

PROACTIVE PANDEMIC POLICY

The Board of Library Trustees enacts the following proactive policy in preparation for any pandemic situation. The Library Director is encouraged and authorized, without further Trustee approval, to:

1. Take actions in accordance with the recommendations and edicts of the Town of Shrewsbury, the Central Massachusetts Regional Public Health Alliance, the Shrewsbury Board of Health and the Massachusetts Department of Public Health (such as hand washing, cough containment, use of personal protective equipment, social distancing, and other facility considerations that will diminish the spread of the virus.)
2. Promote staff inoculation in accordance with the Central Massachusetts Regional Public Health Alliance's demographic priorities and guidelines.
3. Enact and enforce all interim polices implemented by the Town of Shrewsbury regarding interim leave, work schedules or other directives. Minimally, until such directives are in place, a "Go home sick" policy whereby staff arriving to work sick, or becoming ill during the day are given a mask and sent home.
4. Confer with the Town Manager's Office, The Central Massachusetts Regional Public Health Alliance and/or the Board of Health on a regular basis and adjust this policy accordingly.
5. Calculate and communicate the financial impact of supplies, staff absences and leaves to Town officials and the Finance Department.
6. Follow a Continuity of Operations Plan that includes cross training, remote access, single point service access if deemed safe, reduced hours of service and authorized staff working from home.
7. Link the departmental website to Town of Shrewsbury official public health information.
8. Regularly confer with town officials, to assure that this policy accommodates the fluidity of information and recommended practices from the CDC and Massachusetts Department of Public Health. The Director will have authority to make changes to this policy upon consultation with the Town Manager or Central Massachusetts Regional Public Health Alliance and via electronic communication to the Board of Library Trustees

The nature of a pandemic outbreak may require library staff and officials to require library patrons visiting the library to wear protective masks and leave the building upon request of library staff. It may also require closing of the library building. The Director will have the authority to post signs regarding use of the library facilities by ill patrons or of library closures.

The Board of Library Trustees establishes for any pandemic situation an emergency Minimum Staffing level of six persons per shift with appropriate specialties and sufficient security per shift, as determined by the Library

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Director. Inability to meet this staffing minimum due to illness or Town or Central Massachusetts Regional Public Health Alliance requirements for workplace exclusion, or safety issues shall be deemed sufficient criterion for reducing service hours, temporarily expanding outreach service, and/or closing the library. The Director will make every effort to develop a standard schedule for the reduced hours, and communicate such to the public via the website, signage and press releases.

Depending upon the severity, virulence and duration of the pandemic season, the Library Director will, with Town and Central Massachusetts Regional Public Health Alliance, consider suspension of story times and other library programs to discourage public gatherings and to promote social distancing, suspension of meeting room use and suspension of outreach service.