

Mackinaw Area Public Library  
**Emergency Response Policy and Re-opening Plan**

**Emergency Response Levels in Case of Pandemic**

It is the policy of the Mackinaw Area Public Library Board of Trustees to provide a safe environment for library staff and patrons. In time of a pandemic, the library needs to be flexible in order to make quick decisions and changes to best protect all people involved.

If a pandemic or other emergency has been declared, the library director will follow Health Department of Northwest Michigan, Library of Michigan and State of Michigan guidelines for operating the library. The director will stay informed of pertinent information through the above organizations as well as the Centers for Disease Control (CDC), Michigan Library Association and Northland Library Cooperative to assist in decision-making.

The library director will follow all safety guidelines laid out in the Workplace Preparedness Plan.

The library director will first contact the president (or designee) of the library board prior to implementation. While the library director will make every effort to discuss operational decisions about the library prior to any changes, the director will put the safety of the staff and patrons first. The library director has the authority to move between levels of the Plan (see attached) without prior authority of the board of trustees.

When making the decision to close and reopen the library, the director will consider following criteria:

1. Sustained reduction in cases within the community for at least 14 days.
2. The healthcare system has the capacity to withstand a moderate outbreak.
3. Community members have access to efficient testing and public health officials are able to trace contacts.

4. The library has access to the necessary personal protection equipment (PPE) to maintain hygiene standards.
5. The library has access to enough staffing to run its core operations.

### **Phased Re-Opening Plan**

#### **Level IV – Stay at Home Directive** All buildings closed to the public

On recommendation of elected officials, the director closes the library buildings to all public and staff use, except for essential services. Essential services are defined as payroll, accounts payable, building security, maintenance of print collections, databases and digital collections. Depending on the situation and staff available, virtual services or other services that do not require direct public contact may continue. When possible, the above duties will be done from home. Should the library reach Level IV, the Emergency Closing leave policy will be followed. If a library board meeting is needed, it will be held virtually on a platform that allows public interaction.

#### **Level III – Curbside Services** Curbside services only. Buildings still closed to the public.

The director, with the support of the Library Board of Trustees, will initiate curbside services. All staff are allowed in the building. Incoming materials will be quarantined for three days, gloves will be worn when handling materials, there will be extra sanitation of touch points and social distancing.

Phones and computers will be sanitized after each shift.

Hours: The director will consider adjusting hours at regular intervals. Appointments for pick-up may be taken for social distancing purposes.

All staff will be scheduled for shifts to limit the number of people in the buildings to a maximum of two at a time.

Staff will self-monitor their health and will stay home if they feel sick. Thermometers will be provided by the library as well as an assessment form for self-monitoring. This form will be filled out daily and kept in a secure location.

Curbside services offered will include item pick-up and returns, faxing, copying, and scan-to-email services. Staff will wear gloves and masks while interacting with visitors and patrons and take liberal advantage of the use of hand sanitizers and disinfectant sprays.

**Level II – Building Open to the Public. No programs or meetings.** Checkout, return, quick borrowing and quick reference, copying, faxing, printing, scan-to email, and limited computer use only.

The director, with the support of the Library Board of Trustees will determine when to open the buildings to limited patron use. Determination to open is guided by the State of Michigan, the Health Department of Northwest Michigan, the Library of Michigan and the Michigan Library Association.

If staff are unavailable, locations may be closed for extended periods.

Staff will self-monitor their health as in Level III above. Staff may be expected to shift responsibilities periodically in order to help with cleaning.

High touch points such as door knobs, light switches, toilets and counter tops, will be cleaned by maintenance before opening and thru out the day by designated staff. Phones and computers in public and staff areas will be sanitized after each shift. All shared equipment will be removed from the public areas. Furniture and computers will be moved within the library in order to enforce social distancing. Floor markings will be added in areas where lines may form.

All in-coming items will be quarantined for 3 days.

Curbside delivery procedures will continue as in Level III above.

Hand sanitizer will be made available to the public at all entrances. Patrons will be encouraged to wear masks. Staff will wear a mask when out in the stacks and when helping the public.

**Level I – Business as Usual, but all staff are on alert.**

The director, with support from the Board of Trustees, will determine when to continue general programming and open meeting rooms. Determination is guided by directives from the State of Michigan, the Health Department of Northwest Michigan and guidance from the Library of Michigan and the Michigan Library Association.

Information and reliable sites are posted. Safety supplies are distributed with instructions for how and when they are to be used. Staff are informed and educated about specific risks, ensuring they have clear and reliable information and are not acting on rumors. Staff report to work as usual.

Materials no longer need to be quarantined.

Furniture and shared items are made available

Programming and meetings can be scheduled.

All activities return to normal.