



BONDURANT COMMUNITY LIBRARY PANDEMIC POLICY

I: Purpose

To establish the protocol that is to be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core business activities of the library be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II: Definitions

“Pandemic Plan” A pandemic plan differs from a general emergency preparedness policy or procedure.

With an emergency preparedness policy, there is an assumption that staff will return to the building, or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Pandemic. A Pandemic is the worldwide spread of a new disease.
(World Health Organization www.who.int.)

III: Library Closure

The Bondurant Community Library will close due to pandemic in the event that: The City of Bondurant closes, or public health or government officials on the local, county, or state level issue a mandate order or recommendation for closure.

At the discretion of the Library Director or the Library Board President, the Bondurant Community Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels. In the event of closure, it is imperative that the Library Director or designee follow the communication procedures and submit payroll. Return due dates and reserve dates for materials will be adjusted so that holds do not expire on dates in which the library is completely closed for services. The exterior book drop will be kept open and cleared periodically as long as possible.

IV: School Closure Due to Pandemic

In the event that any Bondurant-Farrar School District school is closed due to pandemic illness, the Bondurant Community Library will remain open unless one of the aforementioned requirements for closing are also met. However, all library programs and special events will be canceled on any day in which any or all of Bondurant-Farrar schools are closed due to pandemic-related illness.

Should school be canceled due to a pandemic, non-circulating children's materials will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Kits will be placed into storage and temporarily unavailable for circulation.

Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

V: Minimum Staffing Level

Minimum staffing level for a temporary period is defined as two healthy employees available to be present at the library during all open hours with a maximum 8-hour workday and 40-hour workweek per employee. Thus, at least four employees must be available to be present at the library every open day.

An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than five consecutive days will result in reduced hours or closing the library.

The level of excused absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include:

1. Cancellation of all programs, special events, and meeting room reservations.
2. Staff Library at minimum staffing level for a temporary period; employees may be reallocated and have shifts reassigned.
3. Reduce open hours if number of employees falls below temporary minimum level.
4. Close the library for one or more days if number of employees further declines or only minimum level can be met for five or more days.
5. Hire temporary staffing to fill needs.
6. Curbside Delivery/Home Bound Delivery services may be provided once the Library has been closed for non-public service. Minimum staffing for this temporary service will include one healthy employee to open the Library and two employees to close with normal Library hours.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the City of Bondurant Employee handbook regarding sick leave. In the event of closure and healthy library employees are sent home, those employees shall be compensated for their regularly scheduled hours.

Staff whose job duties include tasks that can be done remotely may be assigned tasks and projects to assist the library with offering digital services and support to the public. This work may include working on future program planning, remote training via webinars, providing email reference services to the public, posting information updates and providing digital resources for supporting the social fabric of the community during this time of increased anxiety and stress.

VI: Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately follow the Bondurant Community Library Emergency Management Plan section: Responsibilities of the Emergency Response Team Communication Procedures.

VII: Prioritization of Services

If reduced staffing, open hours or services are required, employees shall perform priority responsibilities that most directly affect patrons prior to any other work tasks.

Priority responsibilities shall follow this order:

1. Direct patron assistance: check out; issuing library cards; computer and reference assistance; facility and collection supervision/safety.
2. Patron related-tasks: check in; incoming delivery; shelving.
3. Workflow tasks: holds shelf action list; pick list.

4. Essential services: payroll; processing bills for payment; Library Board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director to determine staffing assignments and which individual work tasks should take priority, or in the event that they feel, a responsibility not listed here requires urgent attention.

VIII: Employee Absences

The City of Bondurant Employee Handbook outlines the sick leave policy; this policy shall be followed in the event of a pandemic outbreak.

IX: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the organizational chart as outlined in the Bondurant Community Library Personnel Policy.

X: Return to Normal Operations and Services

When advised by City of Bondurant, state and /or federal health authorities that the pandemic is no longer a threat to the community, the Bondurant Community Library staff will resume normal operations and services.

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Reviewed: 9/2023