

Presque Isle Community Library	
Title:	Library Operation During a Pandemic
Original Adoption Date:	July 14, 2020
Suggested Review Cycle:	Every Month During a Pandemic, Otherwise Yearly
Revision Date(s):	

PURPOSE: To define protocols during a pandemic.

POLICY: The health and safety of our staff, volunteers and patrons in the event of a pandemic is our utmost concern. This policy outlines best practices and shall be in force until the danger or spread of a pandemic has passed. The Presque Isle Community Library Board of Trustees may vote to close the library at any time as a safety measure.

REVIEW: While this policy is in effect, the library board will review its procedures monthly to determine if any or all temporary restrictions can be lifted.

CRITERIA FOR CLOSING THE LIBRARY: At the discretion of the Library Director and in consultation with the Library Board, Presque Isle Community Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) if there is not enough staff or PPE (Personal Protective Equipment) to safely maintain basic library service levels.

The Library Director may be compelled to make quick decisions regarding library operation during times of pandemic, as pandemics are volatile situations with constantly changing conditions. The library director will make decisions based in good faith of doing what is best for the community served by the library.

PRIORITIZATION OF SERVICES: Priority of services include direct patron assistance: check out, issuing library cards, check in, shelving materials, finding materials and shipping items for delivery and help with technology and job search. Operational services which are deemed essential include: payroll, billing, library board meetings and facility maintenance. Other job responsibilities outside of these shall be prioritized accordingly.

USE OF THE LIBRARY BUILDING: Presque Isle Community Library will comply with the recommendation of the CDC and the State of Wisconsin regarding sanitizing the library. The number of people allowed in the building will be based on fire code. This number shall include staff that are present. All library users are asked to follow obey the following behavior:

- If you or any person in your household is not feeling well, please remain home for the safety of everyone.
- We ask that visitors supervise their children at all times.
- Prolonged socializing is not permitted at this time. Please limit your time in the library to under 30 minutes.
- Please wear a face covering (for anyone over the age of 2) unless a medical condition prevents its use.
- Use hand sanitizer upon entering the building or wear disposable gloves.
- Six feet social distancing must be maintained with anyone who is not a member of your household.

- Place returned materials in the outside dropbox. The inside dropbox is temporarily closed.
- Place items you have handled but not checked out on the central book cart-marked with a sign. Do not return handled items to the shelf.

Disclaimer: We are keeping the library as clean as possible. However, we cannot guarantee a germ-free environment. This is an enclosed area. Enter by your own choice.

For those not comfortable with entering the library building or following the before mentioned requirements, curbside pick-up will remain available.

COMMUNICATION: If one of the requirements for closing or reduction of hours and services is met, the library director will contact each staff member by phone or in person. Library staff on duty will need to notify the public by posting a notice on the front door of the library, the library's social media pages, and website. The library staff will also change the phone message to reflect the change in hours and/or service