

March 2020

Pandemic

Procedures for the East Lansing Public Library

DRAFT

Background:

The following background information is provided in order to explain the conditions for a pandemic as well as what might occur and provide for an initial discussion of preparedness recognizing the sudden nature of a pandemic and the strain it can place on our workforce.

A pandemic may occur when three conditions have been met:

1. a new influenza virus subtype emerges;
2. it infects humans causing serious illness; and
3. it spreads easily and sustainably among humans.

The World Health Organization (WHO) has defined phases for tracking a potential pandemic:

- Inter-pandemic phase -- New virus in animals, no human cases
 - Low risk of human cases
 - Higher risk of human cases
- Pandemic alert -- New Virus causes human cases. No or very limited human-to-human transmission
 - Evidence of increased human-to-human transmission
 - Evidence of significant human-to-human transmission
- Pandemic
 - Efficient and sustained human-to-human transmission

Symptoms of a coronavirus include:

- Fever
- Cough
- Shortness of breath

Steps to Mitigate the Spread of a Coronavirus

The CDC shares that there are simple preventative actions that can be taken, including:

- Do Not Panic.
- Avoid contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Wash your hands often with soap and water for at least 20 seconds (sing the Happy Birthday song to yourself twice.) Use an alcohol-based hand sanitizer that contains at least 70% alcohol, if soap and water are not available.
- Practice social distancing (being at least six feet from someone.)

If ELPL Staff are Sick with Flu-like Symptoms

- Stay home. Do not report to work.
- Cover your cough or sneeze with a tissue and then immediately throw it in the trash.
- Clean and disinfect work surfaces and frequently touched objects daily. The CDC website

lists disinfectants approved by the EPA.

Since person-to-person contact and airborne pathogens are thought to be the major modes of contracting the flu, there will be a concern for touching objects and or breathing in common space, especially where sneezing or coughing may occur. It will be hard to distinguish a common cold from the more dangerous flu/coronavirus. It will be prudent to treat potential dangers seriously and focus on what might be the worst case, but please do not panic. Additional hand sanitizer, wipes and gloves for the staff and public areas will be purchased.

Using disinfecting cleaners on common work surfaces will be helpful in killing germs. This is especially important for items that are shared or commonly touched by multiple people, such as phones, computer keyboards and door handles. Staff in all areas will be called upon to assist in this process by using disposable cleaning gloves and disinfecting wipes or cleanser to clean surfaces.

Staff are strongly encouraged to wear disposable masks and gloves when working with the return bins, MeLCAT items and at the Service Desk.

Pamphlets produced by local, state and national health and safety agencies should be distributed. There are good resources listed on our website and the City's website. Feel free to make copies of this information to hand out to patrons. Also, there is information on the State of Michigan, National Center for Disease Control (CDC) and the US Health and Human Services Department websites.

School Closings and What This Would Mean to The Public Library:

Close proximity among population groups is a key factor in aiding in the spread of the virus. Schools have traditionally been a key location for this to occur. During a pandemic, the community can expect schools to be among the first buildings to close. Since these closings may be uncoordinated, the library should plan for the closing of schools to be erratic. The closing of schools as well as childcare centers may impact who will be visiting the library, and may help determine when the library will close.

Parents Seeking Childcare, Potential for Increased Burden on Public Libraries.

Parents suddenly thrust into an immediate need for childcare may turn to libraries. While never an acceptable alternative for childcare, ELPL staff need to be ready to address this issue.

Potential Staff Issues:

Staff are to stay home when sick. We will follow the guidelines of City HR, should this become a concern. Contingent Staff, who do not earn Paid Time Off (PTO) will be paid for up to 10 days of regular pay to the employee sick with cold/flu symptoms. Library Administration will reassess the need for additional paid time off after 10 workdays have been used by an employee. See Appendix A—City of East Lansing Guideline—Use of Time During Flu Season.

If you reside with someone who has a coronavirus, you will need to self-quarantine for the allotted days. You cannot report to work if you knowingly have been in contact with someone with the virus or live with someone who has the virus.

Vaccine and/or Antiviral Costs

If a vaccine becomes available, the City will explore offering the vaccine to staff. This will be up to

Supplies for Personnel

The library will purchase disinfecting cleaners; gloves and masks for protection; and disinfecting wipes, if available. Instructions for how to maintain a sterile area or field should be discussed. Custodial services will be notified to see what their cleaning regimen is. See Appendix B—Cleaning Guidelines.

Staff should routinely clean with disinfecting wipes, cleanser:

- Phones
- Computer keyboards and area
- Counters
- Work/desk areas

Closing Library Facilities

Decisions to modify hours of operation or closure of library facilities will be made by the ELPL Director in discussion with the City Manager and ELPL Board. This will be communicated through the normal procedure for closures. Executive orders may be issued by the Mayor and the Governor.

Tasks That May Be Performed During Library Building Closings:

Some possibilities:

- Inventory of collections
- Review of collections to determine any acquisition deficiencies
- Shift any collections that may have been placed on hold
- Training opportunities for staff on software, databases and/or materials and services
- Update files
- Insure input of any new collection material
- Proactively repair materials during this time
- Building upkeep (cleaning projects and repairs)
- Review and update policies, procedures and manuals
- Write material reviews and recommendations

Working Under Controlled Circumstances:

- Staff who can will work from home.
- The library will provide a laptop to those who can work from home that need one.
- Materials by Mail will be offered.
- Curbside service.
- Promotion of the digital collection and e-resources to patrons without leaving their

homes.

- Continuing phone/email reference lines and diverting personnel to staff this service.
- Some collection maintenance may also be possible during a period where buildings are closed.
- Suspend due dates and hold expiration dates for all circulating materials until an all clear has been issued by the Library.
- Meetings should be conducted virtually or over the phone.
- Volunteers, including Friends of the Library should not be in the building.
- Book and material donations will not be accepted.
- The mail will be put on hold.
- Programs such as storytimes, crafts, book discussion groups, book talks will be done online
- If the library closes to the public or there is a shelter at home order, staff who cannot work from home may be laid off.

APPENDIX A:

CITY OF EAST LANSING GUIDELINE USE OF TIME DURING CORONAVIRUS

Purpose

The City of East Lansing is taking reasonable and necessary steps to ensure a safe and healthy environment for our employees and customers. We encourage our employees with symptoms of acute respiratory illness to stay home until they are free of fever (99 degrees or greater), signs of a fever and any other symptoms for at least 24 hours without the use of medicines.

General Information

The following guidelines pertain to employees who cannot work due to their own illness. As the influenza situation changes, these guidelines may be updated and/or changed.

Proof of illness may be required by a supervisor.

Please contact and communicate with your supervisor if a family member has influenza and requires your care.

Full Time & Part Time (Regular) Employees

1. Employees may use any accrued time bank (Paid Time Off, long term sick) to cover time away from the office due to illness.
 - Employees with Long Term Sick banks may use this time immediately and are not required to meet the regular 80- hour qualification time period.
 - Probationary employees may access their accrued time immediately, rather than waiting the regular time period to gain access, with appropriate approval.
2. If an employee is at home due to illness but can work remotely, they may work from home with permission from their supervisor/director.
3. Employees with an extended illness, beyond 10 days, should contact HR at 319-6893 to determine if they are Family Medical Leave Act (FMLA) eligible.
4. For employees who have exhausted all their accrued time banks, the City might pay up to 10 days of pay to the sick employee*. The hours paid for the missed day of work are equivalent to the hours missed in the scheduled day of work.

Part Time Contingent Employees

1. Employees qualifying for PMLA (Paid Medical Leave) may use this time bank for sick time away from work. (Those who have PMLA have been previously identified and notified.)
2. For those employees who do not accrue time off through their job, the City will pay up to 5 days of regular pay to the sick employee*. The hours paid for the missed day of work are equivalent to the hours missed in the scheduled day of work.

*The City will reassess the need for additional paid time off after 5 workdays have been used.

Appendix B

Cleaning Guidelines

Opening:

Staff member #1

Wipe down with disinfectant wipes or cleaner:

Door handles

Tops/backs of plastic/wood chairs

Check-in station

Self-checks, clean and then clean screens with Windex

Cart/book truck handles

Any other areas you see fit to clean

Staff member #2 - Service Desk staff member

Wipe down with disinfectant wipes or cleaner:

Service desk surfaces

Computers

Monitors

Scanners

Mice

Copier/print station (public and staff)

Any other areas you see fit to clean

Staff member #3 - PIC

Wipe down with disinfectant wipes or cleaner:

Public computers, clean and then clean screens with Windex

Catalog computers, clean and then clean screens with Windex

Maker Studio computers, clean and then clean screens with Windex

iPads, clean and then clean screens with Windex

Mice

Any other areas you see fit to clean

Cleaning after opening:

Service Desk staff members

Wipe down with disinfectant wipes or cleaner throughout the shift:

Service Desk

Computers

Mice

Scanners

Any other areas you see fit to clean

PIC - wipe down surfaces while patrolling.

**Staff who take books/materials to schools and outreach venues, will need to wipe the books/materials with a disinfectant wipe before you take the items to the locations and when you pick them up. If there is an outbreak, outreach will be cancelled.