

G.E. Bleskacek Family Memorial Bloomer Public Library

COVID-19 Services & Safety Plan

The G.E. Bleskacek/Bloomer Public Library will use Chippewa County Public Health's Risk Level Assessment when determining the maximum level of service to provide:

- **Severe/High Risk:** The Library may be open to the public at a 10 patron capacity. Hours open to the public will be limited & may be by appointment only, to be determined by the Library Director based on local metrics.
- **Moderate Risk:** The Library may be open to the public at a 20 patron capacity. Hours open to the public may be less than normal hours, to be determined by the Library Director based on staffing levels needed.
- **Low Risk:** The Library may be open to the public at a maximum of 15 household groups in the building up to a maximum of 40 patrons per Chippewa County Public Health's recommended maximum allotments for gatherings per square footage. This level may be decreased back to 50% capacity at the Director's discretion if social distancing cannot be well maintained at these numbers.

The Library Board may decide to further decrease capacity or service levels at any board meeting for the safety of the community and library staff, based on state & local health department recommendations & current COVID-19 cases in the local area.

Safety Measures for Staff & Library Users

- Masks will be available to staff and they will be required to wear them when working in public spaces with library users or in close proximity to other staff. If a mask mandate is in place, staff will be required to follow the mandate.
- Sanitizer will be available to staff and they should wash hands or sanitize after every patron interaction and after handling returns or high touch surfaces.
- Sanitizer will be available throughout the library for patrons and high touch surfaces will be wiped down by staff frequently.
- Cough guards will be in place at the service desk.
- Returned items will be quarantined based on current recommendations from IFLS Library System and Wisconsin DPI.
- A maximum of three public computers placed at least 6 feet apart will be available with 1 hour limits for use.
- Only one bathroom will be available to the public at all risk levels.
- Drinking fountains will be unavailable at all risk levels.
- Food will not be allowed at any risk level.
- Public seating areas will be limited at any risk level.
- Children's toys and games will be unavailable at Severe, High, & Medium risk levels. Availability at Low risk levels to be determined by the Director.
- The community room will be unavailable to the public at Severe, High, & Medium risk levels. Availability at Low risk levels to be determined by the Director.
- There will be no in-person library events or programs at Severe, High, & Medium risk levels. Availability at Low risk levels to be determined by the Director.

Behavior Guidelines for Library Users

- Six feet social distancing must be maintained between anyone who is not a member of the same household.
- Library users should limit the number of people they bring to the library at this time if they are able and leave small children at home when possible.
- Masks are required for all library users over the age of 5 unless a medical condition prevents its use.
- Library users should not enter the building if they have any signs of illness.
- Prolonged socializing is not permitted.
- Barriers of any kind may not be removed to accommodate access.
- Library users may be asked to leave after 30 minutes OR if they are not using the library's essential services (computers, copier, or selecting materials) if there are others waiting to enter.

Staff Health Guidelines & Plans

All staff members should monitor themselves daily for symptoms (see Appendix) & take their temperature if they are feeling ill.

Staff members should not enter the library and should notify the director if:

- they have tested positive for COVID-19
- they are waiting on results from a COVID-19 test
- they have symptoms consistent with COVID-19
- they are a close contact of someone who has tested positive for COVID-19
- they have traveled internationally in the past 14 days or are a close contact of someone who has traveled internationally in the past 14 days.

The Library may close or reduce current services if a staff member has a confirmed case of COVID-19 and will follow any guidance from the Chippewa County Public Health Department. Staff members who have tested positive for COVID-19 must follow all Health Department or healthcare provider requirements before returning to work.

The Library may close, reduce its operating hours, or reduce services temporarily at the discretion of the Library Director if there is not sufficient staff to maintain current library service levels.

Staff members who are unable to come to work due to a COVID-19 library shutdown and who are unable to work from home will continue to be paid for their regularly scheduled hours. Staff members will be expected to work from home as much as possible to keep up on their designated responsibilities.

The Library will also provide paid COVID-19 leave time in accordance with the City of Bloomer and in accordance with any state or federal acts.

Appendix: Staff Self-Assessment: MONITORING YOUR HEALTH DURING COVID-19 BEFORE COMING TO WORK

Assess Symptoms:

1. Do a daily health self-assessment check for:

- Fever
- New or worsening cough
- Difficulty breathing or shortness of breath
- New loss of smell or taste

2. If you have one or more of the symptoms above:

- Notify the Library Director that you are sick.
- Do not come to work.
- Self-quarantine and limit contact with others.
- Seek advice by telephone from your healthcare provider.

3. If you develop emergency warning signs for COVID-19 seek medical attention immediately:

- Trouble breathing.
- Persistent pain or pressure in the chest.
- Recent onset confusion or inability to be attentive
- Bluish lips or face