

Kaukauna Public Library Pandemic Policy

During a pandemic, the Kaukauna Public Library will follow Wisconsin and Department of Health Services orders and recommendations. The Library will offer varying levels of service based on CDC recommendations and state/county/local orders during a pandemic to keep library staff and patrons safe. Staff and patron safety is the highest priority. As such, if the library does not have enough staff to have a minimum of four people in the building during any operating hours, runs out of the necessary personal protective equipment or cleaning supplies necessary to ensure safety in the building or a local outbreak occurs, it may at any time alter/reduce services or close to the public.

Access to cleaning supplies during a pandemic is highly volatile. As a high touch public building, the library cannot guarantee the cleanliness of materials and equipment. Entrance to the library and use of the facilities and materials during a pandemic is at the risk of the user. The library will offer patrons the opportunity to provide information for contact tracing in the event of a positive case associated with the Library, however, entrance to and use of the library facilities will not require consent to provide such information

When the Library is open to the public in Phases III, IV or V, patrons and staff of the library must follow all guidelines as set forth by the Kaukauna Public Library and the City of Kaukauna at that time. Guidelines and phases will be based on CDC recommendations, state/county/local orders and policy. Failure to comply with library guidelines and policy during any phase may result in a loss of library privileges.

Phase details and procedures may be altered at any time by the Library Director, so long as they continue to follow CDC recommendations and state/county/local orders and policy.

Phase I

Under Phase I the library is closed to the public. Only essential minimum staff will be allowed in the building for basic operations. Library staff will work remotely and will engage in online and virtual services. Transit services will not run. The book drop will remain open, following designated quarantine procedures. When possible, the library will offer hotspot Wi-Fi service in the parking lot.

Phase II

Under Phase II the library will remain closed to the public, however minimal staff will be allowed in the building to offer curbside services while safely physically distancing. Library staff will continue to work part of their shifts remotely in compliance with orders. Transit services will only run to allow for the return of materials to their home libraries if possible at the discretion of the library system. The book drop will remain open, following designated quarantine procedures. The library will offer hotspot Wi-Fi service in the parking lot.

Phase III

Under Phase III the library will partially reopen. The Library will be open by appointment only or at a limited capacity for browsing and computer use at a capacity specified by the current order or at a level of service in which the library can staff safely. The library will continue curbside services for those wishing to physically distance. The Library will continue virtual only programming and will have no in-person events. The library will also not book public meetings. A majority of library furniture will be removed including all youth area play equipment. Study rooms and the local history room will remain closed. In person library assistance will be limited to adhere to physical distancing practices. The book drop will remain open, following designated quarantine procedures. The library will sanitize high touch areas every two hours and will offer sanitizer and wipes to the public to clean equipment and materials as supplies allow. Transit of requested materials may resume if adopted by the library system. The book drop will remain open, following designated quarantine procedures. The library will offer drop sites around the building for used materials or equipment, which need to be cleaned. The library recommends that children and high risk individuals not be in the building when possible during this phase. The library will continue to offer hotspot Wi-Fi service in the parking lot.

Phase IV

Under Phase IV the library will open with best practices. The Library will follow CDC recommendations, state or county orders, and based on staffing levels will either expand appointments or base admittance on capacity as determined by square footage. All programs will be registered so as to not exceed the size of gatherings. Meeting room bookings may resume, but will adhere to gathering size limits and physical distancing ability. Curbside service will continue. Patrons and staff must continue to adhere to physical distancing guidelines. A majority of library furniture will continue to be removed including all youth area play equipment. In person library assistance will be limited to adhere to physical distancing practices. Study rooms and the local history room will reopen with capacity limits. The book drop will remain open, following designated quarantine procedures. The library will sanitize high touch areas every two hours and will offer sanitizer and wipes to the public to clean equipment and materials as supplies allow. Transit of requested materials may resume at the discretion of the library system. The library will offer drop sites around the building for used materials or equipment, which need to be cleaned. The library will continue to offer hotspot Wi-Fi service in the parking lot.

Phase V

Under Phase V the library will reopen with normal practices and services with the exception of any specific guidelines issued by Wisconsin, WDHS, the CDC, or the county.