

Wayland Free Library Pandemic Response Plan

The following are general guidelines created in response to the COVID-19 pandemic. Library staff maintain the flexibility to adjust these guidelines in accordance with the conditions of a specific pandemic, and based on mandates and recommendations from Steuben County, the Village of Wayland, the Wayland Cohocton School District, the Southern Tier Library System (STLS), New York State, and other authorities.

In the event that Library staffing falls below the minimal level, or if a quarantine has been issued by a public health authority, the Library will move immediately to Level 4.

Business as Usual – Preparedness.

- Regularly check that emergency policies, procedures, and contact information are up to date.
- Regularly train staff for emergency scenarios.

Level 1 – Business as usual, but staff are on alert.

- The Director and Board of Trustees' ("the Board") President will frequently assess latest risks and plan appropriate responses.
- The Director informs staff about latest risks, safety supply instructions, and preventative measures
 - Staff more frequently sanitize touched areas and maintain social distance
- The Director or his/her designee educates staff on how to find, interpret, and share reliable information with the public.
 - Staff post resources for reliable information on the pandemic for the public
- Draft a staff schedule for possible shortened operational hours, staff working from home, and/or abrupt staff illnesses.
- Assess whether staff and/or patron meetings and programs of large gatherings should be postponed or cancelled
- Assess whether the Library needs to restock sanitation supplies and personal protective equipment while supplies last.

Level 2 – Library will restructure services.

- Staff and patrons adhere to sanitation and personal protection procedures
- Diminish points of material contact as much as possible between staff and patron while giving access to the building and needed resources. For example:
 - Limit acceptance of donations

- o Limit access to public bathrooms and fountain
- o Limit access to public computers
- o Quarantine/sanitize any incoming materials
- o Reduce in-house meeting sizes to one-on-one
- o Reduce public access to Library furniture, equipment, toys, etc.
- o Staff should start to shift programming to virtual and take-home kits
- The Library should post any changes in services to the public as soon as possible.

Level 3 – Library will limit building access and services.

- The building may have limited hours of operation
- Encourage staff to work from home as much as possible
- Staff and patrons adhere to any updated sanitation and personal protection procedures
- Further diminish points of material contact between staff and patron while giving access to most resources. For example:
 - o Do not accept donations
 - o Limit access further, or remove, public computers
 - o Encourage curbside/tableside pickup of holds, wireless prints, or activity kits
 - o Quarantine/sanitize any incoming materials
 - o No in-house meetings or programs
 - Virtual meetings/programming only
 - o Remove all public furniture, equipment, toys, etc.
 - o Reduce access to, or cordon off, library spaces as able

Level 4 – Library will be closed to the public entirely.

- After consulting with the Board, the Director will close the Library to public use if either of the following criteria are met:
 - o Minimum staffing levels cannot be reached.
 - o On the recommendation of Steuben County, the Village of Wayland, the Wayland Cohocton School District, the Southern Tier Library System (STLS), New York State, and other authorities.

- The Board will decide what public and support services to maintain, as well as how to administer core operations, including but not limited to:
 - Maintaining the website, social media, and signage to keep the public informed of the Library's status and pandemic response
 - Reference questions, which may be answered by phone or email
 - The security of the Library building, collections, and equipment
 - Ongoing construction project administration, if applicable
 - Communication with staff
 - Payroll
 - Preparations to resume full or limited Library services
- Exterior book drop(s) may be blocked off, and patrons would be unable to return items.
- Virtual services may continue as funding and staffing allow.

