

Clinton Township Public Library Infectious Disease Preparedness and Response Plan

During times of crisis, the Clinton Township Public Library may have to take extraordinary measures to safeguard the public.

The Library Director has the authorization to implement temporary policies or procedures during a local or national emergency.

These policies are in addition to all standing Library policies and apply in situations specific to pandemics. In the case of conflicts in policies or procedures, the policies in this document will override those that have been previously adopted.

Section 1. Communication

In the event of an infectious disease outbreak, the Library will communicate all responses and actions taken by the following:

- A. Placing a public notice in a prominent position on the Homepage of the website (<https://www.clintontownshiplibrary.org/>)
- B. Placing a printed public notice in a prominent position on the Library front door.
- C. Publishing an announcement on the Library Facebook page (<https://www.facebook.com/Clinton-Township-Public-Library-118341441522417/>)

Section 2. General Basic Infection Prevention Measures

- A. The Library will take reasonable measures to safeguard the health and safety of the public at all times, including both workers and patrons.
- B. Workers and patrons will be provided with soap and running water or alcohol-based hand sanitizer and encouraged to wash their hands frequently and thoroughly, including when visibly soiled, after bathroom use, after handling or touching potentially contaminated materials or surfaces, before putting on Personal Protective Equipment [PPE], and after removing PPE.
- C. Workers and patrons who are sick will be encouraged to stay home.
- D. Respiratory etiquette, including covering coughs and sneezes, will be expected and encouraged. To that end, facial tissues and trash receptacles will be available to workers and patrons at all times.
- E. Frequently touched surfaces, including computer equipment, copy machines, door handles, elevator buttons, phones, and others, will be cleaned on a regular basis using EPA-approved cleaning chemicals. The frequency of cleaning will be determined by the level of local infection spread and the related risk to the health and safety of the public and staff.
- F. Workers and visitors will be expected to adhere to all social distancing and PPE strategies outlined in orders issued by local health, state, or federal government authorities.

Section 3. Mitigation Measures During Times of Active Local Community Spread of Infectious Disease Pandemics

- A. The Library will monitor and adhere to all official orders imposed by all local, state, or federal governmental authorities, including closing, reducing hours or services, or limiting public access to any part of the building or its contents.
- B. The Library may adopt the Clinton Township Public Library Phased Service Plan. The phase adopted and timeline of movement from phase to phase will be influenced by recommendations of public officials and medical authorities.
- C. Clear plastic sneeze guard barriers may be installed where necessary and feasible.
- D. Traffic patterns may be established and marked to limit close contact between individuals and to maintain required social distancing.
- E. Checkouts and returns of books and other circulating materials may be limited or discontinued.
- F. Programs and/or group gatherings may be limited or suspended depending upon the level of infection spread or orders issued by local, state, or federal governmental authorities.
- G. The Library may limit the number of visitors in the building, the length of time visitors are permitted to remain in the building, the hours of Library operation, or the areas within the building that are open to visitors.
- H. Appointments may be required for some or all services, depending upon the service needed, the level of infection spread, and availability of staff.
- I. If the Library is notified of a worker or visitor testing positive for the infectious disease, the Library may close all or part of the building to allow time for cleaning and sanitizing to protect the health and safety of workers and visitors.
- J. Individuals who are exhibiting symptoms of illness are asked to stay home. If they choose to visit the Library, they may be refused entry, asked to wear PPE, or required to leave if they are deemed a threat to others' health or safety.
- K. Individuals who chose not to comply with the Library Infectious Disease Mitigation policies may be asked to leave.

Section 4. Staff Policies During an Active Pandemic

- A. Whenever possible during Phases 1-3, or as ordered by local, state or federal authorities, workers will be encouraged to maintain separate work spaces and at least 6-feet of distance from each other. They will be discouraged from using other workers' phones, desks, offices, or other work tools and equipment.
- B. When a worker leaves a computer workstation, desk, office or equipment, they will clean all equipment they have touched.
- C. All staff members will contribute to the cleaning and sanitizing efforts of the Library, following the Library Director's guidelines on frequency of cleaning.
- D. During Phases 1-3 of the Clinton Township Public Library Phased Service Plan, or as ordered by local, state or federal government authorities, all employees may be expected to wear appropriate PPE while in the Library, including a homemade cloth face mask and/or

disposable gloves unless medically unable to tolerate. Workers will provide medical documentation of any medical condition that impacts their tolerance of PPE.

- E. During Phases 1-3 of the Clinton Township Public Library Phased Service Plan, or as ordered by local, state or federal government authorities, workers will be screened before coming to work. This may include answering health-related questions and/or requiring them to check their temperature before leaving home. Staff must contact the Director of a fever of 100.4 or higher no less than 1 hour prior to the start of their shift.
- F. Unless otherwise approved by the Library Board of Directors, or mandated by law or governmental policy, the Library staff will not receive paid sick or family leave.
- G. Staff receiving wages during a pandemic full or partial shutdown will attend all scheduled virtual staff meetings and/or complete reasonable assigned work-from-home tasks.
- H. During Phases 1-3 of the Clinton Township Public Library Phased Service Plan, or as ordered by local, state or federal government authorities, workers who are exposed to someone diagnosed with the infectious disease or travel more than 100 miles from their home or to areas of active pandemic community spread may be required to quarantine for 14 days before returning to work.
- I. During all phases, workers must adhere to all quarantine orders issued by medical authorities or providers.

Clinton Township Public Library Phased Service Plan

The following document is intended to lay out the various phases of Library service that may be adopted during a serious health crisis. Which phases and the timeline in which they are adopted will be based upon what is deemed safe and appropriate by Library Leadership, the local public health officials, state, or federal authorities. All movement from one stage to another will be dependent upon triggers established by those entities, however, at any time the Library Director may take action, including adopting any of the following phases, including the most restrictive, should evidence suggest that waiting for those triggers or official orders threatens the health and safety of the public and/or staff.

Phase 1: The Library building is closed to the public.

- The Library Director or an individual designated by the Director may only enter the building for essential business functions such as paying bills, generating payroll, collection of returned items in the book drop, or protecting the building, the equipment therein, or other contents, or as ordered by local, state, or federal government authorities.
- Items checked out by patrons may be renewed via phone and online only.
- Programming is available virtually only.
- Reference assistance is available via telephone only.
- Card registrations are by telephone only.
- Library cards that are expired during a closure may be renewed until the Library opens to the public.
- Overdue fines are waived until the Library opens to the public.
- Returns are collected in the drop box only and will be quarantined for 72 hours or as deemed necessary by health officials.
- The public may access the WiFi outside only.

Phase 2: The Library building remains closed to the public.

- No-touch/quarantined returns, telephone references services, online and telephone checkout and library card renewals, waived overdue fines, and virtual programming continue.
- No-touch curbside checkouts of materials are available with patrons requesting items online or by telephone.
- Staff may enter the building for non-essential functions but may be required to work limited or reduced hours.

Phase 3: All aspects of Phase 2 continue.

- The Library building is open to the public but hours of operation may be reduced.
- Limited numbers of patrons may be permitted in the building, the number based upon guidelines set by the health department, state, or federal authorities.
- Patrons and staff must wear masks and use hand sanitizer upon entering the Library.

- Only staff-assisted copy and fax services are available.
- Patron browsing and checkouts are permitted, however traffic patterns may be controlled, and browsed items that are touched by patrons but not checked out are collected and quarantined.
- In person Library card registrations and renewal procedures resume.
- Overdue fine policies resume.
- Public computer use, lounging, and in-person returns are not permitted to minimize potential exposure to pathogens in the Library.

Phase 4: All aspects of Phase 3 continue, including curbside checkout service and no-touch returns.

- Library hours of operation may or may not return to normal pre-pandemic levels, depending upon staff availability and guidelines established by local health or governmental authorities.
- Limited public computers are available, with seating spaced out in accordance with guidelines set by local health, state, or federal authorities.
- In-person programming or meetings for small groups only will be permitted (small groups will be defined as less than 10 or as established by local health, state, or federal authorities).

Phase 5: Curbside checkouts will continue for at-risk individuals until all threat of the pandemic has subsided.

- Library hours of operation will return to pre-pandemic levels.
- All social distancing measures will be lifted.
- There will be no regulation of the number of patrons in the library.
- Masks and hand sanitizer will no longer be required.
- All public computers will be open, and in-person programming for all group sizes will be available.
- Returns and browsed items will no longer be quarantined.