

## Highgate Library and Community Center Emergency Preparedness Plan

### PREVENTION

#### **Under what circumstances would the library focus on prevention but continue regular operations?**

The library would focus on prevention under normal circumstances-flu season, regular illnesses.

#### **What can library staff do to protect themselves and the public from widespread illness?**

Staff will stay home if sick. At work regular handwashing and sanitizing of surfaces will occur, as well as social distancing and wiping down books upon their return. Employees may be released from their duties for the day(s) due to ill health, at the discretion of the Director. The Director should use their discretion to respectfully request visibly health impaired patrons to leave the library until they return to good health.

### REDUCTION IN HOURS AND/OR SERVICES AT THE PHYSICAL BUILDING

#### **Under what circumstances would the library reduce hours and services in the library building?**

The library would reduce hours in the physical building during power outages, natural disasters, staff illnesses, and other crises.

#### **What are essential library services?**

Essential library services would include circulation of books and materials and computer access.

#### **How would HLCC respond if public health officials recommend avoiding social gatherings and events?**

HLCC would cancel programming and meetings. This would be identified by the Director on a case by case basis.

#### **What is the minimum number of staff needed in the building to provide essential library services, and what would that look like?**

To provide essential library services, as defined above, only one staff member would need to be in the building. They would be able to check books and materials in and out and supervise computer use.

#### **What are essential administrative functions?**

Essential administrative functions include bills being accurately coded and sent to the Town Treasurer, checking mail at the post office weekly, submitting time cards to the Town Treasurer, checking and responding to email, listening and responding to voice messages, and emptying the book return.

#### **Under what situations should staff not come to work?**

Staff should not come to work if it would be unsafe to do so. Examples would include: fever, contagious or transferable illness, or any other health condition which would interfere with their ability to perform their duties or put others at risk.

#### **What if there is an exposure event at the library?**

Under the circumstance there was an exposure event at the library, the Director would immediately notify affected patrons and staff. They would then report the event immediately to appropriate town, county, and state agencies.

#### CLOSURE OF PHYSICAL BUILDING

##### **Under what circumstances will the physical library close to the public?**

The physical library will close to the public under government directive, state of emergency, or under the discretion of the Director and the Board Trustees.

##### **If the library closes, can staff still come in to work?**

Staff may still come in to work if it is physically safe to do so. The Director will create a special staffing schedule in this event.

##### **If the physical library closes, what services can we provide remotely?**

Virtual story time and web links to resources can be provided remotely. If the physical library is closed due to a reason other than contagious disease, books and materials will still be able to be circulated by appointment.

##### **To what extent can staff work remotely?**

The Director can work remotely on a case by case basis. The Director would be able to check and respond to email, perform grant writing, and plan for future programming remotely.

##### **How will library personnel be notified in the event of an emergency?**

Personnel would be notified immediately via telephone. If unreachable via telephone, they will be notified by both text message and email.

##### **What happens to due dates in the event of a library closure?**

Due dates would be waived during the period of closure.

#### REOPENING THE PHYSICAL BUILDING

##### **Under what conditions will the library reopen to the public?**

The library will reopen to the public as soon as it is feasibly safe to do so.

##### **What are "regular operations" and how many staff are required?**

Regular operations at the HLCC are staffed by one full time and two part time employees. Regular operations are full library services: circulation of books and materials, computer access, regular and special programming, and meetings.

## Wendi Dusablon

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**From:** Rebecca Howrigan <rebeccahowrigan@gmail.com>  
**Sent:** Friday, March 20, 2020 6:26 PM  
**To:** Highgate Librarian  
**Subject:** HLCC Emergency Preparedness Plan  
**Attachments:** HLCC Emergency Preparedness.docx

Attached is the Emergency Preparedness Plan for the Highgate Library and community Center. It was approved via email and is effective immediately.

Rebecca