
900.01 - Pandemic Policy

Statement of Purpose

The Haxton Memorial Library Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority.

Pandemic Policy

The Haxton Memorial Public Library may temporarily close or limit services in response to a public health emergency such as an epidemic or pandemic. The library will adhere to all local, state, and federal mandates and Executive Orders when making determinations regarding library operations during a pandemic. In the event the governor declares a public health emergency involving a communicable disease, the following continuation of operations will be followed to ensure the safety of the staff and members of the community.

- The library manager will communicate updates to both the staff and the public. In the event of closure or a reduction of hours/services, the public will be notified via the library's website, newsletter, and social media. Notices will be posted on the doors of the library.
- In the event that the library is closed for an extended period of time, the library manager will continue to see to critical needs of the facility (building checks, clearing the book drop, paying bills, etc.). In the event that the library manager is unable to complete these duties, other staff or a trustee may fill in.
- During an emergency such as a pandemic, the library manager is granted the authority to deviate from approved policies if necessary to ensure the health and safety of patrons and staff members in between meetings of the board of trustees or when circumstances prevent the trustees from meeting. Some steps that the manager may take include closing the library early or not opening, canceling programs, setting limits on how long patrons may stay, and modifying staff hours. Any such decisions will be communicated to the board of trustees immediately.
- Leave policies will follow the U.S. Department of Labor guidelines. Additional leave requests will be at the discretion of the board of trustees as stated in the library's Attendance/Leave policy.
- Staff will be cross-trained on essential tasks of the library so that services can continue in the event of illness among staff members. For tasks in which cross training is not possible, procedures will be documented so that a continuation of services may be achieved.
- Furniture will be removed to ensure social distancing. The number of people in the library may be limited to ensure social distancing.
- Story times and other library programs will be suspended and/or moved online in accordance with state and local guidelines on gatherings. Programs may continue in person at the discretion of the library manager only if they can be run safely, meeting all of the local, state, and federal guidelines and recommendations.
- Masks will be available to staff and patrons. The library manager will be responsible for maintaining a supply of these items. If preferred, employees and patrons may provide their own masks, as long as they meet CDC guidelines.

- High touch points including but not limited to light switches, bathrooms, railings, door knobs, telephones, keyboards, and counters will be disinfected daily at minimum and between patrons when possible. The library will provide disinfectant, hand sanitizer, and other items as needed including but not limited to plexi-glass barriers.
- Any employee who exhibit symptoms of a pandemic illness shall notify the library director, leave the library (if symptoms develop or notification happens while at work), and follow the guidelines of the local health department including but not limited to requirements for testing and contact tracing. Common work spaces and shared equipment will be disinfected.
- All reasonable efforts will be made to safely accommodate the needs of people in the community who rely on library resources.
- Library materials will be quarantined and/or disinfected under the guidelines of the Institute of Museum and Library Services.
- Services will be phased back in as soon as safely possible and in accordance with local health conditions and all government recommendations. The reimplementation will respond to changing conditions and therefore may not be linear. Staff shifts will be staggered when possible to reduce contact.

Adopted: November 18, 2024

Reviewed:

Revised:

900.02 - Continuity of Operations Plan

Statement of Purpose

The Haxton Memorial Public Library's Continuity of Operations Plan (COOP) is a strategy to ensure that the library can continue to perform essential functions during an emergency. The goal of the COOP is to keep the library operational and ensure the safety of its staff and patrons.

Guidelines

The Haxton Memorial Public Library will use the following guidelines to establish the priorities that will be used for the COOP:

- Prioritize services:
 - Identify which services are essential and need to be maintained during an emergency
- Prepare for disasters:
 - Develop plans for major disasters and less severe emergencies
- Notify employees:
 - Establish procedures for notifying essential employees
- Identify alternate employees:
 - Identify who will take over if an essential employee is unable to perform their duties
- Train employees:
 - Ensure that employees are trained at least annually
- Continuity facilities:
 - Identify locations that can host essential functions if the library's headquarters are unavailable
- Continuity communications:
 - Establish how personnel can stay in touch with each other

The Board of Trustees will conduct an annual walk-through of the building to evaluate the building and record/make plans to remedy any hazardous conditions.

Adopted: November 18, 2024

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900.03 - Safety

Statement of Purpose

Haxton Memorial Public Library is committed to maintaining a comfortable, safe and secure environment for the Library staff and patrons.

Disaster Preparedness Plan

- Library staff will properly secure the building at closing time.
- Staff should be able to locate and use the building's fire extinguishers.
- The fire extinguishers shall be inspected on a yearly basis.
- All staff should be informed to call 911 in any situation that requires immediate assistance.
- Entrance and exit paths should be kept clear.
- Staff will alert the Library Manager to any building maintenance issues, for example leaks, running water, or broken glass, etc.
- A supply of garbage bags, paper towels, and latex gloves will be located onsite.
- A list of contact numbers will be posted in the Library Managers office.

Emergency Action Plan

Building Evacuation

The building should be evacuated when remaining in the building becomes dangerous or upon the request of emergency personnel.

Fire Emergency

The staff member that discovers the fire will begin evacuation procedures by calmly announcing that there is a fire in the library and everyone must immediately leave the building.

- **Alarm:** staff call 911 to report fire.
- **Confine:** if possible, staff member to close interior doors to contain the fire.
- **Evacuate:** staff members should assist patrons to the closest exit depending upon the location of the fire.

Health Emergencies

- 911 should be called immediately in the event of any serious emergency.
- Staff members should exercise caution when administering first aid to any patron or individual. It is not recommended that any staff member(s) undertake serious first aid measures without appropriate personal protective equipment (PPE) and specialized training. Staff members should proceed by keeping the individual comfortable and protected from any further hazards until Emergency Medical Service (EMS) arrives.

Severe Storms/Tornadoes

- Close all exterior doors and windows
- Shut down the computers
- Go to the basement or an interior room
- Prepare for a power outage

Biohazard

- Leave the suspicious substance where it was found
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

Local/National Emergencies

- Monitor the news and follow any instruction given
- Call the Library Manager or Library Board President
- Evacuate the building or remain in a safe area of the building

Incident Action Plan

For crimes in progress or an immediate emergency, staff should call 911.

For any incidents in the library that involve a crime, problem patron, illness, fire, health emergency, or anything that may result in an insurance claim, staff should complete the Incident Report Form (Form 300-A).

Water Damage/Flooding

Notify the Library Manager of any water damage. Make sure to wear rubber gloves and remove any materials from the floor. Shut off water valves and call a plumber if needed.

Vandalism

Notify the Library Manager of the situation. Take a visual assessment of the damage. Document any damage but do not touch anything in the area until directed by the Library Manager. The Library Manager will call the Genesee County Sheriff's office.

Disaster Recovery

In the event of a disaster, the Haxton Memorial Public Library will seek out grants through library relief funds specifically aimed to aid in disaster recovery. Such grants help libraries revitalize and replace vital materials destroyed through disasters such as fires and floods.

Workplace Safety/Violence Prevention

Workplace Safety

The library cannot by itself create a safe and healthy environment. It needs the efforts of all of its staff and volunteers. The library's goal is to avoid accidents altogether, but to achieve this goal staff and volunteers must make a conscious effort to be aware of safety and health hazards at all

times. The following are a limited number of basic precautions:

- Observe all smoking restrictions.
- Make sure that the aisles in work areas are free of debris.
- Close cabinet doors and drawers when not in use.
- Observe good lifting practices.
- Employees should report all injuries, no matter how slight, immediately to the Library Manager and complete Incident Report Form (Form 300-A).
- Employees should report all unsafe conditions or practices immediately to the Library Manager.

All staff and volunteers must comply with federal and state OSHA safety requirements.

Active Shooter Procedures

In the event of an active shooter situation, library staff will make every reasonable effort to move patrons to a safe location, lock the door, and call for emergency assistance.

Bomb Threat Protocol

Keep the caller on the line for as long as possible. Ask the caller to repeat the message and attempt to accurately record the caller's statement. If the caller does not indicate the location or time of the bomb, ask for this information. Please pay particular attention to any background noises to indicate where the call could be originating from, i.e. motor running, background music, etc. Listen closely to the voice (male/female), voice quality (calm/excited), accent, and speech impediments. Immediately after the caller hangs up, clear the building and call 911.

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