

## **RACINE PUBLIC LIBRARY RESILIANCE PLAN**

A pandemic is an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. This plan provides information about preparing for a pandemic, including a library-specific policy for continuation of service, special procedures for cleaning facilities and equipment, and handling of materials.

In early 2020, the United States experienced its first cases of COVID-19 Virus (Corona Virus). As a public institution, Racine Public Library is a shared space that is vulnerable to the spread of this virus. Through exposure to the public and to shared materials, library staff are particularly vulnerable to the transmission of disease. Therefore, RPL is releasing a preparedness plan of best practices to mitigate risk to staff and public. As this is a fluid and rapidly changing situation, this plan may be altered without warning, as deemed necessary by Library Management or the City of Racine.

### **Public Education**

As a public library, we have a responsibility to our community as a primary source of vetted, authoritative information. The Adult Department Staff, including digital and PR services, will take the primary responsibility for collecting official information regarding the pandemic and sharing it with the public.

### **Communication Plan**

#### **Staff**

1. Primary communication among staff will be made via Library email. Staff who do not have access to the Internet from home should speak with their supervisor about being provided with Internet access with Library equipment.
2. Staff will be notified as soon as possible, via email, when there is a change in service level.
3. Staff must verify their emergency contact information and update, if necessary.

#### **Public**

1. Library service updates will be made available via the Library's website, social media, and local news outlets.

### **Continuity of Service Plan**

**Service Level 1:** Open for business. All staff who are feeling well should report for their scheduled shift, unless working from home has previously been approved by their supervisor.

**Service Level 2:** Limited services. Employees will be notified of their daily assignments at the beginning of their shift.

**Service Level 3:** Library is closed.

**Service Level 4: Library closed, some services provided**

**Service Level 5: Phased re-opening plan**

### **Employee policies for sick leave and working from home**

Employees who are ill or are currently exposed to illness through family and friends should not report to work. Refer to the City of Racine Pandemic Influenza Continuity of Operations Plan for policies that are in effect during a pandemic. Library managers have the authority to defer to current CDC or WHO recommendations in lieu of policies that may be out-of-date (for example, allowing staff to take sick leave for 14 days without a doctor's note instead of 10 days as stated in the policy).

Full time staff may use their accrued sick time for time off the job, either for their own illness or to care for ill family. Regular part-time staff may use PTO or choose to be unpaid for time away.

Staff who are staying home due to their own illness, or the illness of a family member, may choose to work remotely to avoid using sick leave or PTO, provided they are well enough to carry out these tasks. Staff who want the opportunity to work remotely while they are home ill must have a plan in place with their supervisor prior to their illness.

Approved by the Executive Director of the Racine Public Library March 12, 2020;

Confirmed by the Racine Public Library Board of Trustees April 16, 2020

### **Rules and Regulations Governing Library Resilience Plan**

The Executive Director shall be responsible for developing and implementing procedures governing library services under this plan. These procedures shall be consistent with the principles outlined in this policy to ensure that activities will be carried out in a fair and orderly manner.