

Silver Lake Public Library Pandemic Action Plan

March 13, 2020

This plan will be updated as needed by utilizing specific sources and local community recommendations.

- Center for Disease Control <https://www.cdc.gov/>
- Shawnee County Health Department <https://www.snco.us/hd/>

Coronavirus Information

How it Spreads

<https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

Between people who are in close contact with one another (within about 6 feet).

Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and

then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

- Fever
- Cough
- Shortness of breath

Daily Actions

- Employees should wash hands regularly and/or use alcohol based hand sanitizer that is available throughout the building.

- Employees should routinely clean work areas.

- If cleaning supplies are needed, please inform library director.

- Public areas are cleaned regularly by maintenance staff.

- High traffic public areas should be cleaned several times a day with current cleaning solutions.

This includes computers, keyboards, desks, tables, play areas, etc.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include:

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- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>)
- Should the library close due to illness, maintenance staff will conduct a thorough cleaning of the entire building before the library opens to the public and staff return to work. Maintenance staff will take every precaution to preserve their own health.

Employee Sickness Actions

- Anyone with symptoms is required to stay home. If an employee comes to work with symptoms they will be sent home immediately
 - Employees must be fever & symptom free for 24 hours without the assistance of fever-reducing or symptom-altering medication to return to work.
 - A doctor's note may be required to return to work after a 3-day absence.
- An employee who has a sick family member must notify the Library Director immediately. Risk assessment procedures provided by the CDC will be followed.
- If an employee suspects a co-worker is ill, it must be reported immediately to the Library Director.
- If SLPL becomes aware that an employee is confirmed to have COVID-19, the Library Director will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Should an employee be confirmed to have COVID-19, SLPL will close immediately until a full cleaning of the building is completed.

*Note: CDC travel risk assessment will also be considered for employees who have taken vacation and plan to return to work.

Community Actions

- SLPL will follow all recommendations provided by the Shawnee County Health Department.
- SLPL will close to protect staff should it be necessary. The decision to do so will be based upon recommendations from local sources.
 - If major community areas are closed, SLPL will also do so. For example, if schools in Silver Lake close, SLPL will also close.
- All public communications will be done only by the Library Director. In the absence the Director, the Assistant Director will handle communications. This includes communications to the radio, social media, newspaper, Library Board and the Northeast Kansas Library System (NEKLS.)

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SLPL will make available to all employees, disposable gloves (and face masks if necessary.)

Should SLPL close because of a pandemic, the director or assistant director will notify all staff members and receive verbal confirmation from each employee.

Employees who are able to do so will work from home.

The Maintenance Department will perform necessary building checks.

Courier service will be suspended while SLPL is closed.

If SLPL closes, all workshops and face to face events will be cancelled. Notification of cancellations will be put on social media. It may be necessary to cancel workshops and face to face events, even if SLPL does not close. The same notification procedure will be followed.

Should SLPL close for a pandemic, staff members will be paid for the time they were scheduled to work. If a staff member is out sick, they will be charged sick leave. After they have received a doctor's note to return to work, they will be paid for the time they were scheduled to work.