

## **Purpose**

If there is a severe infectious disease outbreak or other declared public health emergency, the Library will plan for a reduction of staff. In addition, the Library will take various measures to help slow the spread of the illness, up to and including closing the Library by order of public health officials. Other measures may include limiting or canceling social and public gatherings, requiring quarantines, and/or other social distancing measures. Recovery from a public health emergency may be slow, as compared to a natural disaster or other physical crises

## **Library Services**

In the event that the Town of Lancaster closes all Town-wide department services due to a public health emergency, the Library will also close. Furthermore, at the Library Director's discretion, the Library may close, reduce its operating hours, or limit services temporarily if there is not sufficient staff available to maintain appropriate service levels.

## **Minimum Staffing Level**

The minimum staffing level for Library operations consists of at least two healthy employees available to open the Library during standard hours of service. Regular staff will be assigned to work a maximum 8-hour workday and 40-hour workweek per employee. Employees may be reallocated and have shifts reassigned and lengthened to provide coverage during open hours.

Insufficient staffing levels may result in:

- Cancellation of all programs, special events, and meeting room reservations;
- Reduction of open hours if the number of employees falls below the temporary minimum level; or
- Closure of the Library for one or more days.

## **Communication**

In the event of closure necessitated by declared public health emergency, and depending on available staffing levels, the Library will make a reasonable effort to notify the public of Library closure or of the cancellation of programs, special events, and meeting room reservations.