



## **CASCADE PUBLIC LIBRARY**

### **Epidemic and Library Health Emergency Policy**

#### **Purpose:**

To establish a protocol that will be used in the event of an epidemic or library health emergency. The library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency, organizations may be required to close by government authorities or public health officials. It is important to ensure that library services can be maintained with limited staff and reduced hours as determined by the Library Director.

#### **Definitions:**

This plan is meant to address a serious infectious disease outbreak, when recovery may be slow, and limited staff, services, and hours may be necessary for several weeks or more.

**Epidemic:** A disease affecting many people in a specific locality at the same time and spreading from person to person where the disease is not permanently prevalent.

**Library Health Emergency:** A state of affairs where there are not enough healthy library staff to maintain normal hours of operation.

**Library Closure:** The Cascade Public Library may temporarily close, reduce its operating hours, or limit services in the event that there isn't staff available to cover hours.

**Library Programming:** In the event that the Western Dubuque Community School District is closed because of an epidemic, the Cascade Public Library will remain open unless there is a Library Health Emergency. However, library programs and events may be cancelled throughout a local epidemic.

**Minimum Staffing Level:** At least 3 healthy library staff members are needed to keep the library open all of its current hours. (Monday – Thursday 10am -6:30pm, Friday 9am – 5pm, Saturday 9am – 12pm) An inability to maintain this temporary minimal level will result in reduced hours or closing the library.

**Sanitation:** Library staff will sanitize computer keyboards and mice, all door handles, and the front desk at least daily. During times of epidemics, library staff will increase the sanitation of these items. In the event of a severely contagious local epidemic all library materials returned to the library will be sanitized to the best of the ability of library staff. **Toys and games will be temporarily removed from the children's area.**

*By the Cascade Public Library Board of Trustees*

*Adopted: 3/12/2020*

*Reviewed:*

*Revised: 11/4/21, 1/6/26*

A handwritten signature in black ink, appearing to read "Kathryn Balster", written over a horizontal line.

Kathryn Balster, President Cascade Library Board of Trustees