

Disaster Plan, Library Health Emergency and Pandemic Policy

This policy establishes the protocol that will be used in the event of closure due to disaster, employee health emergency, or pandemic. The Lehigh Public Library will close in the event that The City of Lehigh closes all departments or a mandate order or recommendation for closure is issued by the Webster County Public Health Department or any other Webster County or State of Iowa officials.

Communication:

- A. Public will be informed of closures, changes in procedures, or hours on a timely basis through the Library website as the primary source, then by social media pages, local cable, city website, etc. as secondary sources.
- B. Meetings with the director, board and other groups can be done electronically through various platforms and in accordance with state laws. (Iowa Code Section 21.8)

In the Event of Closure:

- **C. Building closed to the public, but staff report to work.**
 1. Duties determined from suggestions from the state library consultants, the director, and input from the Board.
- **D. Building closed to public and staff.**
 1. Attempt to keep staff at full employment by doing remote work.
 2. Duties determined from suggestions from the state library consultants, the director, and input from the Board.
- **E. Short-term closure due to local health crisis and/or other short-term emergencies**
 1. If safe for staff, then report for work as usual.
 2. If not safe for staff, then go home and do remote work based on the librarian's directive.

Continuation of services

- F. Local services: due dates, penalties, etc. will be adjusted by the director with input from the Board.
- G. State Services: ILL, WhoFi, etc. will be determined by the state library consultants.

Health concerns

- H. All diseases have different virulence, contagiousness, and transmission. The library will respond according to the state library, state, federal, and medical guidelines.

Wages

- I. Library will attempt to offer full wages because money has already been budgeted for director and staff.
- J. Work, whether on site or remote, is expected from the staff to receive full wages.
- **K. When the library is closed to the public or staff, documentation of the work and duties performed is required.**
 1. This is critical for the public and city's confidence in the library's management of financial resources.

Responsibility for Library Operations

- L. If the Library Director is unavailable to perform the responsibilities and make the decisions outlined in this policy, administrative authority for this policy and all library operations shall devolve to the following people in this order:
 1. Assistant Librarian
 2. Other per assigned the Library Board
 3. Library Board