

CHESTERFIELD PUBLIC LIBRARY

HEALTH AND SAFETY POLICY

PURPOSE

To establish the protocol to be used in response to local or regional public health or infection concerns or in response to a local safety concern.

In the case of a local or regional public health concern, such as but not limited to an infectious outbreak in local schools, the Chesterfield Library may reduce hours and/or adjust available services to help slow the spread of the illness, or in response to staffing needs.

In the case of a public safety concern, at the discretion of the Town Emergency Management officials and/or the Library Director, the library may close or adjust available services.

DEFINITIONS

Public Health Concern

For the purposes of this policy, Public Health Concern or Outbreak refers to the occurrence of more cases of disease, injury, or other health condition than expected in a given area or among a specific group of persons during a specific period. Usually the cases are presumed to have a common cause or to be related to one another in some way. (As defined at CDC.gov, <https://www.cdc.gov/csels/dsepd/ss1978/glossary.html>.)

Public Safety Concern

For the purposes of this policy, Public safety Concern refers to any external event or force which may be injurious to the safety and health of the community or a significant subset of the community. Examples include but are not limited to weather related events such as severe inclement weather or Code RED warnings, or threats/acts of violence or bodily harm in local schools or at the library.

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

LIBRARY CLOSURE

Public Health Mandate

The Chesterfield Public Library will close for any public health concern in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

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Public Safety Mandate

The Chesterfield Public Library will close for any public safety concern in the event of a mandate order or recommendation for closure issued by law enforcement, emergency management, or government officials on the local, county or state level.

Discretionary Service Level Changes

At the discretion of the Library Director, the Chesterfield Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to provide adequate health and safety measures for the concern at hand.

If a discretionary service level change is required in response to a public health or safety concern, all library programs, special events, and meeting room reservations will be canceled.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff and Library Board of Trustees.

SCHOOL CLOSURE DUE TO HEALTH OR SAFETY CONCERN

If the Chesterfield Elementary School is closed due to a health or safety concern, the Chesterfield Public Library may remain open, but with reduced hours and services, unless one of the requirements for closing is also met. All library programs, special events and meeting room reservations may be canceled. Hours may be reduced and services may be restricted on any day in which Chesterfield Public Library is closed due to a public health or public safety concern.

STAFFING

Minimum staffing level for a temporary period of time is defined as two healthy individuals available to be present at the library during all open hours with a maximum 8 hour workday and 35 hour workweek per full-time employee, and no more than 28 hour work week per part- time employee. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., use of personal protection equipment such as face masks or gloves, extra cleaning protocols, etc.).
- Restricted access to areas in the library (e.g., closing unmonitored areas for safety);
- Social distancing practices in public areas;
- Reduction of open hours;

- Cancellation of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library;
- Activating curbside delivery;
- Increase cleaning.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel Policy. In the event of closure for less than 30 days, employees shall be compensated for their regularly scheduled hours at the discretion of the Chesterfield Library Board of Trustees in consultation with the Library Director. For building closures and/or service restrictions in excess of 30 days, the Chesterfield Library Board of Trustees may furlough staff in consultation with the Library Director, for business necessity.

