

## **Infectious Disease Policy**

1. Purpose. In the event of an infectious disease outbreak, the Pinckney Community Public Library (“Library”) will take proactive steps to protect the Library, staff and patrons to ensure that library services are provided.
2. Safety Measures. During an outbreak, the Library will:
  - A. *Cleaning Protocols*. The Library will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, break rooms, conference rooms, door handles, and railings. This may include removing objects and material from the public areas and wiping down surfaces after Library programming.
  - B. *Personal Responsibility*. We ask all patrons to cooperate voluntarily in taking steps to reduce the transmission of infectious disease in the Library. The best strategy remains the most obvious – frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the Library. During an infectious disease outbreak, it is critical that patrons do not enter the Library while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention (“CDC”) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
3. Director’s Role; Authority. Because each infectious disease outbreak may have unique or different issues, the Library Director (or other person appointed by the Library Board) will monitor and coordinate events around a specific infectious disease outbreak. The Library Director has the authority to:
  - A. *Cancel or Limit Services*. The Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting room. The Library Director shall use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
  - B. *Library Closure*. The Library Director has the authority to close the library for an indefinite period of time during any infectious disease outbreak. Any patron may appeal the decision within thirty (30) business days of the date of closure by sending a written letter to the Library Board. The Library Board shall meet during that time to determine whether to reopen the Library. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library’s website.

C. *Additional Protocols.* The Library Director has the authority in establishing additional protocols such as disinfecting borrowed materials before they are re-circulated. The Library Director shall post notices in the Library of the additional protocols.

D. *Consultation.* The decision to cancel or limit services, including closing of the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the CDC, local health officials or the Library Board.