

## POSEYVILLE CARNEGIE PUBLIC LIBRARY PANDEMIC POLICY

The Poseyville Carnegie Public Library (PCPL) recognizes that it has obligations to staff and patrons to provide a safe environment in the event of an outbreak such as Coronavirus (COVID-19). When the Indiana Department of Health advises that there is an immediate health risk to the general public, this pandemic plan is immediately put into action.

The Poseyville Carnegie Public Library (PCPL) plan includes:

- Adequate handwashing facilities and supplies for public and staff.
- Information about proper handwashing and respiratory etiquette.
- Encouraging sick employees to stay home.
- Encouraging patrons not to enter the building if they have a fever or any symptoms.
- Performing routine environmental cleaning.
- Quarantining materials that have been returned by patrons.

In response to a possible pandemic, all programming will be immediately suspended so that the Director and Board Members may assess the situation.

In the absence of local, state, or federal directives, the PCPL will proceed as detailed:

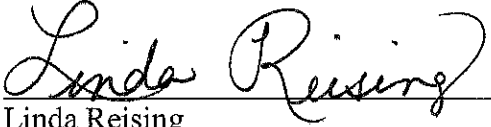
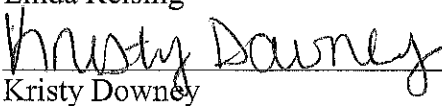
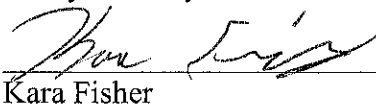
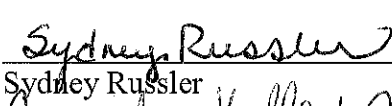
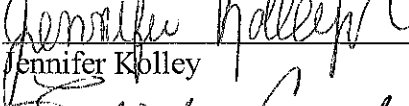
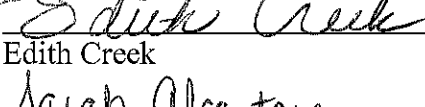
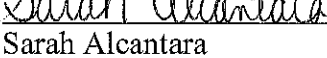
- The PCPL will base its actions on the those of the MSD of North Posey County School Corporation. When the School Corporation closes for protective purposes, the PCPL will close, as well, in as timely manner as possible.
- The PCPL may remain closed as long as the School Corporation.
- The staff will be paid in full for their normal scheduled hours during this closure.
- Staff will not have to use any paid leaves during this closure. This time off will be granted as a response to a quarantine event that neither staff members nor the Library can control.
- The Director and Board Members will decide a progressive reopening plan in line with the recommendations from local, state and federal recommendations.

During quarantine and/or emergency closure, patrons will not enter the building. All Info Express transits will be stopped. A curbside procedure may be implemented.

During this closure, the Library Director will be responsible for checking the facilities, emptying the book returns, collecting newspapers, picking up the mail, handing routine bill payments, processing payroll and banking for as long as travel is permissible.

The Director will maintain reliable information on the website and/or on social media during the closure. The Director will stay in communications with The Board Members as well as the staff as much as practical and useful.

Duly adopted by unanimous vote of the Poseyville Carnegie Public Library Board of Trustees at their meeting held on April 14, 2020, as evidenced by signatures below.

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Linda Reising	
 _____	Vice-President
Kristy Downey	
 _____	Secretary
Kara Fisher	
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Sydney Russler	
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Jennifer Kolley	
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