



COVID-19/INFECTIOUS DISEASE PROCEDURE UPDATE

The philosophy of the Brodhead Memorial Public Library board of trustees is to provide library service to our community regardless of situation or need. While we do have policies in place to deal with staff and patron safety around inclement weather, the library must be prepared to respond to other disasters or disruptive events, and limit hours or close when concerns for the safety of library staff and patrons overrides the value of our mission to serve.

In response to the 2020 global pandemic of novel coronavirus (COVID-19) and the actual and potential disruption to daily life, the Brodhead Memorial Public Library board of trustees, administration, and staff acknowledge a special response is necessary.

In confusing and disruptive situations any sense of normalcy can reassure a community and reduce social stress, and the library strives to provide such normalcy. The goal will be to remain open and offer as complete of services as possible without putting staff or the community at risk. Steps outlined below will be taken to mitigate that risk, and additional measures may be added as deemed necessary.

The following procedures are viewed as an outline and can change at any time due to the need/severity of the situation based on the best judgment of library board, administration, and staff.

SITUATIONAL ANALYSIS

The Brodhead Memorial Public Library is in a rural area, less prone to large gatherings and community transmission of concern in more densely populated one. However, unique factors that impact our response are:

- A large percentage of our patrons are in the population considered to be most “at risk”—over 60 years old.
- Universities are closing campuses and going to online education; students who return home may need access to Wi-Fi/high speed internet to continue their schooling. Many school districts across Wisconsin are also extending their Spring Breaks and planning to move to online-based education if necessary.
- Patrons may need to telecommute and want access to Wi-Fi/high speed internet and families may be seeking additional services earlier than our usual summer period, with the additional concerns of infectious disease transmission.

With these factors under consideration, the Brodhead Memorial Public Library staff will implement the following. The threat level will be determined by the library director or designee.

FACILITY HYGIENE

Level 1: Normal operations (low threat): Make no changes to current operations or procedures

Level 2: Enhance sanitation (medium threat)

- Morning, mid-day, and evening disinfection of hard surfaces where public stay for an extended period of time (tables, chairs, computer stations, etc.), and high contact items with CDC-approved cleaning products.
- Provide additional supply of hand soap, as best able, to staff and patrons. Note: washing hands with soap and water is recommended above using hand sanitizers by the CDC.
- Request patrons return all library materials directly in book drop and not hand to staff members.
- Scan library cards in patron's hand rather than passing the card to the staff person.
- Staff members will wash hands at the beginning and end of shifts, when going on break, and throughout the day as needed.
- Post signage at computer stations: Wash hands before and after using public computers.
- Clean children's toys at least daily. Toys that cannot be cleaned daily will be removed from public use.
- Increase routine washing of non-disposable public service items (towels, cups, etc.)
- If any staff member develops a fever, they will be asked to go home or remain home until health returns to normal.
- Fines will be waived on all patron materials until the library can return to normal operations (Level 1).

Level 3: Rigorous sanitation (elevated threat)

If the situation escalates, these steps will be added in addition to Level Two and standard procedures:

- Posting signs at entrances asking visitors who have a fever, have a household member with a fever, or otherwise not feeling well to use outside book drop and not enter facility.

- Move/remove furniture at computer workstations to leave distance of 6 feet between users.
- Wipe down computer keyboards, mice, etc., after each use, as supplies allow.
- Ban any public food or beverages.
- Wipe/disinfect all returned materials before reshelving.
- Limiting hours of operation may occur at Level 3 due to additional cleaning needed.

Level 4: Restrict activities (high threat)

Prior to the last resort of closing the facility, these steps will be taken:

- Remove chairs and post signs asking people to limit the number of people sitting at a table or proximity to each other (6 feet space for social distancing).
- Remove all toys from children's area.
- Limit spaces public are allowed to enter (e.g., staff spaces, study rooms, etc.)
- Items in book drops will be removed with by staff member wearing gloves, wiped down, and held for 24 hours prior to being reshelved.

Level 5: Close library (critical threat): The library will close and remain closed until threat levels allow for reopening.

PROGRAMS AND MEETING ROOMS

Because of the outbreak of infection disease, library-sponsored programs will be suspended until the return to a normal threat level. This is to help ensure the health of all who visit the library. The library will strongly advise that programs and events sponsored by others be rescheduled. In the event of declaring a Level 3 threat, the large program room will no longer be available for use by patrons or staff. Use of other meeting rooms will be at the discretion of the director, but suspended at Level 4.

STAFFING

Adequate staffing is essential to maintain services, and the health of the staff must remain a priority. Adequate staffing assumes one employee with no more than a four-hour shift before a 15 minute break. All other labor standards must be observed as required by law.

If a staff person suspects they are ill, they will be asked to go home and remain home. Due to the seriousness of COVID-19, the library board of trustees has authorized paid sick leave for all employees until we return to Level 1.

Priority in staffing will be basic check-in, checkout service at the front service desk. Employee responsibilities shifts and/or schedules may be changed to provide coverage during open hours. Programs and reference will be considered secondary priority. The director will determine if there is enough staff on a given day to both maintain a clean, safe building and to meet essential library service.

LIMITATION OF HOURS AND/OR CLOSURE

The decision to close limit open hours and/or close the library will be made by the director and the president of the Brodhead Memorial Public Library board of trustees, and or designated staff and board member.

Due to chances of changes in staffing availability and directives of health/emergency authorities, the library may need to close for a few hours, days, or weeks, and possibly with little notice. Library staff will make their best effort to inform the public via postings on library doors, media, website, and social media.

REVIEW

Due to the rapidly changing nature of this specific situation, these procedures are viewed as an outline and are subject to change per the best judgement of the library administration, board, and staff based on information from health and public safety authorities.

Links for updated information on disease outbreaks and COVID-19:

Green County Health Department: <https://gcpublichealth.org/>

Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/>

Outbreaks in Wisconsin: <https://www.dhs.wisconsin.gov/outbreaks/index.htm>

Center for Disease Control and Prevention: <http://cdc.gov>

Coronavirus Disease 2019 (COVID-19): <https://www.dhs.wisconsin.gov/outbreaks/index.htm>

World Health Organization (WHO) COVID-2019 information:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

WHO EPI-WiN information/infodemics: <https://www.epi-win.com/resources?page=0%2C0>