

3/11/2020

From: Tom Taylor, Library Director

RE: Andover Public Library Pandemic Readiness

Executive Summary: Andover Library will employ a common sense and proactive approach to potential pandemic outbreaks in Andover and the greater Wichita area. The Library will follow recommended actions by the Butler and Sedgwick County Health Departments and the City of Andover. Health and safety of Library patrons and Library staff must take priority over public use of the Library.

Vulnerability: Andover Public Library is particularly vulnerable to an outbreak of infectious disease. The Library is open to anyone and serves a diverse population. Unfortunately, people visit the Library while they are contagious with common colds and viruses. They do this for several reasons: they do not realize they are contagious, they are getting library materials to help them pass time while they recover, they have no home internet access, they bring a sick older sibling along to storytime, they want to pick up a hold, they're worried about fines, and so forth.

Important links:

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

American Library Association <http://www.ala.org/tools/atoz/pandemic-preparedness>

Sedgwick County Health Department <https://www.sedgwickcounty.org/health/coronavirus-disease-2019-covid-19/>

Butler County Health Department <https://www.bucoks.com/260/Health>

Current actions taken by Library:

1. Posting handwashing signs near sinks
2. Removed toys and blocks
3. Reminder of healthy practices to library staff
4. Remind Library staff to not come to work while sick
5. Routine Cleaning of facilities by Library Staff
6. Nighttime cleaning by custodial service
7. Relevant Supplies on hand
8. Postponing Library events
9. Postponing new reservations for Library meeting spaces

Closing to the Public:

- ✓ An automatic closure of the Library to the public would occur with confirmed cases of pandemics (Coronavirus) in Andover, Wichita, and Butler County
- ✓ An employee gets exposed to the virus and comes to work
- ✓ Directed to close by Butler or Sedgwick County Health Departments, or the City of Andover
- ✓ The Director has the authority to close the Library prior to any confirmed cases of pandemic. For example, if there are exposed individuals who are not confirmed. I believe being proactive is imperative.

Communications: The Director or the Assistant Director will direct all public communication. Immediate notification of a closing will be given to the Library board and City of Andover. Local agencies and news media will be informed.

If the Library is closed:

- Staff will work answering phone calls, emptying book drop, assisting patrons with digital resources, promote digital resources, work on cleaning library materials and facility, work on existing projects and prepare for upcoming events/projects, receive USPS, UPS, FedEx shipments and other duties as assigned
- Holds will be available for pickup in the Lobby
- Fines will be suspended
- All facility rentals fees will be refunded if they have been prepaid
- The Library will open the storm shelter during regular hours if the tornado sirens sound

The above operations may be suspended if Butler or Sedgwick County Health Department direct individuals to stay home barring necessity or at the discretion of the Director. Exempt Library staff will work from home on handling incoming communications and other items that require action or responses. Staff will be paid for their normal shifts.

Re-opening the Library: The Library will reopen after receiving notification from the Butler or Sedgwick County Health Department or the City of Andover that normal operations may resume. The Library Director may elect to keep the Library closed a few days longer due to the vulnerable nature of the Library.

Employee Sickness:

While not specific to pandemics, the Library will close if a minimum number of employees are not available to work.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.

If an employee travels to somewhere with a CDC travel warning level of 3, they will be expected to follow the CDC's recommendations of staying home for 14 days after returning to the United States and practicing social distancing during that time

Sick employees may use vacation leave if they run out of sick leave. Unpaid leave is available.

Coronavirus Information

How it Spreads

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

Scientists think that the virus is 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.

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

