

# Plan for Pandemic Response

Mooers Free Library adopts this plan to prepare for and respond to a threat of influenza or other pandemic that causes serious widespread illness. The Board of Directors appoints The Library Director as Coordinator for the pandemic response plan.

The purpose of this plan is to address the following issues related to pandemics:

- Creating a culture of infection control in the workplace that is reinforced during the annual influenza season, to include, if possible, options for working offsite while ill, systems to reduce infection transmission, and worker education.
- Establishing contingency plans to maintain delivery of services during times of significant and sustained worker absenteeism.
- Where possible, establishing mechanisms to allow workers to provide services from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with other members of the financial community to provide mutual support and maintenance of essential services during a pandemic.

## **Preparation**

The Coordinator will maintain a list of contacts in the health profession to provide consultation and advice regarding this plan and its implementation.

The Coordinator will, at least annually prior to the influenza season, provide information to all employees/volunteers regarding those practices that are recommended by public health officials that will reduce the spread of the infection. The Coordinator will also develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that there is a sufficient supply of them.

The Coordinator will maintain a list of duties that employees can perform from home, as well as any equipment (such as computers) that may be necessary to perform those duties.

The Coordinator shall recommend to the Board an emergency sick leave policy to be adopted in the event of a pandemic. The policy is to be non-punitive and require employees who have been exposed or who exhibit symptoms of the illness to remain at home.

The Coordinator and the Library Board will establish the following policies and procedures:

- Flexible work hours and telecommuting/working from home
- Restricting employee travel to affected areas
- Guidance for employees returning to the United States from affected areas
- Counseling services for all employees and their families, particularly those affected by illness

- Special procedures/accommodations for employees and customers with special needs or disabilities

The Coordinator shall develop a plan to keep the board informed of developments as they occur. This could include plans to obtain home e-mail addresses, telephone numbers, pages on the website, and so on. The plan must also include procedures for responding promptly to questions about such issues as whether to report for work and special hours of operations during a flu outbreak.

### **Should a Pandemic Occur**

Should a pandemic occur, the Coordinator will, after consultation with knowledgeable health officials, implement the following steps, as deemed necessary:

- Encourage patrons to use remote services (eBooks/audiobooks, curbside etc.)
- Job duties that can be accomplished by telecommuting will be done from home
- The emergency sick leave policy shall be implemented. Supervisors will be instructed to send and keep employees home if they exhibit symptoms of the illness, working from home if practical.
- The Coordinator will see to it that we obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- Should the closing of library be a consideration the Coordinator will first contact the Library Board to obtain their advice and consent prior to any closing. Should a closure take place, notices shall be posted prominently at the door informing customers of the situation and telling them where and how they can get library services.
- The Coordinator is to ensure that the public is kept informed of any changes that affect their use of the library. This information is to be included on the home page of our website, in the lobbies of our locations, and in other media as appropriate.

### **Testing Our Plan**

The board directs the Emergency Preparedness Coordinator to conduct an annual assessment of our Pandemic Response Plan and submit its findings to the board with the Pandemic Coordinator's and individual managers' responses to exceptions.

The plan is approved by the Board of Directors on 10/20/2020.