



Putnam County District Library

Pandemic Plan

This policy represents the Putnam County District Library's (PCDL) guidelines regarding the potential outbreak of pandemic influenza in our community.

Introduction

The World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health (ODH) actively engage in monitoring conditions that could lead to pandemic influenza, a worldwide outbreak of disease for which there is no immunity. If pandemic influenza occurs, it is estimated that it would move around the world in waves, each wave lasting anywhere from six (6) to eight (8) weeks. The entire pandemic could last twelve (12) to eighteen (18) months. Should a flu pandemic affect our community, the Library will comply with requests from the Putnam County Health Department to assist in checking the spread of the virus.

Response Plan

The following will be implemented in response to a pandemic influenza outbreak in Ohio:

A. Hygiene

1. All staff will be encouraged to wash hands regularly.
2. Hand sanitizers shall be provided at all public service desks.
3. Frequent disinfection of high contact surfaces and common areas, such as door handles, hand rails, telephones, countertops, toys, puzzles, games etc. shall be a priority. Cleaning of all study rooms, tables, terminal keyboards, copiers and microfilm readers will occur after each patron usage. The cleaning of restroom facilities will occur at least 3 times per day. The library may close to the public in the middle of the day to conduct cleaning. Staff will be provided with disinfecting wipes or spray and disposable gloves to assist in keeping work areas sanitized.
4. All materials returned to the library will be held for 72 hours in quarantine, then wiped down with antibacterial wipes before being returned to the shelves.
5. Masks may be provided for staff usage and patrons may be required to wear a mask upon entering the building.

6. The installation of acrylic barriers between staff and patrons may be instituted if recommended.
7. Health assessments may be conducted for all staff upon entry into the building. This may include the taking of temperatures or answering questions as directed by public health authorities. Staff at locations other than Ottawa, may need to report their temperature and answer health assessment questions via telephone or other method to the Director or her designee.

B. Communication

1. Up-to-date information regarding the pandemic shall be provided to all staff, including those not scheduled for work, and made available to the public, to raise awareness about symptoms, how the disease is spread, how to recognize that someone has the disease, and how to care for someone who becomes ill.
2. A link to Centers for Disease Control and The Ohio Department of Health will be placed on the library web page and next to each computer in all library locations so patrons have access to information about the disease.

In addition to adhering to sections A and B above, the following will be implemented in response to a pandemic influenza outbreak in Putnam County:

C. Staffing and Services

1. Changes in service hours necessitated by the pandemic shall be publicized in print and electronic sources.
2. Every effort will be made to provide library services. Curbside service may be implemented.
3. Appointment times may be required for computer and microfilm reader usage.
4. All locations will following any capacity reductions as recommended by local health authorities. Signs outside the building will reflect these reductions.
5. Meeting room use, programs, public use of equipment and access to the book drop may be eliminated.
6. All drinking fountains may be turned off and are unavailable.
7. Social distancing according to CDC and public health authority guidelines will be instituted to reduce the spread of the disease. Fewer staff may be assigned to the same work area at the same time, and patrons may be limited to one at a time at each public service point. Signage indicating social distancing may be put in place at

the circulation desk and as reminders throughout the library. Furniture may be removed from the patron area to encourage social distancing. The number of people in the aisles throughout the library stacks may be restricted and directional signage could be put in place.

8. Donations of materials to the library will not be accepted.
9. Special hours for at risk populations (e.g. elderly) may be instituted.
10. If staff members find it necessary to stay home because they are ill, are needed to care for dependents, or are quarantined because of illness in the household, they will be required to use accumulated sick leave, vacation or personal leave unless otherwise indicated by law.
11. Flexible work schedules shall be considered for non-essential non-public work tasks and employees.
12. Essential employees required to be on site in the event of an extended closure shall be identified. Essential employees include the Director and Fiscal Officer. Staff member(s) who have access to update library social media will also be considered essential however, they may work from home.

D. Closing of the Library

1. Closure of the library locations will follow CDC and public health authority guidance. The Director has the discretion to close the library upon consultation with the Board President.
2. If it is determined that the library should be closed, overdue fees for borrowed library materials will be waived for the duration of the closing.
3. Staff may be paid for the time they would normally have worked. This will be determined by the Board for each occurrence.
4. Every effort will be made to update the library social media to keep patrons and staff informed.
5. Staff should be aware that it may not be possible to distribute pay checks by mail, and even if the mailing of pay checks is an option, mail service may be disrupted. Although the most reliable method of paying staff will be direct deposit to individuals' bank accounts, it may be impossible for the Fiscal Officer to come to work.

E. PCDL Staff Pandemic Flu Outbreak

If a staff member becomes contagious with the pandemic flu the following steps will be taken:

1. The PCDL location where the staff member works will be closed.
2. The Director or her designee will notify public health authorities.
3. All staff members who would have come in contact with the contagious employee will be notified via telephone or in person, depending on the situation. Staff members will be placed in quarantine for 14 days or other length of time as determined by public health authorities.
4. All attempts will be made to discover patrons and vendors who may have come in contact with the employee and the findings will be reported to public health authorities.

F. PCDL Patron or Vendor Pandemic Flu Outbreak

If a patron or vendor becomes contagious with the pandemic flu the following steps will be taken:

1. The PCDL location where the vendor or patron visited will be closed.
2. If necessary, the Director or her designee will notify public health authorities.
3. All staff members who would have come in contact with the contagious individual will be notified via telephone or in person, depending on the situation. Staff members will be placed in quarantine for 14 days or other length of time as determined by public health authorities.
4. All attempts will be made to discover all staff, patrons, and vendors who may have come in contact with the contagious individual and the findings reported to public health authorities.

G. Recovery

The following section will be implemented in response to the recovery from a pandemic flu outbreak:

1. Infrastructure, including HVAC, plumbing, electrical, security, communications, physical building shall be inspected and evaluated. Necessary cleaning and repairs shall be conducted prior to the opening of each library location. Public health authorities' guidelines with regard to cleaning will be implemented.

2. Staffing needs shall be evaluated, with return to full staffing contingent on infrastructure condition and the return of services necessary to the operation of the library.
3. Full library service shall be restored as conditions permit; programming and meetings shall resume when recommended by public health authorities.