



Inlet Public Library

P.O. Box 274 • Route 28
Inlet, New York 13360

(315) 357-6494

Town of Inlet Library Pandemic Response Plan

Purpose: The purpose of this policy is to establish a procedure to be used in the event of an epidemic/pandemic or other health emergency. The Inlet Library has adopted this Pandemic Response Plan in compliance with NYS Labor Law 27-C to implement operational plans in the event of certain declared public health emergencies or other communicable disease or pandemic illness.

Administration: In the event of a pandemic or other serious health emergency, the library may be required to take measures to slow the spread of this illness. These measures may include activating the plan, temporary closure of the library to the public, and/or services such as limited hours of operation, restricted access to areas in the library and increased safety measures for library staff, trustees, volunteers and/or community members. This plan will follow directives from the Center for Disease Control, Department of Health, the Southern Adirondack Library System and the Town of Inlet. The library Director and Board of Trustee members will be allowed in the building as needed to check and maintain the building and to complete tasks vital to library operations.

Personal Protective Equipment (PPE): is equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state or federal law and/or any executive orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control and the Occupational Safety and Health Association. The Inlet Library is committed to providing a safe and sanitary environment for its patrons and staff.

The Inlet Library will:

- Maintain sufficient supplies of PPE
- Limit the sharing of objects and discourage touching of shared surfaces. Items such as computers, keyboards, tables and chairs will be wiped down with approved sanitizer, wipes, or solutions before and after each use. Computer key boards will be covered by protective film.
- Provide hand sanitizer and soap. Signs encouraging proper hand sanitizing will be posted.

- Require patrons, visitors, and staff to practice the recommendations provided by the CDC, DOH, SALS, and Town of Inlet.

Social Distancing:

If directed by local, state, or federal health mandates to implement social distancing, the Inlet Library will follow such mandates, both within the library building and, where appropriate, upon the library premises. Further, the Inlet Library may impose additional mandates in order to ensure the health, safety, and well-being of patrons, volunteers, and staff.

Exposure to Communicable Disease:

If a staff member is exposed to an illness associated with a pandemic/, they must not report to work and must seek a medical diagnosis. If a staff member tests positive for an illness associated with a pandemic/epidemic, the Inlet Library will cooperate with contact tracing efforts, including notification of potential contacts, such as other staff members, trustees or patrons who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The staff member must not report to the library until they have been medically cleared by their health care provider. The Inlet Library will be thoroughly disinfected.

What to do in order to return to work:

1. Do not return to work until you have been cleared by your medical provider.
2. Communicate medical clearance to the appropriate person.
3. Return will be based upon the latest CDC, DOH, SALS, and the Town of Inlet guidelines.

Quarantining Items:

-Public health authorities may recommend quarantining recently returned items. Items remain in quarantine for the prescribed period for that material, as per SALS protocol. To ensure material does not aid in the transmission of a communicable disease, the Inlet Library requires:

- Material be returned through the book deposit

- When handling returned material, the staff will follow the appropriate guidelines and be in compliance with the CDC, DOH, the Southern Adirondack Library System and the Town of Inlet.

Communicating with the Public Due to Closure of the Library

It is the policy of the Inlet Library to notify its patrons, volunteers and community as soon as possible in the event of a library closure.

Methods of communication to be used include, where possible, the following:

- Signage on the library entrance
- Notice on the library website
- Notification to SALS
- Emails and/or phone calls to staff, volunteers, and trustees
- Any other methods of communication that may become available

Continuation of Library Services:

The Inlet Library will maintain continuity of library services to the greatest extent possible while working to provide a safe environment and complying with local, county, and state mandates. The library will work to preserve access to its online resources with the help and support of SALS.

Policy approved 8/21/2021.