



## **Clearview Library District Public Health Emergency Plan**

The Clearview Library District is establishing this plan as a response mechanism for public health issues that may affect the community and library services. These procedures represent the district's commitment to provide library services to the public in the safest and most effective way possible during a period of public health concern, with community health and safety the top priority and a goal of continuing operations insofar as is possible. We recognize that the library district provides essential resources and services to our residents. We will strive to minimize negative impacts on access to resources and services resulting from procedures adopted in response to public health emergencies.

The local, national, and international conditions of public health emergencies may change on a daily basis. The district's response is subject to modification based on the best and most current information and recommendations from public health officials / agencies. These procedures are therefore subject to change as the district identifies the most effective response.

### **What We Are Currently Doing**

The library is cleaned seven days a week, after hours, by the library's maintenance staff and a third-party cleaning company. Restrooms are cleaned, tables and surfaces are disinfected, rugs are vacuumed. The bookmobile is vacuumed and counters are disinfected at the end of each day that it is on the road. Disinfectant wipes are available on the bookmobile to wipe door handles and other surfaces when needed.

The Children's Team disinfects toys after every preschool storyhour. Hand sanitizer and facial tissues are available throughout the library. Staff are asked to stay home when they are ill.

# What We Will Do

## Public Health Measures

The district is committed to providing a safe and sanitary library/bookmobile for the public and for library staff. Based on recommendations from the [Weld County Department of Public Health and Environment](#), the [Colorado Department of Public Health and Environment](#), and the [CDC](#) — and in consultation with contracted specialists — the district may temporarily increase or change the frequency and schedule of cleaning and sanitizing its facilities, especially areas and surfaces that experience the highest use.

## Library Operations

The district will strive to remain open to provide library services to the greatest extent possible while working to provide a safe facility and bookmobile, following public health authorities' recommendations. We are and will remain in communication with the Town of Windsor, Town of Severance, Windsor Severance Fire Rescue, and the Weld RE-4 School District.

## Temporary Reduction or Suspension of Services

During the course of a public health concern, public health authorities may advise or mandate that libraries and other public gathering places minimize or avoid conditions where individuals congregate in relatively confined spaces. In such cases, the Director may decide to temporarily discontinue library programs, such as storytimes, as well as the use of library meeting rooms by the public.

## Temporary Closure of District Facilities

Closure of the library or suspension of bookmobile services will be at the discretion of the Director. The library/bookmobile may be closed temporarily under one or more of the following conditions:

- Public health authorities, such as the [Weld County Department of Public Health and Environment](#) or the [Colorado Department of Public Health and Environment](#) may advise, request, or order such closure.
- The [Weld RE-4 School District](#) closes public schools in the district.
- Public visitation is too low to warrant keeping the library open.
- Too few staff members are available to operate the library.

- Any other conditions that prevent the district from operating public facilities safely and effectively.

## **Minimizing Impacts to Our Patrons During Library Closure**

In the event of a temporary closure during a public health situation, the district:

- Will work to ensure continued access to, and promote the use of, our online resources.
- May suspend all physical items' due dates.
- May suspend all late fees.
- May encourage the public to keep checked out items in their homes until further notice.
- May close external bookdrops at the Third Street library and the bookdrop at Severance Town Hall.
- Will use its website, social media, email distribution lists, and work with local media to publicize any such suspension.

## **Communication**

### **Public Communication**

To keep the public informed, the district will:

- Post current information about the library district's response or current status on the district's website.
- Send an email to all library card holders in our system
- Post changes to operations on the library district's Facebook page.
- Respond to questions from members of the public as soon as possible.
- Inform local media and the public of relevant changes to library operations and procedures.

### **Staff Communication**

To keep the staff informed, the district will:

- Distribute this document and any updates to all staff, in person.
- Disseminate any recommended protocols from county, state, and federal health officials.
- Email staff when there is any change affecting operations.
- Invite questions from staff regarding plans, and afford staff the opportunity throughout the response period to express concerns and suggestions.
- Respond to staff questions and comments as soon as possible.
- Use phone/text trees that are in place for weather emergencies.

## **Library Staff**

### **Personnel Policies and Procedures**

The library district's personnel policies will inform the district's response to relevant issues, such as paid time off, sick leave, and return from sick leave; extended benefits; working from home; and related matters. Existing policies will govern all such decisions unless and until the district's Board of Trustees modifies those policies.

### **Library Services with Minimal Staffing**

Library administration and supervisors will develop service plans with reduced, less-than-optimal staffing levels. They will identify methods of staffing desks and service areas in the library and will provide a basic level of service should illness temporarily reduce the library's available workforce during a time of public health concern.

### **Library Closures**

Selected staff may continue to work in the library to perform tasks related to continuity of services.

### **Working from Home**

In the event of a partial or complete closure of the library, or if an emerging situation related to public health concern warrants it, the district will consider work-at-home possibilities for appropriate staff in an effort to maintain limited library services.

## **Resources**

For the most up-to-date public health information, visit the following websites:

- Center For Disease Control and Prevention, <https://www.cdc.gov/>
- Colorado Department of Public Health and Environment, <https://www.colorado.gov/cdphe>
- Weld County Department of Public Health and Environment, [https://www.weldgov.com/departments/health\\_and\\_environment](https://www.weldgov.com/departments/health_and_environment)