

Carbondale Public Library Emergency Policy Committee. Tuesday, June 22, 2021. 4:00 p.m.
Online meeting. Link and phone number shared for public attendance.

MINUTES

Statement prior to start of the meeting.

The Committee Chair determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded and will be posted on the Internet.

Call to order.

Called to order at 4:00 p.m.

Roll call.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

Trustee committee members present: Don Prosser, Barbara Levine,

Staff committee members present: Diana Brawley Sussman, Jennifer Robertson, Lynette Miller

Trustee committee members absent: Susan Tulis

Staff committee members absent: None

Policies and procedures for various scenarios.

Discussion and decisions regarding service provision, procedures, and safety precautions in light of changes in statewide COVID-19 mitigation levels.

1. Mask Compliance. Please see Reference #1 below.
 - A. What level of mask compliance will be required of patrons in the building? Options considered:
 - a. Required for all patrons
 - b. Required only for unvaccinated people and children under 12 using the “honor system”
 - c. Required only for unvaccinated people (and children under 12) unless they show proof of vaccination
 - d. Required for no one (mask usage is completely voluntary)

Not yet decided. The committee was torn between options “a” and “b.” Most places are not requiring masks; however, we serve young children who cannot yet be vaccinated. We also have vulnerabilities among our staff and/or within their households. We want to protect the staff and the public, but we also don’t want the staff to have to face perpetual (sometimes severe) confrontations with members of the public who don’t want to wear a mask. The Trustees present felt they would like to hear from more staff members. The Director will survey the staff and present survey results at the July board meeting.

- B. What level of mask compliance will be required of patrons at outdoor programs? Options considered:
 - a. Required for all patrons
 - b. Required only for unvaccinated people and children under 12 using the “honor system”
 - c. Required only for unvaccinated people (and children under 12) unless they show proof of vaccination
 - d. **Required for no one (mask usage is completely voluntary)**

The committee chose option “d” for outdoor programs, as transmission is limited outside and it may be

too hot to require patrons to wear masks.

- C. What level of mask compliance will be required of staff inside the building?
- Masks will be required for all staff throughout the building
 - Masks will be required only for unvaccinated staff throughout the building
 - Masks will be required for unvaccinated staff throughout the building, but only required for vaccinated staff in patron-accessible spaces

Not yet decided. Again, a staff survey will inform this decision at the July board meeting. If all patrons are required to wear masks, all staff will be required to wear masks, at least when they are visible to patrons.

- D. What level of mask compliance will be required of staff at outdoor programs?
- Masks will be required for all staff at outdoor programs**
 - Masks will be required only for unvaccinated staff at outdoor programs
 - Masks will be required for unvaccinated staff at all outdoor programs, but will only be required of vaccinated staff when children under age 12 are present at an outdoor program

The committee selected option “a” because we will be working with unvaccinated children.

2. Capacity. Please see Reference #2 below.

A. Will any time limit continue to be imposed on patron visits (currently 2 hour limits are enforced with sign-in required)? **The committee decided to eliminate the 2 hour time limit.**

B. How many people will be allowed to gather in the meeting room? **The committee set the limit at 20, which is a little less than half capacity.**

C. Would food and beverages be allowed at meetings and/or programs? **Food and beverages will not be provided at this time, but individual drinks or packaged food would be permitted.**

3. Contagion. Please see Reference #3 below.

A. What will our library do if one of our staff are diagnosed with COVID-19?

a. Guidance for the affected employee: **The affected employee must stay home until released from quarantine.**

b. Guidance for unvaccinated staff who may have been exposed to the affected employee: **Unvaccinated staff exposed to a coworker diagnosed with COVID must stay home until they have received a negative COVID test administered 5-7 days after exposure and are fever and symptom free.**

c. Guidance for the library as a whole (fully open, services reduced to curbside, temporary closure, etc.): **The library will remain fully open.**

B. What will our library do if a staff member has been directly exposed to someone diagnosed with COVID-19?

a. Guidance for the affected employee: **If they have been vaccinated they would be encouraged, but not required to stay home until they have received a negative COVID test administered 5-7 days after exposure and are fever and symptom free. If they are unvaccinated they would be required to stay home until they have received a negative COVID test administered 5-7 days after exposure and are fever and symptom free.**

b. Guidance for unvaccinated staff who may have been exposed to the affected employee: **Unvaccinated staff would be required to stay home until they have received a negative COVID test administered 5-7 days after exposure and are fever and symptom free.**

c. Guidance for the library as a whole (fully open, services reduced to curbside, temporary closure, etc.): **The library will remain fully open.**

C. What will our library do if someone in an employee’s household has been diagnosed with COVID-19?

a. Guidance for the affected employee: **If they have been vaccinated they would be encouraged,**

but not required to stay home until they and their ill household member have received a negative COVID test administered 5-7 days after exposure and are fever and symptom free. If they are unvaccinated they would be required to stay home until they and their ill household member have received a negative COVID test administered 5-7 days after exposure and are fever and symptom free.

b. Guidance for unvaccinated staff who may have been exposed to the affected employee:

c. Guidance for the library as a whole (fully open, services reduced to curbside, temporary closure, etc.): **The library will remain fully open.**

4. Should vaccinated staff continue to do a temperature and wellness check at the start of their shift?

Temperature checks will no longer be required of vaccinated staff, but are still required for unvaccinated staff.

5. When should the plexiglass around the circulation desk be removed? **It will remain in place until children under 12 have had the opportunity to be vaccinated.**

6. Are there any additional procedures that should be considered? **We will stop quarantining materials at this time.**

Note: All of the above procedures are subject to change in accordance with guidance and/or regulation from the health department, State of Illinois, or CDC.

References:

1. *“For businesses and venues where everyone present is [fully vaccinated](https://www.dph.illinois.gov/covid19/phase-5), the state does not require face coverings and social distancing in both indoor and outdoor settings. Businesses and municipalities are permitted to continue requiring face coverings and social distancing as they deem appropriate.”*
<https://www.dph.illinois.gov/covid19/phase-5>
2. *“All businesses and venues should support social distancing to the extent possible, especially in indoor settings. Businesses and venues should apply best practices in managing distancing at such places as concessions/counters, public restrooms, and lines/queuing.”*
<https://www.dph.illinois.gov/covid19/phase-5>
3. If you’ve been fully vaccinated: *“If you’ve been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.”*
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Adjournment.

Adjourned at 4:52 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director