting borrowed materials before they are recirculated. The Library Director shall post notices in the Library of the additional protocols.

D. *Consultation.* The decision to cancel or limit services, including closing of the Library, or adopting additional protocols, may be based on recommendations made regarding the outbreak by the CDC, local health officials or the Library Board.

E. *Sick Patrons.* Patrons who arrive at the Library with symptoms of the infectious disease outbreak may be sent home in accordance with this Policy. Only the Library Director or his/her designee shall have the authority to require a sick patron to leave the Library. Any patron may appeal the decision within ten (10) business days of the date of removal by sending a written letter to the Library Board.

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Adopted: June 23, 2020

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