



Pandemic Policy

Approved August 2020

The primary goal of the Vaughn Public Library in times of disruption caused by infectious disease is to keep employees and the public safe and to mitigate the occurrences of unnecessary exposure and spread of infectious disease.

Communications

All policy and procedure updates will be approved by the Vaughn Library Board of Trustees and then posted at the library, on the library website/social media and shared with CoA department heads/admin/mayor as well as with Northern Waters Library Service.

The library director will act as primary contact for public discourse and questions. Policies and procedures are developed through discussion and consensus among library employees and library board members and informed by current CDC, WDHS and Ashland / Bayfield County Health Departments.

Physical Space

In accordance with Ashland County Public Health and the WDHS physical space in the Vaughn Library is adjusted according to social distancing guidelines, this includes spacing of public access computers, casual seating and workspace. Occupancy is limited to 50% capacity which is 54 people. Meeting areas on the 2nd floor are limited by appointment, occupancy and time.

Cleaning

Building maintenance staff will spend six hours per day cleaning in the library. High touch surfaces will be cleaned at least three times per day. Computer work stations will be cleaned after each use. Access to hand sanitizer is prevalent both for the public and for library staff. Hand washing guidelines are posted in restrooms and drinking fountains are closed.

Collection Handling

Library materials returned and delivered through the courier service are quarantined for four days before being processed through check in, hold shelving and returning to library shelves. Library staff wash hands directly after organizing incoming materials. Curbside delivery of materials is available during library open hours.

Health & Safety of Employees

All building employees will adhere to the City of Ashland Opening Guidance for Employees which includes monitoring temperature, wearing masks, frequent handwashing and social distancing.

Closure of the Vaughn Library

Criteria for closing the library: The best outcome is to move to curbside with continued quarantining of materials and minimized contact with patrons.

- [WDHS COVID 19 Activity Level](#) = Ashland County has an increasing case rate (burden) and the percent change from previous weeks (trajectory) is growing
- City of Ashland experiences super spreader events
- Neighboring Counties experience both of the above
- Directive from the City of Ashland unified command
- *See employee / user positive test scenarios below*

An Employee is positive for COVID 19

Immediately

If the employee is in the building, she should be isolated immediately.

Quickly determine a strategy for the employee to leave the building.

The employee should seek medical attention and not return to work until cleared by the Ashland County Health Department or medical provider.

Notify the library director, Sarah Adams 715-557-0068 (cell) or 715-685-1668 (office)

Within One-Two Hours

The library director will contact Ashland County Health Department for appropriate CDC reporting

The library director will determine if all employees will be sent home

If all are sent home,

- The length of time and compensation will be determined based on availability of testing, returned test results, the CoA Re-Opening Guidance and the [Families First Corona Virus Response Act](#)
- Employees in close contact with the positive employee should self-quarantine for 14 days. Close contact means you were within 6 feet of a person with COVID-19 for at least 15 minutes -[CDC](#)
- The library will close for a determined amount of time, 24 – 48 hours
- A thorough cleaning of the building based on CDC guidelines to begin within 72 hours is scheduled

Within Two – Five Hours

The director will institute a communication plan outlining closure and procedures and distribute to

- all employees
- library board members
- the City of Ashland (3rd floor tenants)
- Bayfield and Ashland County Health Departments
- local press release

Within 24 – 48 Hours

Confirm scheduled cleaning of building

Develop a plan to address impact of provision of services to community, library users, vendors, delivery, system libraries, third floor occupants

Follow up with staff regarding plans for operations/closure going forward

A community member infected or testing positive for COVID 19 cites the library as a place she/he visited in the week prior

Immediately

- Contact the source of the information to verify, including both Ashland and Bayfield County Health Departments
- Create a press release regarding the possible exposure and [CDC guidelines](#) for individuals who may have come in contact with a person who is infected or tests positive for the virus
- Consider closing the library for 72 hours (see below for CDC guidelines on closing a facility in the case of a sick employee)

~ from the CDC regarding a sick employee In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- *Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.*
- *During this waiting period, open outside doors and windows to increase air circulation in these areas*