

Land O' Lakes Public Library	
Title:	Health Emergency Policy
Review Cycle:	Every 3 years or as Needed
Revision Approval Date:	09-10-2025

PURPOSE: To define Library Operations during a health emergency.

POLICY: The Library Director may be required to adjust library operations during times of health emergencies. This policy outlines best practices and shall be in force until the health emergency has passed. The health and safety of our staff, volunteers, and patrons is our utmost concern. Certain health emergencies can be volatile situations with constantly changing conditions and information. The Library Director will make decisions based on the best information available from the Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services (DHS) and the Vilas County Public Health Department. The Library Director will make decisions based in good faith doing what is best for the community served by the library.

ADJUSTMENT OF LIBRARY OPERATIONS: The Library Director may reduce its operating hours, limit services, and close the building for indefinite periods of time in accordance with the recommendations of the CDC, The Vilas County Public Health Department and the DHS. The Library Board President will inform the board of changes in library operations. Library operations may change frequently as new information arises. Current library procedures and requirements will be posted and prominently displayed.

- The library is an enclosed building area. Efforts to keep the library as clean as possible will be made, however, library staff cannot guarantee a germ-free environment. Curbside pick-up will remain an option for those not comfortable entering the library building or following enhanced safety requirements.

GENERAL SAFETY PROTOCOL:

- Staff and volunteers will stay home if they are ill.
- Masks and PPE will be available for patrons, staff, and volunteers.
- Frequent hand washing is encouraged by all: hand sanitizer will be available.

COMMUNICATON: Upon any changes in library operations, the Library Director will contact each staff member by phone or in person. Current changes to library operations will be posted / updated on the front door of the library, the library's social media pages, the library website, and the library voicemail-phone message.