

# GeneSee District Library

# Pandemic Plan

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Pandemic plan which identifies the strategy to use if and when a need arises to reduce personnel due to illness during pandemic situations.

## Pandemic Plan

The Genesee District Library conforms to the following OSHA recommendation. Therefore the Genesee District Library will implement the following OSHA on how to proceed during a pandemic.



### How to Protect Yourself in the Workplace during a Pandemic

The best strategy to reduce the risk of becoming ill with pandemic influenza is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If you must be in a crowded setting, minimize your time there. Some basic hygiene and social distancing precautions that can be used in every workplace include the following:

- Staff is encouraged to stay home if you are sick.
- Wash your hands frequently with soap and water for 20 seconds or with a hand sanitizer if soap and water are not available.
- Avoid touching your nose, mouth and eyes.
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
- Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.
- Avoid close contact (within 6 feet) with coworkers and customers.
- Avoid shaking hands and always wash your hands after physical contact with others.
- If wearing gloves, always wash your hands after removing them.
- Keep frequently touched common surfaces (for example, telephones, computer equipment, etc.) clean.
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Minimize group meetings; use e-mails, phones and text messaging. If meetings are unavoidable, avoid close contact (within 6 feet) with others and ensure that the meeting room is properly ventilated.
- Limit unnecessary visitors to the workplace.
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

For more information, see *Guidance on Preparing Workplaces for an Influenza Pandemic*, OSHA Publication No. 3327, which can be accessed at [www.osha.gov](http://www.osha.gov).

#### For more complete information:



U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA

OSHA 3365-05N-09

***\*41 employees include Librarians' and Library Assistants' working within the Genesee District Library 19 locations throughout Genesee County, Michigan.***

**mdh/Branch Operations Manager-attachment included (Employee Information)  
Revised September 21, 2015**



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## Pandemic Plan

### 20% Reduction

\*(8) Personnel reduction (33 Working)

Priority	Essential Function	Department and/or Branches	Maintain Services	Branch and/or Department Closings 1 <sup>st</sup> Round Closures:
1	Maintain library services	All staff	Baker Park Beecher Burton Memorial Clio Davison Fenton Flint Township Flushing Genesee/Johnson Genesee Valley Grand Blanc Headquarters Montrose Mt. Morris Swartz Creek	<ul style="list-style-type: none"> <li>○ <b>Gaines</b></li> <li>○ <b>Goodrich</b></li> <li>○ <b>Linden</b></li> <li>○ <b>Otisville</b></li> </ul>
❖ 2	System Equipment	Information Technology	<ul style="list-style-type: none"> <li>• Verify integrity/continuity of backups (remote)</li> <li>• Pay vendor bills (onsite)</li> <li>• Maintain servers/desktops (software - remote, hardware - onsite)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 on-site employees, 1 remote employee</li> </ul>
3	Maintain cataloging, ordering, processing of new books	Technical Services	<ul style="list-style-type: none"> <li>• GDL Delivery</li> <li>• Process items that have been received</li> <li>• Purchase more items.</li> </ul>	<ul style="list-style-type: none"> <li>• Stop purchasing</li> <li>• Continue delivery and processing</li> </ul>
4	Payroll, accounts payable and cash management	Finance	<ul style="list-style-type: none"> <li>• Complete necessary duties as required to maintain library operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on filling in where needed.</li> </ul>
5	Public Relations	Community Relations	<ul style="list-style-type: none"> <li>• Submit news releases and include information on library website. Possibly of canceling programs</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on providing support where needed.</li> </ul>
6	Administrative functions	Administration	<ul style="list-style-type: none"> <li>• Complete necessary duties as required to maintain library operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on providing support where needed.</li> </ul>

Legend for branch closures as they occur during pandemic:

- 1<sup>st</sup> Round Closures – 20% reduction

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### Pandemic Plan

**30% Reduction**

**\*(12) Personnel Reduction (29) Working**

Priority	Essential Function	Department and/or Branches	Maintain Services	Branch and/or Department Closings 2 <sup>nd</sup> round additional closures:
1	Maintain library services	All staff	Burton Memorial Clio Davison Fenton Flushing Genesee/Johnson Genesee Valley Grand Blanc Headquarters Mt. Morris Swartz Creek	<ul style="list-style-type: none"> <li>➤ <b>Baker Park</b></li> <li>➤ <b>Beecher</b></li> <li>➤ <b>Flint Township</b> <ul style="list-style-type: none"> <li>○ Gaines</li> <li>○ Goodrich</li> <li>○ Linden</li> </ul> </li> <li>➤ <b>Montrose</b> <ul style="list-style-type: none"> <li>○ Otisville</li> </ul> </li> <li>➤ <b>(2<sup>nd</sup> round a total of 8 branches closed)</b></li> </ul>
2	System Equipment	Information Technology	<ul style="list-style-type: none"> <li>• Verify integrity/continuity of backups (remote)</li> <li>• Pay vendor bills (onsite)</li> <li>• Maintain servers/desktops (software - remote, hardware - onsite)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>2 onsite employees</b> - At a reduction of 30% of our staff we would scale back/eliminate our work on future improvement and instead focus on maintaining our current hardware/software.</li> </ul>
3	Maintain cataloging, ordering, processing of new books	Technical Services	<ul style="list-style-type: none"> <li>• GDL Delivery</li> <li>• Process items that have been received</li> <li>• Purchase more items.</li> </ul>	<ul style="list-style-type: none"> <li>• No purchasing</li> <li>• Continue to do delivery/processing</li> </ul>
4	Payroll, accounts payable and cash management	Finance	<ul style="list-style-type: none"> <li>• Payroll – to make sure staff gets paid</li> <li>• Accounts payable – make sure vendors get paid</li> <li>• Cash management – to make sure no checks bounce</li> </ul>	<ul style="list-style-type: none"> <li>• Remote access from home. (optional)</li> </ul>
5	Public Relations	Community Relations	<ul style="list-style-type: none"> <li>• Submit news releases and include information on library website. Cancel programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Remote access from home. (optional)</li> </ul>
6	Administrative functions	Administration	<ul style="list-style-type: none"> <li>• Complete necessary duties as required to maintain library operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on providing support where needed.</li> </ul>

**Legend for branch closures as they occur during pandemic:**

➤ **2<sup>nd</sup> Round Closures – 30% reduction**

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**mdh/Branch Operations Manager-attachment included (Employee Information)**

**Revised September 21, 2015**

**Pandemic Plan**

**40% Reduction**

**\*(16) Personnel Reduction (25 Working)**

Priority	Essential Function	Department and/or Branches	Maintain Services	Branch and/or Department Closings
1	Maintain library services	All staff  <i>Recommendations: Reduction of branch hours to 10:00 a.m. to 6:00 p.m., from Tuesday to Saturday and closed on Sunday and Monday for all branches that will remain open due to personnel reduction.</i>	Burton Memorial Clio Davison Fenton Flint Township Flushing Genesee/Johnson Genesee Valley Grand Blanc Headquarters Mt. Morris Swartz Creek	<ul style="list-style-type: none"> <li>○ <b>Gaines</b></li> <li>○ <b>Goodrich</b></li> <li>○ <b>Linden</b></li> <li>○ <b>Otisville</b></li> <li>➤ <b>Baker Park</b></li> <li>➤ <b>Beecher</b></li> <li>➤ <b>Flint Township</b></li> <li>➤ <b>Montrose</b></li> </ul> <hr/> <b>No additional closures recommended, however depending on staff illness, there is the possibility of additional branch closures.</b>
2	System Equipment	Information Technology	<ul style="list-style-type: none"> <li>• Verify integrity/continuity of backups (remote)</li> <li>• Pay vendor bills (onsite)</li> <li>• Maintain servers/desktops (software - remote, hardware - onsite)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1 onsite employee, 1 remote employee</b> - When 40% of our department became unavailable our phone would be forwarded to our remote employee and our onsite employee would provide "eyes and hands" support (servers, branch desktops, cameras, and Wi-Fi). Support turnaround times would be substantial.</li> </ul>
3	Maintain cataloging, classifying, processing new books	Technical Services	Closed	Closed
4	Payroll, accounts payable and cash management	Finance	<ul style="list-style-type: none"> <li>• Payroll – to make sure staff gets paid</li> <li>• Accounts payable – make sure vendors get paid</li> <li>• Cash management – to make sure no checks bounce</li> </ul>	<ul style="list-style-type: none"> <li>• Remote access from home (optional)</li> </ul>
5	Public Relations	Community Relations	<ul style="list-style-type: none"> <li>• Submit news releases and include information on library website. Cancel programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Remote access from home (optional)</li> </ul>
6	Administrative functions	Administration	<ul style="list-style-type: none"> <li>• Complete necessary duties as required to maintain library operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on providing support where needed.</li> </ul>

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## Pandemic Plan

50% Reduction

\*(~~21~~) Personnel Reduction (~~20~~ Working)

Priority	Essential Function	Department and/or Branches	Maintain Services	Branch and/or Department closings 3 <sup>rd</sup> round
1	Maintain library services	All staff <i>Recommendation: Reduction of branch hours to 10:00 a.m. to 6:00 p.m., from Tuesday to Saturday and closed on Sunday and Monday for all branches that will remain open due to personnel reduction</i>	Burton Memorial Clio Davison Fenton Flushing Grand Blanc Headquarters Swartz Creek	<ul style="list-style-type: none"> <li>➤ Baker Park</li> <li>➤ Beecher</li> <li>➤ Flint Township</li> <li>○ Gaines</li> <li>❖ <b>Genesee Valley</b></li> <li>○ Goodrich</li> <li>❖ <b>Johnson</b></li> <li>○ Linden</li> <li>➤ Montrose</li> <li>❖ <b>Mt. Morris</b></li> <li>○ Otisville</li> </ul> <p>❖ (3<sup>rd</sup> round a total of 11 branches closed)</p>
2	System Equipment	Information Technology	<ul style="list-style-type: none"> <li>• Verify integrity/continuity of backups (remote)</li> <li>• Pay vendor bills (onsite)</li> <li>• Maintain servers/desktops (software - remote, hardware - onsite)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1 remote employee</b> - As we reach the 50% threshold, the IT department would need to focus on critical functions only (servers and branch desktops). All email support requests would be prioritized and scheduled. Phone support would be considered for emergencies only. "Eyes and hands" support would be extremely limited and at times frontline branch staff would need to be used for this purpose.</li> </ul>
3	Maintain cataloging, ordering, processing new books	Technical Services	Closed	Closed
4	Payroll, accounts payable and cash management	Finance	<ul style="list-style-type: none"> <li>• Payroll – to make sure staff gets paid</li> <li>• Accounts payable – make sure vendors get paid</li> <li>• Cash management – to make sure no checks bounce</li> </ul>	<ul style="list-style-type: none"> <li>• Remote access from home (Optional)</li> </ul>
5	Public Relations	Community Relations	<ul style="list-style-type: none"> <li>• Submit news releases</li> <li>• Cancel all programs.</li> <li>• Include information on library website.</li> </ul>	<ul style="list-style-type: none"> <li>• Remote access from home. (Optional)</li> </ul>
6	Administrative functions	Administration	<ul style="list-style-type: none"> <li>• Complete necessary duties as required to maintain library operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on providing support where needed</li> </ul>

Legend for branch closures as they occur during pandemic:  
3<sup>rd</sup> Round Closures – 50% reduction

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