

## **Will Rogers Library Health & Safety Policy**

The Will Rogers Library considers the health and safety of all patrons and staff to be of utmost importance, and is committed to continually improving effective standards of health and safety in all aspects of library service. This policy will be kept current and reviewed as needed by the Library Board to take full account of any changes in library activities, procedures and/or workflow.

### **Communicable Diseases**

This policy is intended to provide guidelines for the prevention and spread of communicable disease in the library environment.

A communicable disease, for the purpose of this policy, is any serious disease capable of transmission via air or via direct physical contact between an individual and the contaminant. This includes but is not limited to influenza, measles, chicken pox, mumps, meningitis, tuberculosis, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), COVID-19, and Severe Acute Respiratory Syndrome (SARS).

Each patron and staff member of the library has a personal responsibility to prevent the spread of communicable diseases. If an individual is aware or suspects they could be carrying a communicable disease, they are urged to use good judgment in their behavior with the primary aim of safeguarding both their own health and the health of others. Awareness or suspicion includes showing signs of illness such as coughing, sneezing, fever, aching or a report of infection from a health care professional; or having had recent exposure to someone with a known or suspected communicable disease.

Such individuals are expected to avoid public places during the duration of the illness, and are not to be considered well until more than 24 hours have passed after all symptoms of illness have ceased.

The library will help patrons and staff to avoid communicable disease by:

- Reserving the right to require any individual demonstrating active symptoms of a communicable disease leave the library facility and/or program if library staff reasonably believes the person is placing the welfare of themselves or others at risk.
- Encouraging infection control practices in the library by displaying informational signage regarding proper hand washing, respiratory hygiene, cough etiquette, etc.
- Maintaining janitorial cleanliness by wiping down exposed patron and staff work surfaces with an appropriate sanitizer or disinfectant.
- Providing sufficient facilities for hand washing with soap and water.
- Following procedures recommended by public health officials for handling body fluids to minimize the exposure of disease through contact. These procedures are considered standard health and safety practices.

The library will not discriminate against any patron or staff based on the individual having a communicable disease. The library does reserve the right to exclude a person with a communicable disease from the library facility and/or programs if library staff finds that, based on a reasonable determination made by library staff, such restriction is necessary for the welfare of the person with the communicable disease and/or the welfare of others in the library. If such an event occurs, the library will make every effort to ensure all applicable statutes and regulations regarding the privacy of the individual(s) concerned are followed.

### **Influenza Special Cases, Pandemics or other Widespread Illnesses**

In the event of any serious outbreaks of influenza, pandemic or other widespread illness, as determined by the Rogers County Health Department, City of Claremore, State of Oklahoma, United States Centers for Disease

Control (CDC), or any other authorized public health official; the recommended or mandated protocols for such outbreak will be followed in addition to all the applicable library policy guidelines.

## **Suspension of Library Privileges for Reasons of Health and Safety**

It is the responsibility of the Will Rogers Library to maintain a healthy and clean environment for all library patrons, and to protect the library's collections, equipment, and property in this regard. To this end, the library may restrict a patron's ability to borrow material and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and users.

Health and Safety Instances in which borrowing materials may be suspended could include, but are not limited to:

- Evidence that items checked out on a patron's card were returned with insects known to be damaging to library materials, e.g. roaches, silverfish, and some types of beetles.
- Evidence that items checked out on a patron's card were returned with insects that could result in pest infestations in library facilities, e.g. fleas, lice, bed bugs or roaches.
- Evidence that library materials checked out on a patron's card were returned with stains that are clearly and obviously urine or feces, whether human or animal.

Health and Safety Instances where an individual may be asked to leave the library facilities, and/or have future access to library facilities suspended, could include, but are not limited to:

- Patrons or patron possessions with fleas, lice, roaches, bed bugs, or other insects or pests.
- Patrons with clothing stained with urine or feces.
- Patrons who are actively bleeding from or have exposed open and infected wounds.
- Borrowed materials returned with evidence of pest infestation may also result in suspension of patron use of the library facility.

Should it become necessary to suspend a patron's library privileges in order to protect library collections, facilities, or other individuals, direct notification of the suspension will be made by library staff at the time of the occurrence. Suspension of access to facilities and borrowing privileges will be considered temporary and will be restored when the suspended patron demonstrates that the originating situation has been remediated. This may include proof of qualified extermination procedures conducted at the patron's primary residence, proof of medical attention received, etc.

## **Returning Material That May Have Come in Contact with Pests**

If library materials may have come into contact with bed bugs, roaches, lice, fleas, or other insects or pests while in a patron's possession, the patron **SHOULD NOT** return the material through the book drop. Instead, the patron should place the items in a securely closed plastic bag and notify a staff member immediately upon return of the materials to the circulation desk, so the staff member can take necessary precautions.

Materials that are returned with bed bug or other pest infestation will be treated or discarded at the library's discretion. Materials that must be discarded will be charged to the patron at full replacement value, and all relevant circulation policies regarding fines and fees apply. If further occurrence of infestation of materials occurs, library privileges may be permanently withdrawn.

## **Bed Bug Prevention & Containment**

The potential for bed bugs is a reality in today's library environment. The Will Rogers Library strives to prevent and contain the presence of bed bugs and their eggs both in the library facility and on library materials by

ensuring that library staff is fully aware of prevention, recognition, containment and elimination protocol and related procedures, and by regularly reviewing and updating those procedures to maintain best practices.

The library works proactively to:

- Reduce the risk to patrons, staff, facility and materials.
- Perform visual inspections of all returned materials upon receipt, and report findings to library administrators.
- Perform visual inspections of library furnishings on a regular basis, and report findings to library administrators.
- Contract only licensed and accredited pest control companies in the prevention and treatment of the facility.
- Review and maintain best practices from public health authorities to ensure policies and procedures remain current.
- Encourage the immediate reporting of all sightings of live or dead bed bugs and eggs by staff and/or patrons.

If bed bugs are found in the patron areas of the library, the library will immediately be evacuated and licensed exterminators called in to treat the facility, including carpets and furnishings. The public will be notified as to exactly what procedures and chemicals are used at the time of the occurrence. The facility will remain closed until it is re-checked and found to be free of bed bugs.

*Policy Reviewed 4/21/22*