

# Pandemic Plan For Walhalla Public Library

Approved September 2021

Goal: To provide service to our community as long and possible while protecting the health and welfare of our staff and patrons.

Plan will be void if otherwise directed by civil authority to close.

## Level One:

1. Regular hours will continue provided we have staff coverage. If staff levels fall to the point the director and/or assistant director, in consultation with the board president, determines we cannot continue to function effectively we will move to Level Two service model. Board and media will be notified accordingly.
2. Staff will provide curbside pickup.
3. Material returns as normal. Cleaning of returned materials as normal.
4. Half of computer workstations removed to assist social distancing.
5. Remove toys and similar from children's library.
6. Mask wearing, social distancing, and other mitigation efforts will be encouraged.
7. Staff will wear masks during patron interactions.

## Level Two:

1. Limited services begin.
2. Change in operating hours may be necessary depending on staffing levels. Director or assistant director can mandate a single day closure or early closure (similar to weather closure). Multi-day closures can be mandated by the library board by majority vote.
3. Mandatory mask wearing, social distancing, and other mitigation efforts for all patrons and staff.
4. Library programs may continue if they can be done outside or if practical with mask wearing and social distancing. Programs may be limited to a half hour.
5. Limit of 4 patrons in the building at a time.
6. Patrons will be encouraged to select items and leave in a timely manner.
7. Remove hard to clean items such as board books from circulation.
8. Patrons will be encouraged to use curbside service model.
9. Institute 72-hour quarantine procedures for returned materials.
10. Director and board will meet regularly to reassess the situation and decide by majority vote how to proceed. Committee minutes will be taken and entered as part of the monthly board minutes.

#### Level Three:

1. No patron access inside building, all doors will remain locked at all times.
2. Items will only be circulated through curbside model. Limit of 10 items for individuals, 25 per family. Staff will continue to empty book drops as needed. Returned materials will follow established quarantine procedures.
3. All in-person library programs will be suspended.
4. Virtual programming activities will be increased if possible or practical.
5. Staff will provide phone and online assistance. Staff will work on internally focused projects such as weeding, collection development, program planning, staff development and training.
6. In the case of an extended closure some non-salaried staff may be furloughed or laid off.

#### Level Four:

1. Library is essentially closed to public
2. No staff reports, all staff will remain at home. All non-salaried staff may be furloughed or laid off.
3. All library service discontinued except for wireless access outside building, and access to e-resources through the library website.
4. Director, assistant director, or another authorized staff or board member will do a daily walk through of the facility and check book drops.

The Walhalla Library Board shall be empowered to make immediate operational changes as conditions merit. Emergency changes in library operations must be ratified by the board within 72 hours of implementation by the Library Board. Board will meet by Zoom with 24-hour advance notice given.