

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

PANDEMIC POLICY

Should a pandemic affect our community, the library will comply with requests from the Cook County Department of Public Health, other government agencies, or practices recommended by the Center for Disease Control and Prevention (CDC) to assist in checking the spread of the disease. This may involve closing some or all library facilities for the duration of the crisis or institute specific parameters. Staff illness may also force closing of some or all facilities for a period of time. Measures, procedures or steps taken during a pandemic event will be unique to the situation at hand. The library will adhere to any Executive Order at the local, county, state, or federal levels.

THE PUBLIC

In the event the library is closed as part of a quarantine implementation:

- All events scheduled to take place in library facilities will be cancelled
- Every attempt will be made to maintain electronic resources and services to provide information and recreation for the public

If the library remains open during a pandemic, or re-opens after a pandemic closure, the Library Board of Trustees will issue parameters for facility availability, library services, and staff and patron conduct. In the uncertain climate of a pandemic, the Board can approve movement between levels of implementation based on the state of the pandemic locally, statewide, or nationally. The following may apply based on location or situation:

- Patrons entering library facilities must comply with any safety precautions which will be posted at facility entrances, examples of such compliance might be wear protective masks when in the building or social distancing at designated intervals
- Normal hours of operations may be adjusted
- Patron capacity limits may be applied to facilities, floors, departments, or rooms
- Movement and/or access to some portions of the library may be temporarily limited, adjusted or restricted
- Public computer use/access may be temporarily limited, adjusted or restricted
- Physical material accessibility may be temporarily limited, adjusted or restricted
- Guidelines for materials checkout may be temporarily altered

THE STAFF

In the event the library is closed as part of a quarantine implementation:

- Most staff will be instructed to stay home for the duration of the quarantine period
- Management staff will work, if they are needed, during a pandemic when the library system is closed
- Some staff members may be required to report to library facilities for various

reasons. Examples would include maintenance staff needed to maintain or protect the property, IT staff needed to keep essential computer systems operating, management staff needed to direct operations, finance staff needed to process payrolls, etc. Other staff members may be requested to work as needed.

- Staff will be provided with Personal Protective Equipment (PPE) and trained for proper use.

If the library remains open during a pandemic, or re-opens following a pandemic closure the Library Board of Trustees will issue parameters for facility availability, library services, and staff and patron conduct. In the uncertain climate of a pandemic, the Board can approve movement between levels of implementation based on the state of the pandemic locally, statewide, or nationally:

- Staff members will be expected to report for work as instructed
- Staff will not be allowed to use sick bank or unscheduled benefit time simply because they are worried or concerned about leaving their homes
- Staff will be required to wear/use personal protective equipment or adhere to other guidelines while inside the library if plan indicates

However, some staff members may find it necessary to stay home, in these instances, documentation must be provided:

- Because they are ill
- Because they are considered by their physician as being in a high-risk category
- Are needed to care for dependents
- Are quarantined because of illness in the household

In such cases, individuals will be required to use (in the following order) accumulated sick days, benefit time, or unpaid personal leave.

Staff who are ill and report to work may be sent home and required to use (in the following order) accumulated sick days, benefit time, or unpaid personal leave.

Adopted: 06/16/20

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