Public Health Crisis Policy of the Pittsburg Public Library
Approved by the Board of Trustees, March 11, 2020

Purpose

To establish the protocol that will be used in the event of a public health crisis, including pandemics. Under such circumstances, the library may be required to operate with limited staffing or take unique measures to help slow the spread of an illness. Such measures may include service restrictions, limiting hours of operation, or possible closure. Recovery from a public health crisis 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 can be maintained for several weeks or more with limited staff and reduced hours due to this crisis.

Precautionary Health Measures

In the event of a public health crisis, the Pittsburg Public Library will work closely with public health officials, including the Crawford County Health Department to monitor the situation. The library will take direction and guidance from the health department on appropriate response measures, which may include, but are not limited to, the following:

- Disinfecting and/or cleaning procedures issued by public health officials will be followed as directed.
- The library may implement measures for "social distancing" – that is removing a number of chairs so people are not sitting close to each other, or limiting the number of people who can come in at any one time or similar actions that keep people and their belongings separate from each other.
- 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.
- Library programs and special events may be canceled, including meeting room reservations.
- Access to areas of the library may be restricted if necessary (e.g. closing unmonitored areas for safety).

Library Closure

At the discretion of the Library Director or the Library Board, the Pittsburg Public Library may close, reduce its operating hours, or limit services temporarily, under any of the following conditions:

- Public health officials advise, request, or order closure of the library.
- USD 250 Schools are closed due to the public health crisis.
- Public visitation is too low to warrant keeping the library open.
- Staffing levels are too low to operate the library.
- Any other conditions that prevent the library from operating safely and effectively.

In the event of closure

- The Director or designee will notify all full-time employees and Department Supervisors will notify part-time employees.
- The Director and/or Assistant Director will post on social media/website and notify any necessary news organizations to inform the public.
- The Library Director or designee will maintain communication with the Library Board of Trustees and city officials.
- The Library Director will work with staff to ensure essential functions such as payroll, accounts payable, and building maintenance continue.
- Due dates and holds pickup dates for library materials will be adjusted on dates in which the library is closed.
- The exterior book drop will be kept open and cleared periodically as long as possible.

Staff

- Reallocation of staff responsibilities and shift/schedule changes may be necessary to provide coverage during open hours.
- If the Library is open, employees are expected to report to work on time as scheduled excluding any excused absences following established sick leave policies.
- In the event of a partial or full library closure, the type and amount of paid and unpaid leave will be determined by the library board.
- Infected employees should stay home at earliest signs of possible infection or if a family member is infected. Those infected should remain home until infectious period is over, following CDC or Health Department guidelines.

Final Caveat: Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the library's response to meet emergent needs.