



East Longmeadow Public Library Pandemic/Health Emergency Policy

The East Longmeadow Public Library has established the following policy in the event of a serious infectious disease outbreak, such as an epidemic, pandemic or other public health emergency. This is not a general emergency preparedness policy for which the library staff would likely return to the building or begin recovery work shortly after the event. If there is an infectious disease outbreak, recovery may be slow. Staffing, services and operating hours will likely be limited for an indefinite period of time based on the severity of the situation. Libraries, schools and town businesses may be required to take unique measures to slow the spread of the disease.

CLOSURE ISSUES

1. The East Longmeadow Public Library building will close due to a pandemic when mandated by public health or government officials at the local, county, state or federal level. The library will strive to minimize negative impacts on access to resources and services resulting from pandemic procedures. The library will strive to maintain or maximize services while simultaneously providing a safe facility in cooperation with public health authorities.
2. At the discretion of the Library Director or Town Manager, the library may close, reduce operating hours and/or limit services for an indefinite period of time in the event that there is not sufficient staff to maintain basic services. This would include cancelling the library's public programs, special events and meeting room reservations. The exterior book-drop may remain open at the discretion of the Library Director.
3. If the library is closed, outstanding items will enter "amnesty mode", which waives overdue fines until the library building reopens.

4. In the event of closure, the library staff will immediately post information about the closure, amnesty, book-drop, and any reduction in services on the library and Town of East Longmeadow websites, on news and social media sites and on the exterior library doors.

5. If all East Longmeadow District schools are closed due to a pandemic, then the library building will be closed. Reduced services (such as curbside pickup) may still be available depending on the severity of the situation.

STAFFING ISSUES

6. A Minimum Staff Requirement Procedure exists and will be followed. Although the library building may be closed, minimal services may still be possible and would require a reduced staff. Sick leave policy will be followed per the union contract. Vacation and paid time-off requests will be handled according to the Town of East Longmeadow Staffing Policy.

7. During a time of reduced services, the reduced staff will be provided with effective and appropriate face coverings (masks), disposable gloves, hand sanitizer, and surface disinfectants and any other safety items per the CDC guidelines.

8. If a library staff member contracts the disease then the library building will close following quarantine procedures.

REOPENING

9. Reopening will likely be phased-in gradually per mandate by the Governor of Massachusetts, Town Manager, Public Health Department, and the Massachusetts Board of Library Commissioners. Services and staff would then be restored to normal operation.

Adopted by the East Longmeadow Public Library Board of Trustees –
September 2020