



*A Place to Gather & Grow*

## *Policy on Public Health Emergencies*

Adopted July 2020

During any public health emergency, the library may be required to take measures to help slow the spread of illness, such as closing by order of county, state or federal health or government officials. It is important to ensure that core services of the Library can be maintained with limited staff and reduced hours as determined by the Library Board.

### **Library Closure**

The Library may temporarily close or limit services because of a public health emergency such as a pandemic in the event that any of the following occur:

- A mandate, order, or recommendation for closure is issued by Green County Health Department, Wisconsin State Department of Health, or other state or local government officials.
- If a library employee is diagnosed with the contagion, the library will temporarily close while expert advice is sought.
- At the direction of the Library Board of Trustees.
- At the discretion of the Library Director and Board President, or their designees.
- The School District of Monroe shuts down in-person school in response to the public health emergency.

Types of Library Closures:

- Complete Closure: no staff or patrons in the building at any time. This may be mandated by the School District.
- Closure to the Public: Library employees may be required to work from home or on site during closures to perform critical duties.
- Closure with Limited Patron Services – Staff will work inside the building. Although the building is closed to the public, staff will provide services to patrons in alternative ways, such as online programming and curbside service.

### **Changes to Closure Status**

Before the Board of Trustees meets each month, the administrative team will discuss whether any changes to current operations are recommended. The Director will make a recommendation to the Board of Trustees, and the Board of Trustees will decide whether any changes are necessary.