

OPEN MEETING NOTICE
River Falls Public Library
Library Board of Trustees
Monday, March 16, 2020 at 6:30 PM

OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM

AGENDA

1. Call to order
2. Establish a quorum
3. Certify compliance with Open Meeting Law
4. Approve agenda
5. Approve minutes from last meeting
6. Action Items (none)
7. Director's Report
 - o Infectious disease preparedness planning
 - o Finding opportunities to meet the challenge
8. President's Report & Announcements
9. Next meeting: Monday, April 6, 2020 at 6:30 p.m.
10. Adjournment

River Falls Public Library will attempt to provide accommodations to the public who wish to attend meetings, provided reasonable notice of need is given. To request such accommodation, please contact Tanya Misselt at (715) 425-0905.

Infectious Disease Preparedness Plan
River Falls Public Library
(draft last updated 3/13/2020)

This is a dynamic document. It will be edited and updated as we receive more information from the City, counties and state. This plan will need to be reviewed by Human Resources to maintain compliance with employment laws and practices. Communication and collaboration with citywide efforts is critical.

Prevention

- Hygiene posters have been placed in staff and public bathrooms.
- Always practice respiratory etiquette. Turn your head and cover coughs and sneezes.
- Wash your hands, wash your hands, and wash your hands! Wash hands with soap and warm water for at least 20 full seconds. Wash your hands after going to the bathroom, before eating, after blowing your nose, after coughing, after sneezing, etc.
- Alcohol based hand sanitizers (greater than 60% alcohol) are a suitable alternative to handwashing when you do not have immediate access to soap and water.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Be attentive to social proximity (maintaining 6 feet social distance is recommended).
- Avoid handshaking and high-fives.
- Bring your own kitchenware and/or wash library kitchenware before and after use.
- You do not need to wear a facemask unless you are sick or caring for someone who is (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

Building Sanitation Practices

The facilities crew has distributed products to help protect against the virus. This includes:

- Liquid soap
- 60-90% alcohol hand cleaner in many public locations
- extra paper towels
- Virucidal Sanitizing Spray

Facilities will ensure that the library has adequate supplies and maintenance. Our cleaning contractor will deploy enhance cleaning measures for the foreseeable future.

We will provide tissues and no-touch disposal receptacles for use by employees and patrons

- In addition to enhanced cleaning services, library staff will follow a detailed daily sanitation plan for high touch areas of the library. This will include things like tables, counters, door knobs, computer mice, keyboards and toys. Each staff member will sanitize their own immediate work area daily.

Containment

- If you are sick with fever and/or respiratory symptoms then stay home. If you are febrile then stay home. Do not return to work until their temperature has remained below 100.2 for at least 24 continuous hours.
- If COVID-19 is suspected, call your health provider. If you need to go to the emergency room, call ahead so they can prepare for your arrival.
- Patrons are asked to follow the advice of health experts and stay home if they are not feeling well.

Monitoring

- Employees who appear to have acute respiratory illness symptoms (ie cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and sent home.

Mitigation

- In coordination with facilities, the library may close for several hours a week for in depth sanitation.
- Short of closing the library for sanitation reasons, other measures may be considered such as rescheduling or cancelling programs, events, meetings, closing the computer room, closing of specific sections of the library for additional sanitation work, removing some chairs to discourage sitting within close proximity to other people, temporarily removing objects like public puzzles or small toys.

Plan for reduced workforce

- Staff meetings over 9 people have be cancelled. The library will provide remote access to meetings.
- A staffing level drawdown will be implemented. The purpose of this is to protect the workforce from all being sick at the same time. All full-time staff have a list of things they can do from home. Half-time staff have an abbreviated list of things that can be done from home, but their work primarily requires them to be onsite. Service desks will have minimum staffing.

- If you do have the opportunity for an alternative or flexible work assignment, make sure you are familiar with how to remotely access any pertinent applications or workflows. Contact the library director for approval. (Observe FMLA rules when using FMLA)
- The minimum staffing level to keep the library open in the event of a mandated but short-term onsite employee drawdown is two staff on weekends and evenings. Both must be trained to work the public service desks (Aide, Library Assistant, and Librarian). Of those two staff, one must be a Librarian to provide overall supervision. On weekdays, in addition to the two service desk staff the library will still need some Clerks and Pages to keep material flowing in the library and within the library system. The amount of hours that those positions could be temporarily reduced depends on library material demand. This minimum staffing level presumes that all programs and events have been cancelled. If programs are expected to continue as usual, programming staff will need to be onsite as well.

Emergency Communication Plan

- All changes to daily functions of the library will be approved by the library director
- All CORONA-19 information that specifically relates to library changes in programs and services will be approved by the director before posting.
- A list of staff contact information has been updated and is available to all library staff
- The library staff calling or texting tree has been established. Staff will contact the library director to start the communication tree. The library director will contact supervisors. Supervisors will contact their assigned staff. All staff must acknowledge receipt of notice.
- Library staff will follow email communication from other city officials
- Librarians and library director will follow state and local health departments to stay informed.
- Librarians and the library director subscribe to River Falls School District parent messaging system.
- The library director and assistant city administrator have exchanged cellphone numbers to create a channel of after-hours communication of news developments.
- The library director keeps the library board president informed of the changing health environment and library response planning.
- The library director will first consult with the city administrator and library board president before making any decision to close the library to contain the spread of an infectious disease.
- All library board members will receive email communication of any joint decision to close the library.

- A representative from the library will participate in City's internal COVID-19 communication team

Emergency Closing

- Refer to the City of River Falls Emergency Closing Policy
- In the event of emergency closing of the library, this information will be posted on the library website and Facebook page. Local radio and television channels will be notified (radio WEVR, Channels 4, 5, 9 and 11)

Training and Travel

While we have not imposed travel restrictions for staff, City employees are encouraged to practice good judgment and consult as necessary with their supervisors regarding travel to meetings, and attendance at large group functions. Virtual and other telecommunication methods may prove useful in some circumstances.

Library staff are encouraged to:

- Avoid travel to areas that have been designated high-risk areas because of multiple verified cases of COVID-19.
- When planning to leave town for training, check the CDC's Traveler's Health Notices or other legitimate health sources for recommendations.
- Utilized travel insurance and cancellation policies in case trip plans need to change

Health Information Resources

Links to reliable health information are posted from our library website and Facebook page.

- **St. Croix County - Health Alerts**
<https://www.sccwi.gov/AlertCenter.aspx>
- **Pierce County**
<https://www.co.pierce.wi.us/>
- **Wisconsin Department of Health Services**
<https://www.dhs.wisconsin.gov/disease/coronavirus.htm>
- **Centers for Disease Control and Prevention (CDC)**
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>