

## **Newbury Public Library Pandemic Policy**

If there is a serious infectious disease outbreak, the library may be required to take measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials.

1. At the discretion of the Library Director, and in consultation with the Newbury Public Library Board of Trustees, the Library may close, reduce its operating hours, or limit services and programs temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels, or if unable to maintain adequate social distancing for health and safety, or if there are compliance issues with current safety protocols.
2. If the library is open to the public or open for services during a serious infectious disease outbreak in the community, face masks covering both nose and mouth will be required in the building. Masks are required to enter the library, except for children under the age of two. Reasonable accommodations for library services will be provided for anyone unable to, or refusing to, wear a mask. Those without a mask will not be permitted to enter the building. Masks are recommended but not required for any program held outside at the library.
3. Anyone advised to quarantine by public health officials or doctors due to close-contact with contagious individuals or travel will be prohibited from entering the building during their quarantine period, even if a negative test result is received.
4. The library will be closed to the public if a staff member has tested positive to a serious infectious disease. Staff and patrons are asked not to enter the building if they exhibit any symptoms of infection; the library will make accommodations for services or work needed. A staff member will stay home from the library if they have come in close contact with a positive individual until they test negative, following isolation guidance provided by the Town of Newbury (see attached). The library will also close to the public if it cannot guarantee access to any needed supplies for disinfection or safety. This includes a lack of access to PPE for staff and the public.
5. In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with the public, staff, Library Board of Trustees, and the Town Manager.
6. The Newbury Public Library will close due to a serious infectious disease outbreak or pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.
7. Public spaces are not free of risk, and the public assumes both the risk and responsibility to keep the space as safe as possible when entering the building. This includes not going out in public if serious infection is suspected, following the relevant CDC guidelines for social distancing, masks and washing hands frequently with soap and water or hand sanitizer.

## COMMUNICATION

Library closure, reduction in services or open hours must be announced as soon as feasible. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on wmur.com, phone message, Facebook, and the library website.

*Approved by the Newbury Public Library Board of Trustees March 16th, 2020. Revised June 2, 2020. Revised August 10, 2020. Revised March 24, 2021. Revised June 9th, 2021. Revised August 11<sup>th</sup>, 2021 Revised November 9<sup>th</sup>, 2021.*