

DRAFT Scandinavia Public Library Pandemic Policy

Library staff and patron safety is of the highest priority. During a pandemic, the Scandinavia Public Library will follow the Wisconsin Department of Health Services (DHS) orders. Varying levels of service (phases) and guidelines will be based on orders and/or recommendations of

- Wisconsin Department of Health Services (DHS)
- Centers for Disease Control and Prevention (CDC)
- Waupaca County Department of Health & Human Services (HHS)
- Village of Scandinavia
- Town of Scandinavia

Should there be a difference between Town and Village orders and/or recommendations, the Library will follow Village of Scandinavia as the Library is established by the Village. If there is lack of data, information, or clarity of orders or recommendations, the Library Board of Trustees may at any time alter or reduce services or close to the public.

If a local outbreak occurs or the Library does not have the necessary staff, personal protective equipment, and/or cleaning supplies necessary to ensure safety in the building, it may at any time alter or reduce services or close to the public.

As part of a high touch public building, the Library cannot guarantee the cleanliness of materials and equipment. Entrance to the library building during a pandemic is at one's own risk. The Library will offer patrons the opportunity to provide information for contact tracing, but the library will not make admittance based on agreeing to consent. Patrons may decline to sign the consent form and still be admitted to the library building so long as there is capacity for admittance.

When the library building is open to the public in Phases III, IV or V, patrons and staff of the library must follow all guidelines as set forth by the Scandinavia Public Library at that time. Failure to comply with Library guidelines during any phase may result in a loss of library privileges.

Phase details and procedures may be altered at any time by the Library Director, so long as they continue to follow the orders and recommendations from the sources listed above.

Phase I

The library building is closed to the public. Only essential minimum staff will be allowed in the building for basic operations. Library staff may work remotely and may engage in online and virtual library services.

When possible, the Library will offer Wi-Fi service in the parking lot.

The book drop may remain open, following designated quarantine procedures for returned library materials.

Delivery services, for transit of library materials, will not be provided.

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Phase II

The library building is closed to the public.

Library staff may work remotely and may engage in online and virtual library services.

Minimal staff will be allowed in the building to offer curbside services while safely physically distancing.

When possible, the library will offer Wi-Fi service in the parking lot.

The book drop will remain open, following designated quarantine procedures for returned library materials.

Delivery services, for transit of library materials, will be provided if recommended by Outagamie Waupaca Library System and the library director. Delivery may be restricted, for example only allowing for the return of materials to their home libraries. Delays in material availability may occur due to quarantine procedures for returned library materials.

Phase III

The library building will be open to the public by appointment only for browsing and/or computer use. Maximum capacity will be specified by the current orders or recommendations or at a level of service in which the library can staff safely. Patrons and staff must to adhere to physical distancing guidelines.

A majority of library furniture will be removed including all youth area play equipment. In person library assistance will be limited to adhere to physical distancing practices.

Library or municipal staff will sanitize high touch areas. The Library will offer sanitizer and wipes to the public to clean equipment and materials as supplies allow.

The library will designate sites in the building for return of used materials or equipment.

Library staff may work remotely and may engage in online and virtual library services. The Library will offer virtual only programming and will have no in-person events.

Library recommends that children and high-risk individuals not be in the building when possible during this phase.

The Library will continue curbside services for those wishing to physically distance.

When possible, the library will offer Wi-Fi service in the parking lot.

The book drop will remain open, following designated quarantine procedures for returned library materials.

Delivery services, for transit of library materials, may be available. Transit of requested materials may resume if adopted by the library system. Delivery may be restricted, for example

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only allowing for the return of materials to their home libraries. Delays in material availability may occur due to quarantine procedures for returned library materials.

Phase IV

The library building will open to the public with best practices. Patrons may use the library building during designated open hours. Maximum capacity will be specified by the current orders or recommendations or at a level of service in which the library can staff safely. Patrons and staff are encouraged to adhere to physical distancing guidelines.

A majority of library furniture may be removed. In person library assistance may be limited to adhere to physical distancing practices.

Library or municipal staff will sanitize high touch areas. The Library will offer sanitizer and wipes to the public to clean equipment and materials as supplies allow.

The library may designate sites in the building for return of used materials or equipment.

Library staff may work remotely and may engage in online and virtual library services. All programs will require registration to stay below maximum capacity.

The Library may continue curbside services for those wishing to physically distance.

When possible, the library will offer Wi-Fi service in the parking lot.

The book drop will remain open, following designated quarantine procedures for returned library materials.

Delivery services, for transit of library materials, may be available. Transit of requested materials may resume if adopted by the library system. Delivery may be restricted, for example only allowing for the return of materials to their home libraries.

Phase V

Under Phase V the library will reopen with normal practices and services except for any specific orders or guidelines.