

# Horicon Public Library Infectious Disease Plan

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## Summary Explanation:

Due to the nature of COVID-19 and ongoing changes of information from governing entities, this plan is a guideline only with dates and procedures subject to change on a moment's notice. Phases and individual aspects of phases may be implemented in order, skipped, or reinstated if necessary.

The goal of the plan is to reopen the Horicon Public Library safely after the lifting of the Wisconsin Safer at Home Order and direction from Dodge County and the City of Horicon. The Library will be allowed to open while limiting services following guidelines from the following governing bodies and organizations:

- Centers for Disease Control and Prevention:
  - Coronavirus (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/>
  - Cleaning and Disinfection for Community Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
  - Social Distancing: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- State of Wisconsin:
  - Badger Bounce Back (BBB): <https://www.dhs.wisconsin.gov/publications/p02653a.pdf>
  - Wisconsin Guidance on Preparing Workplaces for COVID-19, Public Facilities: <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Public-Facilities-Guidelines.pdf>
  - Wisconsin Public Libraries Reopening guide: <https://docs.google.com/document/d/1WGOEwVSGLQnHLMFSBkt0wrRDp1bL5zG0UMoTUKSadEo/edit>
  - COVID-19 Information for Wisconsin Public Library: <https://dpi.wi.gov/pld/boards-directors/disaster-planning/coronavirus>
- Dodge County
  - Coronavirus (COVID-19) Information & Updates: <https://www.co.dodge.wi.gov/government/departments-e-m/human-services-health-department/coronavirus-information>
  - Guidance on COVID-19 Safe Practices 5/13/2020: <https://www.co.dodge.wi.gov/home/showdocument?id=38844>
  - Dodge County Safe Restart Guidelines: <https://www.co.dodge.wi.gov/home/showdocument?id=38976>

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- City of Horicon
  - Proclamation Declaring a Public Health Emergency in Response to the Coronavirus Disease 2019 (COVID-19):  
<https://cityhoriconwi.us/DocumentCenter/View/1091/Proclamation-Declaring-A-Public-Health-Emergency-COVID-19>

## **From the State Library Team:**

While the Wisconsin Supreme Court ruling has struck down the Safer at Home order, it has not changed any county or municipal public health emergency orders currently in place. Also, any action taken by a library board to close the library facility remains in place. (NOTE: the school closure portion of Safer at Home was not stricken and remains intact; therefore, schools will remain closed.)

Absent of a county and/or municipal order, a library board has the authority to reopen the Library, or to keep it closed/offer limited services. Meetings by a library board must be properly noticed for a minimum of 24 hours, as reopening a library is NOT legal justification for the convening of an emergency meeting.

If your library board is considering reopening the Library, be sure to check with your local (probably the county) public health and municipal officials to make sure that it is permissible under local order. If your workforce resumes at the Library, all staff should continue to follow all guidance on quarantining library materials, social distancing, and public and personal health protocols. Any library board that reopens a library should consider approving a plan for closing the Library in response to a local outbreak, staff illness, or exposure.

Libraries should continue to prioritize personal safety and capacity when determining the appropriate level of library service. While decisions are local, we encourage the continuation of contactless services, such as curbside pickup and virtual services, while the Governor's office, DHS, and legislature develop a new plan to reopen Wisconsin in a safe manner.

We will continue to work with all 16 public library systems and other library leaders across the state to develop a phased approach to reopening public libraries. While this new development has shifted our approach a bit, our commitment to assisting Wisconsin libraries through this transition remains unchanged. We will continue to communicate with you as soon as new information becomes available.

## **Additional Information:**

The following questions and opinions were released by the League of Wisconsin municipalities on Thursday, May 14, 2020, via their email newsletter.

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## **Must a library close if there is a county or local health department order in place establishing restrictions similar to Safer at Home?**

Yes, pursuant to Wis. Stat. § 251.08, the jurisdiction of the local health department extends to the entire area represented by the governing body of the county, city, village or town that established the local health department, except that the jurisdiction of a single or multiple county health department or of a city-county health department does not extend to cities, villages and towns that have local health departments.

## **In the absence of a county or local health department order, does the governing body have authority to close the library or does that authority fall to the library board?**

In the absence of such an order, the statutes appear to give the library board the authority to determine whether the library should open or close. Wisconsin Stat. § 43.58(1) provides that the library board has "exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes."

### **Next Steps:**

As approved at the May 11, 2020, HPL Board Meeting, the board authorized the library director to reopen the Library at their discretion based on recommendations from the Federal Government, the State of Wisconsin, City of Horicon, American Library Association, and the Wisconsin Library Association.

1. Implement BBB Phase 2: Reopening Physical Building for Essential Services beginning on Tuesday, May 26, 2020, at 10 am.

The Library Board also approves:

2. Authorize the library director to implement steps towards BBB Phase Three operations or revert to a more restrictive phase should there be a local COVID-19 spike prompting a local response.
3. Authorize the library director to temporarily implement closure the Library in the event of the following:
  - Order made by the State of Wisconsin, Dodge County, or the City of Horicon directing the closing of the Library.
  - Outbreak of COVID-19 among the staff of HPL and the direction of a 14-day salary and wage guarantee for all staff.

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- Circumstances arise, causing the inability of staff to maintain service due to lack of available staff members or the inability to practice social distancing and current COVID-19 guidelines.
4. Should a prolonged closure of the Library be recommended, the Library Board may meet in a special session or at the next regularly scheduled meeting to take up the decision.
  5. This plan supersedes any other library policy until the duration of the COVID-19 event is concluded as approved by the Horicon Public Library Board.

## **Phased Level of Services:**

### **Phase 1: Library Services Suspended**

In Phase 1, the physical building of the Horicon Public Library is closed, and no services are guaranteed.

The following services may be available:

- Library's online resources
- Wi-Fi available outside the building near Elm St. and near side parking lot during library regular operating hours.

The following services are unavailable:

- Virtual programming
- Increased presence on website, social media, and electronic newsletter
- Phone references services
- All in-person services requiring patrons to enter the physical building
- Curbside pickup

Staffing will be decided by the Library Board as advised by the Library Director and city guidance. No staffing hours are guaranteed. Staffing may be limited and scheduled by the Director. All staff is required to report to work (in-person or virtually) as directed.

### **Phase 2: Physical Building Closed**

In Phase 2, the physical building of the Horicon Public Library is closed with limited services.

The following services are unavailable:

- All in-person services requiring patrons to enter the physical building

The following services will be provided:

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- Library's online resources
- Virtual programming (i.e., Storytime on Facebook)
- Increased presence on website, social media and electronic newsletter
- Phone service during modified open hours
- Wi-Fi available outside the building near Elm St. and near side parking lot during library regular operating hours.
- Curbside pickup service

Staffing will be limited to essential duties necessary to provide virtual programs, assistance with online resources, and digital materials. Staff is encouraged to work from home when able to meet the needs of the public. Staff may be limited in the building. All staff is required to report to work (in-person or virtually) as directed.

### **Phase 3: Reopening Physical Building for Essential Services**

Recommended Date: Tuesday, May 26, 2020

In Phase 3, the physical building of the Horicon Public Library is open for essential services:

- Browsing and checking out of material on shelves
- Picking up material placed on hold
- Printing, photocopying and faxing
- Internet and computer access
- Individual use of seating areas and study rooms

In addition to Phase 2 services:

- Library's online resources
- Virtual programming
- Increased presence on website, social media and electronic newsletter
- Phone service during modified open hours
- Wi-Fi available outside the building near Elm St. and near side parking lot during library regular operating hours.
- Curbside pickup service

The following services are unavailable:

- Public use of Meeting Room
- All in-person programming
- Early Literacy Area
- Coloring and puzzle areas

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- Staff involvement at school, outreach, and community events
- Traveling for in-person meetings and conferences

Staff works regular weekly modified scheduled hours. Staff will only be allowed to work from home on a case-by-case basis if approved by the Director, and it has been determined the needs of the Library can be met.

## **Adjustments to Services and Procedures Recommended:**

### **Social Distancing**

The CDC currently stated a space of at least 6 feet be maintained between individuals to ensure social distancing takes place.

The following adjustments have been made at the Horicon Public Library to encourage social distancing between patrons and staff:

- Signage has been placed to encourage patrons to practice social distancing
- A plexiglass shield has been placed at the circulation desk
- Circulation will only be completed on one circ desk computer
- Circulation transaction modified, so patron scans their card and materials
- Place markers at 6 feet from the circulation desk
- Seating removed and remaining chairs adjusted to maintain 6 feet
- All interactive toys removed from the children's area
- Bathrooms have been closed (per City Hall UFN)
- Water fountain blocked off (per City Hall UFN)
- Number of public computers limited

### **Time Limit – Limited to 1 hour per person per day**

To manage and maintain social distancing, it is recommended patrons limit their time in the Library to one hour per person each day. To remain consistent, access to the public computers will also be limited to one login for one hour per person per day.

### **Additional Health & Cleaning Measures**

The CDC currently recommends that individuals “stay at least 6 feet from other people: and “wearing face coverings in public settings where social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.”

The Horicon Public Library has taken the following measures to ensure as germ-free an environment as possible for staff members and patrons:

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## Changes in Staff Work Areas:

- When possible, staff members will not share work areas and will wipe down common areas after each use
- Staff will continue to practice handwashing and use of gloves as needed
- Staff will be required to wear a face mask when unable to maintain a distance of 6 feet between other staff and/or patrons, excluding the circulation computer which employs a plexiglass shield separating the staff member and patron.

## Changes in Public Areas:

- City cleaning services will emphasize wiping down of high-touch areas
- Staff will wipe down computers after each use
- Hand sanitizer is available at the circulation desk (and has been for years)
- Patrons are welcome to wear a face mask, but it is not required
- Shopping carts and baskets removed
- Friends fundraiser snacks, coffee station, and office supplies removed
- Restrooms and water fountain are unavailable per City Hall awaiting further instructions

## **Quarantine of Physical Material**

Returned library material will be quarantined 72-hours, after being placed in the exterior bookdrop. The interior bookdrop is closed to consolidate possibly contaminated materials in one location.

## **Library Card and Borrowing Privileges**

All loan periods and checkout limits are restored per HPL Circulation policy.

## **Phase 4: Restoring Suspended Services**

Recommended Date: TBD

In Phase 4, the Horicon Public Library is open to the public and is providing the majority of its services.

The following services are unavailable or limited:

- Public use of meeting room
- In-person programming not able to meet social distancing guidelines
- Early Literacy Area

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- Coloring and Puzzle area

All staff is working regularly scheduled hours. Staff will only be allowed to work from home on a case-by-case basis if approved by the Director, and it has been determined the needs of the Library can be met.

## **Social Distancing**

Social distancing allowing for at least 6 feet between individuals is maintained.

## **Time Limit**

Time limit is lifted, and computer stations revert to original settings of 1 hour per patron with two renewals.

## **Additional Health & Cleaning Measures**

Changes in staff and public work areas continue.

## **Quarantine of Physical Material**

The quarantine of physical material continues.

## **Phase 5: Return to Normal Services**

Recommended Date: TBD

In Phase 5, the Horicon Public Library is open for all services. Permanent adjustments may be made to regular operating procedures to follow health guidelines.

## **Social Distancing**

Social distancing is not enforced.

## **Quarantine of Physical Material**

No quarantine of physical material.

All staff is working regularly scheduled hours. Staff will only be allowed to work from home on a case-by-case basis if approved by the Director, and it has been determined the needs of the Library can be met.