

## **BLACK CREEK VILLAGE LIBRARY PANDEMIC POLICY**

### ***Part I. Enacting and Repealing the Policy***

During a pandemic, the Black Creek Village Library will follow Wisconsin and Department of Health Services orders and recommendations. The library board can enact and repeal this pandemic policy at any time it feels appropriate.

### ***Part II. Levels of Service in a Pandemic***

The Library will offer varying levels of service based on CDC, state and county guidelines during a pandemic to keep library staff and patrons safe. The Library will always strive to follow the highest suggested level of caution and safety in any guidelines.

When the Library is open to the public in any level of service, patrons and staff of the Library must follow all guidelines as set forth by the Black Creek Village Library at that time. Failure to comply with library guidelines during any phase may result in a loss of library privileges.

### ***Part III. Access to Personal Protective Equipment and Cleaning Supplies in a Pandemic***

Staff and patron safety is of the utmost priority. As such if the Library runs out of the necessary personal protective equipment or cleaning supplies necessary to ensure safety in the building, it may at any time alter/reduce services or close to the public.

Access to cleaning supplies during a pandemic is highly volatile. As a high touch public building, the Library cannot guarantee the cleanliness of materials and equipment. Patrons will be encouraged to use proper hygiene during and after use of the library.

### ***Part IV. Circumstances for Immediate Closure in a Pandemic***

The Library will have the flexibility to move back and forth with service phases and guidelines recognizing that conditions may require rapid decision-making by state authorities and that formal board approval to move forward or back if conditions change will not always be possible for the immediate safety of staff, patrons and the surrounding community.

The Library Director has the authority to close the library immediately without board approval in the following circumstances:

1. A Black Creek Village Library staff member is suspected of having or is tested positive for the virus responsible for the current pandemic.

2. A live-in family member of a Black Creek Village Library staff member tests positive for the virus responsible for the current pandemic.
3. A local health official contacts the library with concerns of community spread directly related to the library.
4. A local health official or the appropriate jurisdictional Emergency Management Coordinator recommends closure of the library to the public.
5. The Library Director considers current circumstances to be too dangerous to the public and to staff to keep the library open.

This authority granted to the library director exists only so long as this pandemic policy remains in effect. The library board will review this policy each meeting during the pandemic.