

# Epidemic/Pandemic Policy

Fond du Lac Public Library

Board approved: April 2, 2020  
Previous policy dated: May 16, 2019

A community wide health emergency such as a flu epidemic could easily affect the operation of Fond du Lac Public Library. It is conceivable that a government authority might request a closing of community gathering places in order to slow the spread of a contagious disease. A widespread outbreak of a disease could inhibit the ability of the library to maintain the level of staff necessary to provide all usual services or even to keep all service locations open. In the case of an epidemic or pandemic:

1. The Library Director or acting director will have full authority to reduce hours or levels of service, or close the building altogether, according to the number and skills of staff available to report for work. The Director may close the library at the request or recommendation of government health officials.
  - a. Whenever possible such decisions will be made in consultation with the FDL Director of Human Resources and the City Manager.
2. If the library should close because of a health emergency, the Director shall have the latitude to allow healthy staff to work their normal number of hours doing work that does not involve public service.
  - a. An effort will be made to provide alternate work for those whose normal duties almost exclusively involve serving the public. If no suitable alternatives are available to an individual or group of individuals, they will have the option of using any paid leave time they have available, such as vacation, sick time, floating holidays, or accumulated comp time as a form of income protection. "Suitable alternatives" are those commensurate with the skills and physical abilities of employees.
  - b. If no alternative work nor paid leave exist, any closings will be unpaid furloughs (or time without pay). Employees given unpaid furloughs because of a health emergency will continue to accrue vacation and other benefits as if they were able to work.
3. The Director may assign library staff to temporary duties at other city departments upon the request of the City Manager, HR Director, or another department director in order to keep other essential services available to the public. Such temporary assignments may be made even if it means reducing services or hours of service at the library. Assignments to other City Departments may be made in order to maintain essential city services. Such assignments will be commensurate with the skills and physical abilities of employees.

4. The Director may offer working space to other city employees or departments upon the request of the City Manager or another city department head.
5. In the event of extended disruption to internet services or physical deliveries, access and availability of materials may be curtailed.
6. Employees are required to follow health and safety measures recommended by health officials, including wearing gloves and/or masks if necessary.
7. Library employees work in a high traffic environment. This provides a breeding ground for the transfer of certain airborne and contact diseases. Library employees are strongly urged to obtain flu shots and take any other preventative measures suggested by health authorities or by the employee's personal health care provider.
8. Administration will take reasonable actions on behalf of the public to help limit the spread of infections such as providing sanitary wipes in several areas of the library, performing regular cleaning of computer keyboards, regular cleaning of toys in the Children's Room, or any other such measure recommended by health officials.