



Pandemic Planning for Argyle Free Library

Level 1: Do Nothing – Normal Operations

(Threat Level: Low)

1. Make no changes to current operations and procedures.

Level 2: Enhance Sanitation

(Threat Level: Elevated)

1. Provide additional hand sanitizer, soap, and towel throughout the library building.
2. Wipe down all horizontal surfaces and high contact items (doorknobs, phones, keyboards, coffee makers) at the end of the day.
3. Spray toys with disinfectant spray at the end of the day.
4. Remove soft toys from the children's area.
5. Stop serving food at programs unless individually packaged.

Level 3: Rigorous Sanitation

(Threat Level: High)

1. In addition to level 2 actions add:
2. Hourly hand sanitizing or handwashing for all staff.
3. Wipe/disinfect all returned materials before shelving.
4. Remove all toys and manipulatives from children's areas.
5. Stop serving food and drink at programs. Stop selling coffee.

Level 4: Restrict Activities

(Threat Level: Emergency)

1. In addition to Levels 2 and 3, add:
2. Cancel passive programs to reduce spread of contact infection.
3. Cancel all library programs to reduce person-to-person infection.

Level 5: Building Closures

(Threat Level: Critical)

1. Reduce hours if necessary due to staffing constraints.
2. Close library if required by State Health Department or other health authority.

Staff Illnesses:

1. Staff should stay home at earliest signs of possible infection or if family member is infected.
2. Staff should remain home until infectious period is past, following CDC or Health Department Guidelines