

# Adams Free Library Pandemic Policy

## I. Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or 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). Recovery from a pandemic may be slow and limited staff, services and hours may be necessary for an extended period.

**Pandemic** – A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

## III. Library Closure

### Public Health Mandate

The Adams Free Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county or state level.

## IV. School Closure Due to Pandemic

If the South Jefferson Central School District is closed due to pandemic illness, the Adams Free Library will remain open, unless the above requirement is also met. All library programs and special events will be canceled or postponed.

## V. Staffing

If the library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy.

If the library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director.

## VI. Communication

In event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure for any unexpected closure/program cancellation, which includes posting on our library website, Facebook and appropriate news outlets such as 7 News.

## VII. Access to Materials

If the library is closed, then physical materials will not be able to be checked out, unless you receive a phone call from library staff. E-materials will be available. These include e-books, e-audiobooks, and e-magazines which can be accessed through Overdrive or Libby (overdrive app for smartpone).

There will be no late fines for materials that have been checked out and are due during the library closure. Any fines that incur during the closure will be forgiven upon the library reopening.