

Proactive Pandemic Policy

The Board of Library Trustees enacts the following proactive policy in preparation for the pandemic flu season of 2009-2010. The Library Director is encouraged and authorized to:

1. Take actions in accordance with the recommendations and edicts of the Westford Health Department and the Massachusetts Department of Public Health (such as hand washing, cough containment, use of personal protective equipment, social distancing, etc.).
2. Promote staff inoculation in accordance with Board of Health's demographic priorities and guidelines, identifying high-risk staff for immediate Health Department inoculation.
3. Enforce the Westford Board of Health's exclusion edict.
4. Enact and enforce a "Go home if sick" policy whereby staff arriving to work sick, or becoming ill during the day are given a mask and sent home.
5. Follow the Westford Health Department mechanism for illness surveillance and centralized reporting.
6. Waive the requirement for a doctor's notification of illness during the height of the pandemic.
7. Calculate and communicate the financial impact of staff absences and leaves to Town officials and the Finance Department.
8. Follow a Continuity of Operation plan that includes cross training, remote access, single point service access, reduced hours of service and *authorized* staff working from home.
9. Link the Departmental website to the Westford Health Department Information site.

The Board of Library Trustees establishes for this pandemic season an emergency Minimum Staffing Level of four persons per shift with appropriate specialties and sufficient security per shift, as determined by the Library Director. Inability to meet this staffing minimum due to illness or Health Department mandatory exclusion, or safety issues shall be deemed sufficient criterion for closing the library.

Depending upon the severity, virulence and duration of the pandemic season, the Library Trustees will, with Health Department input, consider suspension of story times and other library programs to discourage public gatherings and to promote social distancing, suspension of meeting room use and suspension of Bookmobile service.

Approved and Voted by the Board of Library Trustees: 10/5/09