

## **Southwick Public Library Pandemic Policy**

The Southwick Public Library will close due to a pandemic in the event that there is a mandate or recommendation for closure issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director or the Library Board of Trustees, the Southwick Public Library may close, reduce its operating hours, or limit services temporarily (such as programming) in the event that there is not sufficient staff to maintain basic library service levels (see Minimum Staffing Policy).

Library staff will be provided with personal protective equipment in the event such equipment is available. If PPE equipment and/or cleaning supplies are not available, the library may need to close until equipment and/or cleaning supplies can be purchased.

Depending on the severity, virulence, and duration of a public health emergency, pandemic or public infection, the Library Director and/or the Library Trustees will, with Board of Health input, consider suspension of programming, meetings, or use of the Community Room to discourage public gatherings and promote social distancing. If needed, the library has the right to limit the number of patrons allowed in the building at a given time.

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the Responsibility for Library Operations Policy.

In the event that the library must close, every effort will be made to publicize the information as quickly as possible. Social media, the library website, and other resources both physical and virtual, will be used to notify the public.

The library will maintain contact with the Board of Health to update information as well as to receive input on operations in the event of a public health crisis.

Adopted by the Board of Trustees July 14, 2020