

**Shedd-Porter Memorial Library
Pandemic and Public Health Policy –
Revision 1
Approved
March 18, 2021**

The Trustees and the Director of the Shedd–Porter Memorial Library have established protocol to be used during a pandemic and times of other communicable illness outbreaks. The library may be required to take unique measures to help slow the spread of any illness. It is understood that this may be a dynamic process and fluid process and will likely require closely monitoring most recent guidelines issued by the State of New Hampshire Department of Health and Human Services (DHHS), the Center for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA).

The purpose of this policy is to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours and to establish procedures and provide guidance for all personnel to limit possible exposure to any highly contagious illness/disease, and to establish employee monitoring, quarantine and isolation guidance in times of any staff illness.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Trustees and the Library Director.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.),
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety),
- Social distancing practices in public areas,
- Reduction of open hours,
- Cancellation or relocating to an outdoor venue of all in person programs, special events, and meeting room reservations, which would normally be held indoors,
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours,
- Closure of the library.

The primary consideration in this plan is maintaining the safety of patrons, volunteers, interns, and staff while finding ways to provide library services to the communities of Alstead and Langdon.

It is understood that, the library will not provide services without a supply of appropriate personal protective equipment (PPE), hand sanitizer and wipes, for use by staff and patrons as needed.

During any level of reduced services, volunteer and intern activities will be suspended at the discretion of the Library Director.

Whereas any employee could be exposed to and eventually contract some form of contagious and communicable disease, pandemic or otherwise, it is necessary to consider the safety of their fellow employees and the patrons they serve. In that regard, it may be necessary for the Director and/or Board of Trustees to ask employees, prior to reporting for work, to:

- Self – monitor and document daily symptoms such as but not limited to:
 - Running Nose
 - Dry Cough
 - Shortness of breath
 - Sore throat
 - Runny Eyes
 - Temperature greater than 100°F (If Thermometer is not available check for fever indications)
 - Nausea
 - Vomiting
 - Diarrhea
- Self-quarantine if they have been in prolonged personal contact with a person, including a member of their household that has developed symptoms or had an occupational exposure to any other highly contagious illness. Self-quarantine is for persons that may have been exposed to any highly contagious illness, but are not displaying symptoms.
- Self-isolate if they are displaying symptoms and/or have tested positive for any highly contagious illness.
- Travel in accordance with any state restrictions imposed during times of widespread illness, including a pandemic.

Library Closure:

In the event of a mandate, order, or recommendation for closure issued by public health or government officials on the local, county, state, or federal level, or, if the Alstead or Fall Mountain Regional schools close due to an epidemic or illness, the Library may close temporarily at the discretion of the Library Trustees and/or Director. Should the Library close for any of the above reasons, an attempt will be made to continue services as follows:

1. All services will be virtual. Communication with patrons will take place by phone and by email. Social media may be used for story time and other library services, including updates regarding closing and the level of service available.
2. The book drop may be emptied by the Director or designated staff weekly. Items from the book drop shall be placed into quarantine for one week. Quarantine is defined as an inside “no touch” bin in which books are placed.
3. Books will continue to be ordered and processed by the Director so that they are ready for reopening.

Reopening of the Library:

It is anticipated that reopening of the Library may take place in a phased approach. At the discretion of the Library Trustees with input from the Director, the approach may include some or all of the following phases, communicated to patrons via the Library website and social media.

Phased Reopening Part 1:

1. Virtual programs continue.
2. Only one staff member may be in the building at a time.
3. All staff must wear masks.
4. Curbside service will commence two days a week. Patrons can call, email, or place requests through the online catalog. Staff will pull materials, place in a plastic bag with the patron's name and the time of pickup written on paper taped to the bag. Patrons will call the library when they arrive and bags will be placed on the front porch in order to avoid contact. Should the patron not have a cell phone, bags will be placed on the front porch before expected arrival. Should the patron not arrive, bags will be returned into the library. Patrons can place items being returned in the book drop. Social distancing will be enforced.
5. The library building will remain closed to the public.
6. The book drop will be emptied by the Director or designated staff weekly.
7. All returned materials will be disinfected with appropriate wipes and then quarantined for one week before being returned to shelves.
8. In-person services and staff interactions may be limited by the frequency and thoroughness of cleaning services, recognizing that browsing collections and the countless surface areas in a public building may become vectors of virus transmission. Standards for the cleaning of bathrooms, railings and doorknobs, telephones, keyboards, counters, emptying of wastebaskets, and cleaning of workstations/offices of employees who go home sick, etc. will be based upon the most recent guidelines issued by the DHHS, the CDC and/or OSHA.

Phased Reopening Part 2:

1. Curbside service will still be an option.
2. Virtual services continue.
3. The library will initially open with reduced hours. No more than 10 patrons will be permitted inside the building. Everyone who enters will be required to wear a mask as a face covering. Social distancing at a minimum of six feet is required.
4. Children's room will not be open. Staff will pull books for children's patrons.
5. Returned materials, including those from the book drop, will be quarantined for one week, disinfected and then returned to shelves for circulation.
6. Public computers will not be available.
7. In-person services and staff interactions may be limited by the frequency and thoroughness of cleaning services, recognizing that browsing collections and the countless surface areas in a public building may become vectors of virus

transmission. Standards for the cleaning of bathrooms, railings and doorknobs, telephones, keyboards, counters, emptying of wastebaskets, and cleaning of workstations/offices of employees who go home sick, etc. will be based upon the most recent guidelines issued by the DHHS, the CDC and/or OSHA.

The Library Reopens:

1. The Library returns to normal hours.
2. Gatherings, including Cinnamon Bun Saturday, Civil Conversation, Coloring Night, and all Children's Programs are to be determined based on direction from the State.
3. The need for PPE will be determined based on direction from the State.
4. The need for any deep cleaning or sanitizing beyond normal standards will be determined based on guidance and direction from the State, OSHA, and/or the CDC.