

JAFFREY PUBLIC LIBRARY COMMUNITY HEALTH & SAFETY POLICY

I: Purpose

To establish the protocol to be used in response to local or regional public health or infection concerns, below the level of a pandemic (See Pandemic Policy), or in response to a local safety concern.

In the case of a local public health concern, such as but not limited to an infectious outbreak in local schools, the library may reduce hours and/or adjust available services to help slow the spread of the illness, or in response to staffing needs.

In the case of a public safety concern, at the discretion of Town emergency management officials and/or the Library Director, the library may close or adjust available services.

II: Definitions

Public Health Concern For the purposes of this policy, Public Health Concern or Outbreak refers to the occurrence of more cases of disease, injury, or other health condition than expected in a given area or among a specific group of persons during a specific period. Usually, the cases are presumed to have a common cause or to be related to one another in some way. (As defined at CDC.gov, <https://www.cdc.gov/csels/dsepd/ss1978/glossary.html>)

Public Safety Concern For the purposes of this policy, Public Safety Concern refers to any external event or force which may be injurious to the safety and health of the community or a significant subset of the community. Examples include but are not limited to weather related events such as severe inclement weather or Code RED warnings, or threats/acts of violence or bodily harm in local schools or at the library.

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

III: Library Closure

Public Health Mandate

The Jaffrey Public Library will close for any public health concern in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Public Safety Mandate

The Jaffrey Public Library will close for any public safety concern in the event of a mandate order or recommendation for closure issued by law enforcement, emergency management, or government officials on the local, county, or state level.

Discretionary Service Level Changes

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or **if unable to provide adequate health and safety measures for the concern at hand.**

If a discretionary service level change is required in response to a public health or safety concern, all library programs, special events, and meeting room reservations will be canceled.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the Town Manager.

IV: School Closure Due to Health or Safety Concern

In the event that any schools in the Jaffrey-Rindge School District are closed due to a health or safety concern, the Jaffrey Public Library may remain open, but with reduced hours and services, unless one of the aforementioned requirements for closing is also met. All library programs, special events, and meeting room reservations will be canceled. Hours will be reduced and services will be restricted on any day in which Jaffrey-Rindge schools are closed due to a public health or public safety concern.

V: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per full-time employee, and no more than 28 hour workweek per part-time employee. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

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

- Increased health/safety measures for staff (e.g., use of personal protection equipment such as face masks or gloves, extra cleaning protocols, 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 of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure for less than 30 days, employees shall be compensated for their regularly scheduled hours. For building closures and/or service restrictions in excess of 30 days, the Library Board of Trustees may furlough staff in consultation with the Library Director, for business necessity.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments. Failure to complete work-at-home assignments, without a qualifying reason (e.g., illness, FMLA, etc.), will be subject to disciplinary action, in accordance with established performance protocols.

VI: Communication

In the event of closure necessitated by a public health or safety concern, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on wmur.com, Facebook, and the library website.

VII: Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online;
- Payroll;
- Accounts Payable;
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.