



GRANBY FREE PUBLIC LIBRARY

297 EAST STATE STREET, GRANBY, MA 01033

Pandemic Policy

The Granby Free Public Library has established the following policy to follow in the event of a pandemic.

1. The Granby Free Public Library will close due to a pandemic in the event that there is a mandate or recommendation for closure issued by public health or government officials on the local, county, or state level.
2. At the discretion of the Library Director or the Library Board of Trustees, the Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels.
3. In the event that any Hampshire County District school is closed due to confirmed cases of illness, the Library will remain open unless one of the aforementioned requirements for closing are also met. Should school be canceled due to a pandemic, non-circulating children's materials will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Kits will be placed into storage and temporarily unavailable for circulation.
4. The Minimum Staff Requirement Policy will remain in effect in the event of a pandemic. Town of Granby sick leave policy shall be following in the event of a pandemic outbreak. The level of excused absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include the following: cancellation of all programs, special events, and meeting room reservations, the reduction of open hours if number of employees falls below minimum level, or the closure of the library for one or more days if only minimum level can be met for three or more days.
5. In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately post information about closures on the library website, social media sites, outside the library, on the Town of Granby website, and the Library's website.

6. If reduced staffing, open hours or services are required, library staff shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Priority responsibilities shall follow this order:
 - i. Direct patron assistance: check out, issuing library cards, computer and reference assistance, facility and collection supervision/safety.
 - ii. Patron related-tasks: check in, incoming delivery, shelving.
 - iii. Workflow tasks: pull list, material orders, cataloging.
 - iv. Essential services: payroll, processing bills for payment, Library board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline of significant impact first. Employees should consult with the Director to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

7. Library staff will be provided with disposable gloves, hand sanitizer and surface disinfectants.
8. If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the Responsibility for Library Operations Policy.