

## **PANDEMIC RESPONSE**

### **POLICY**

1. The Village of Edgerton Library will follow government authority directives regarding a pandemic. It is the responsibility of management to implement these directives and communicate library safety policies and procedures to employees and the public.
2. When a pandemic has been declared, flexible work shifts and/or working remotely may be assigned to employees. If necessary, employee layoffs will be decided and announced by the Library Board.
3. In the event of a pandemic, the Library Manager, with direction from the Library Board, has the authority to temporarily modify all operations and procedures.
4. The Library Manager will inform employees when access to the library facility will be controlled and limited. Return to the workplace and re-opening to the public will be communicated by the Library Manager.
5. All employees will ensure they understand and comply with infection prevention practices in the workplace.
6. Employees are to be vigilant of their own health during a declared pandemic. Employees with symptoms, as well as those who have no symptoms but think they may have been exposed, must stay home.
7. Employees will advise the Library Manager immediately if they feel their health could be compromised by working at the library. The Library Manager will determine whether work assignments can be altered to address the employee's safety concerns and meet the library's operational needs.
8. The Library Manager shall endeavor to maintain and keep the board informed of developments as they occur.

### **RAPID RESPONSE TO INFECTION**

1. In the event a confirmed case of infection is identified among staff or a patron of the library, the library will cease all operation for the recommended isolation period. Employees will follow guidelines of AB Health Services.
2. In the event the library ceases operation due to a confirmed case of infection, staff will be paid for the time they were scheduled to work during the days of closure.
3. Notification of exposure will be communicated under direction of AB Health Services by the Library Manager.