

Kimberly - Little Chute Public Library Pandemic Policy

During a pandemic, the Kimberly - Little Chute Public Library will follow Wisconsin and Department of Health Services orders. The Library will offer varying levels of service based on CDC recommendations and state/county orders during a pandemic to keep library staff and patrons safe. Staff and patron safety is of the utmost priority. As such if the Library runs out of the necessary personal protective equipment or cleaning supplies necessary to ensure safety in the building or a local outbreak occurs, it may at any time alter/reduce services or close to the public.

Access to cleaning supplies during a pandemic is highly volatile. As a high touch public building, the Library cannot guarantee the cleanliness of materials and equipment. The Library will offer patrons the opportunity to provide information for contact tracing, but the Library will not make admittance based on agreeing to consent. Patrons may decline to sign the consent form and still be admitted to the Library so long as there is capacity for admittance.

When the Library is open to the public in Phases III, IV or V, patrons and staff of the Library must follow all guidelines as set forth by the Kimberly - Little Chute Public Library at that time. Guidelines and phases will be based on CDC recommendations, state orders, or county orders. Failure to comply with library guidelines during any phase may result in a loss of library privileges.

Phase details and procedures may be altered at any time by the Library Director within the guidance of the library board, CDC recommendations and state and/or county orders.

- *The library director may close the Library if circumstances become dangerous to the public or staff.*
- *The board may review this policy at each meeting during the pandemic.*

Phase I - Badger Bounce Back Safer at Home

Under Phase I the Library is closed to the public. Only essential minimum staff will be allowed in the building for basic operations. Library staff will work remotely and will engage in online and virtual services. The book drop will remain open, following designated quarantine procedures. When possible, the Library will offer Wi-Fi service in the parking lot.

Phase II - Badger Bounce Back Phase 1

Under Phase II the Library will remain closed to the public, however minimal staff will be allowed in the building to offer curbside services while safely physically distancing. Library staff will continue to work part of their shifts remotely in compliance with orders. The book drop will remain open, following designated quarantine procedures. When possible the Library will offer Wi-Fi service in the parking lot.

Phase III - Badger Bounce Back Phase 1

Under Phase III the Library will partially reopen. The Library will be open by appointment only for browsing and computer use at a capacity specified by the current order or at a level of service in which the Library can staff safely. Computer use will be prioritized for academic and/or job seeking activities by Library staff. The Library will continue curbside services for those wishing to physically distance. The Library will continue virtual only programming and will have no in-person events. The Library will also not book public meetings. A majority of library furniture will be removed including all youth area play equipment. Study rooms will remain closed. In person library assistance will be limited to adhere to physical distancing practices. The book drop will remain open, following designated quarantine procedures. The Library will sanitize high touch areas based on CDC recommendations and will offer sanitizer and wipes to the public to clean equipment and materials as supplies allow. The Library will offer drop sites around the building for used materials or equipment, which need to be cleaned. The Library recommends that children and high-risk individuals not be in the building when possible during this phase. The Library will continue to offer Wi-Fi service in the parking lot as available.

Phase IV - Badger Bounce Back Phase 2

Under Phase IV the Library will open with best practices. The Library will follow CDC recommendations, state or county orders, and based on staffing levels will either expand appointments or base admittance on capacity as determined by square footage. All programs will be registered to not exceed the size of gatherings. Meeting room bookings may resume, but will adhere to gathering size limits and physical distancing ability. Curbside service will continue. Patrons and staff must continue to adhere to physical distancing guidelines. A majority of library furniture will continue to be removed including all youth area play equipment. In person library assistance will be limited to adhere to physical distancing practices. Study rooms will reopen with capacity limits. The book drop will remain open, following designated quarantine procedures. The Library will sanitize high touch areas based on CDC recommendations and will offer sanitizer and wipes to the public to clean equipment and materials as supplies allow. The Library will offer drop sites around the building for used materials or equipment, which need to be cleaned. The Library will continue to offer Wi-Fi service in the parking lot as available.

Phase V - Badger Bounce Back Phase 3

Under Phase V the Library will reopen with normal practices and services with the exception of any specific guidelines issued by Wisconsin DHS.

