

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4112 PANDEMIC FLU POLICY

Should a flu pandemic affect our community, the library will comply with requests from the Lake County Health Department to assist in checking the spread of the virus. This may involve closing some or all library facilities for the duration of the crisis. Staff illness may also force closing of some or all locations for a period of time.

In the event the library is closed as part of a quarantine implementation:

Most staff will be instructed to stay home for the duration of the quarantine period.

All events scheduled to take place in library facilities will be cancelled.

Every attempt will be made to maintain electronic resources and services to provide information and recreation for the public.

Some staff members may be required to report to library facilities for various reasons. Examples would include maintenance staff needed to protect the property, IT staff needed to keep essential computer systems operating, management staff needed to direct operations, finance staff needed to process payrolls, etc. (See Appendix A)

Full-time staff will continue to be paid at their normal rates.

Part-time staff will be paid for time they would normally have worked, as would be the case with a closing for a weather emergency, for example.

The most reliable method of paying staff will be direct deposit to individuals' bank accounts. It WILL NOT be possible to distribute checks in person. It MAY NOT be possible to distribute checks by mail, and even if the mailing of checks is an option, mail service may be disrupted.

Staff members are advised to maintain a reserve of cash in their homes, as banks may be closed and ATM machines will quickly be depleted of cash.

Library facilities will be made available to public health officials to be used as staging, screening, or treatment sites, or for other purposes to help protect the safety and welfare of the public.

Overdue fees for borrowed library materials will be waived for the duration of the closing.

If the library remains open:

Staff members will be expected to report for work as usual.

Staff will not be allowed to use sick bank or unscheduled earned time simply because they are worried or concerned about leaving their homes.

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However, some staff members may find it necessary to stay home:

because they are ill.

are needed to care for dependents.

are quarantined because of illness in the household.

In such cases, individuals will be required to use (in the following order) accumulated sick bank, earned time, reserve time, or unpaid personal leave.

Staff who are ill and report to work may be sent home and required to use accumulated sick bank, earned time, reserve time, or unpaid personal leave.

The following key staff members have agreed to work, if they are needed, during a flu pandemic when the library system is closed. Other staff members may be requested to work as needed. They will be provided with protective gloves and masks and trained in their proper use.

Senior Management

Director

Assistant Director

Head of Technical Services

Head of Circulation Services

Head of Information Services

Head of Youth Services

Branch Librarian, E.B. Hayward Branch

Branch Librarian, Howard Branch

Financial Services

Administrative Assistant

Maintenance

Maintenance Services Manager