

CONTINUITY OF OPERATIONS PLAN - DRAFT

Widespread Illness

If public health agencies indicate widespread illness, the Director may take precautions such as:

- Remind staff to frequently clean high-touch areas – handles, computers.
- Inventory and provide additional hygiene supplies for staff and public use.
- Provide public messaging: library wants to ensure your health. Staff ensure daily cleaning of high-touch areas, wipe down materials returned visibly dirty. The library follows updated recommendations from the Ohio Department of Health for prevention.
- Remove toys from children’s area and temporarily store.
- Post additional handwashing signs.
- Cancel outreach programs for vulnerable populations.
- Explore alternative ways to maintain library services and access.

Employees should call in sick when experiencing signs of a contagious illness. If public health agencies indicate a widespread health crisis, the Board may consider measures as the situation warrants, such as advancing unaccrued sick leave or adding paid emergency leave, to ensure health safety of staff and patrons.

ESCALATED RESPONSE LEVELS

A public health crisis may require additional levels of response.

- 1. Cancellation of Events - programs, class visits, outreach, all group use of Meeting Room**
- 2. Library closed to the public (staff report to the library as scheduled)**
- 3. Building closed (staff work off site as scheduled)**

Each of these levels is described below.

1. CANCELLATION OF GROUP EVENTS

Situation: Director consults with Board President (alternative: VP, Community Relations committee chair, or member) and decide there’s a need to cancel all library group events, but the library is open for other regular use.

PROGRAM cancellation:

- Call all registered applicants
- Post cancellation notice on Facebook/website
- Send E-newsletter announcement.
- Develop programming alternatives: virtual storytimes, outreach drop-off, etc.

2. LIBRARY CLOSED TO THE PUBLIC

Situation: Director consults with Board President (alternative: VP or member) and decide there's a need to close the library to the public but the building is open for staff to report to work. NOTE: staff are expected to report to work as scheduled unless otherwise notified by the Director.

Tasks to take when the library will be closed to public but the building is open for staff to report to work:

- Post notice on Facebook, website, signs on doors, e-newsletter (Mailchimp)
- Update phone system/voicemail
- Notice on website
- Promote online resources – via Facebook/website. Libby, Lynda and SEO Libraries App.
- Consider providing service alternatives as needed: curbside delivery, virtual programs, promoting online resources, etc.
- Staff work – deep cleaning, organizing, program planning, training, and other projects.

3. BUILDING CLOSED (NO STAFF, UNOCCUPIED)

Situation: The library building should be closed to public and staff, usually due to a directive from state or local agencies. (Unless staff are notified by the Director/Supervisor about a building closure, staff should report to work as scheduled.)

Tasks to take when the library building will be closed to public and staff.

- Director works with Board President. Determine whether and how long to close building.
- Determine whether a laptop is needed for remote staff access
- All staff bring home – updated call/employee list at home.
- Staff check email regularly.
- Set emergency voice mail recording.
- If possible, check book drop weekly
- Notify Cargo, SEO, USPS, State Library
- Facilities
 - set heating/cooling to unoccupied status
 - notify services - garbage pickup, snow removal, cleaning service

Employees not taking leave are to work off-site as much as possible according to their normal schedule, keeping a log of tasks completed and checking in daily using chain of command. Off-site work may include:

- Training – Library Portal
- Program planning
- Developing reader's advisory skills
- Promotional activities: Canva flyers, Facebook posts, newsletter
- Assigned projects