

Racine Public Library

Pandemic Interim Service Policy & Procedures

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 policy provides information about responding to a pandemic when normal services are disrupted.

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, the Pandemic Interim Service Policy & Procedures utilize best practices to mitigate risk to staff and public.

To the extent this policy conflicts with other Racine Public Library policies or earlier versions of this policy, this policy, as currently revised, shall be controlling during the existing public health emergency. Nothing in this policy shall be considered precedent setting, and the entirety of this policy is subject to change as the current situation evolves. This policy may be updated or terminated as changing circumstances warrant.

I. Public Education

As a public library, we have a responsibility to our community as a primary source of vetted, authoritative information.

II. Communication Plan

- **Staff**

- 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.
- Staff will be notified as soon as possible, via email, when there is a change in services.
- Staff must verify their emergency contact information and update, if necessary.

- **Public**

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

III. Authorities, Guidelines and Priorities

The Racine Public Library will exercise due caution in restoring physical access to its collections, programs, and services. It will rely on guidance provided by the Center for Disease Control and Prevention, the Wisconsin Department of Health Services, The Division for Libraries and Technology of the Wisconsin Department of Public Instruction. Services offered will be in compliance with City of Racine ordinances and the City of Racine Health Department. Service decisions will be coordinated with the City of Racine Health Department Administrator and Library management.

Priorities when determining offered services at the Racine Public Library will be as follows:

- Emphasize safety over access
- Emphasize assistance over enforcement
- Limit access to some library spaces, do not sponsor, allow, or encourage individuals to linger or gather in groups
- Engage with community partners – individuals, organizations, and agencies – to gain greater understanding of needs and identify opportunities for the library to offer support

IV. Employee Policies

The Racine Public Library will follow the City of Racine's *Coronavirus (COVID-19) Temporary/Emergency Policy*, the *Face Mask Policy for City of Racine Employees*, and the City of Racine's *Workspace Disinfecting Protocol*.

Reopening Procedures for In-Person Services

Date: As of September 1st, 2021

Library hours remain:

Monday – Thursday 9:00 am – 6:00 pm

Fridays & Saturdays 10:00 am – 4:00 pm

As of September 1st, 2021, the **City of Racine** is requiring masks to be worn in all City buildings regardless of their vaccination status and per City Ordinance 0013-21. Per Library Board requirements and policy as voted on during the **May 20th meeting**, masks are mandatory within the Youth Services Department. Masks will also be required of all outside organizations using the library's meeting rooms and attending a library program.

Computers are currently not available in the Youth Services Department. However, a limited number of Chromebooks are available for check out. Please ask for Chromebooks at the Youth Services Desk.

The Youth Services Play Area is not available.

Curbside pickup of holds remains available for patrons not wanting to enter the building. For curbside pickup, please call 262.636.9241.

Most programs continue to be held virtually, however, there are a limited number of in-person programs this summer. Check out our Events calendar, sign-up for our eNewsletter, or follow us on social media to stay up-to-date!