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Policy on Communicable Disease

A. Statement of Philosophy

1. In part, the “mission of the Batavia Public Library is ... to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations.”¹
2. The Library strives to treat all Library employees and visitors in a fair, consistent, and equitable manner.
3. The Library is committed to maintaining a safe and comfortable work environment for all employees, as well as a safe and comfortable environment for visitors.

B. Statement of Purpose

1. **Introduction:** The purpose of this Policy is both to prevent the spread of communicable disease and respond to outbreaks through a focus on safety and education.
2. **Prevent the Spread of Communicable Disease:** The Library considers preventing the spread of communicable disease in the Library’s environment a top priority to safeguard the health and well-being of employees and visitors.
3. **Respond to Outbreaks:** As the Library responds to an outbreak, epidemic, or pandemic of a communicable disease, managing safety and reducing risk for employees and visitors is a priority of paramount importance, and a measured, cautious approach is important to mitigate the risk of exposure to communicable disease.
4. **Responsibility in General**
 - a. All employees and officials must comply with this Policy.
 - b. All those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors, and other third parties, must comply with this Policy.

C. Statement of Scope

1. The scope of this Policy is any “communicable disease” that is considered a “serious illness” (SEE “Definitions”).

¹STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

2. Such “serious illness” may occur individually or as an outbreak, an epidemic, or a pandemic. For illustrative purposes only, examples of such diseases include, but are not limited to:—
 - Influenza
 - Measles (Rubeola)
 - Mumps
 - Chickenpox (Varicella)
 - Hepatitis A or Hepatitis B
 - Tuberculosis
 - Whooping Cough (Pertussis)
 - Diphtheria
 - Monkeypox
 - Severe Acute Respiratory Syndrome (SARS)
 - Coronavirus Disease (COVID-19) caused by the SARS-CoV-2 virus
3. This policy is not intended to address less-than-serious communicable disease, such as the common cold (infectious or viral rhinitis), or non-communicable disease (NCD), such as allergic rhinitis (hay fever) and asthma.

D. **Policy on Conduct**

This “Policy on Communicable Disease” is an interpretation of and a supplement to the “Policy on Conduct,” q.v., the current version of which is incorporated herein by reference.

E. **Definitions:** As used in this Policy:—

1. The term “Library” means the Batavia Public Library.
2. The term “campus” means the Library’s premises; that is, the building (indoor spaces) and grounds (outdoor spaces, including parking lots) occupied by the Library.
3. The term “official” means a Trustee; that is, a person who was elected or appointed to the Board of Library Trustees, the Library’s governing body.
4. The term “employee” means a person who is employed by the Library and, by extension, a volunteer, that is, a person who voluntarily works for the Library.
5. The term “visitors” means those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors, and other third parties.
6. The term “personal protective equipment,” commonly called “PPE,” is defined by the Occupational Safety and Health Administration (OSHA)² as follows.

“[Equipment] worn to minimize exposure to hazards that cause serious workplace injuries and illnesses,” including but not limited to “items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.”³
7. The term “communicable disease” means an infectious disease. An infectious disease is contagious when it spreads through direct, bodily contact with an infected person, their discharges, or an object or surface they have contaminated.

²Source: “Personal Protective Equipment”: <https://www.osha.gov/personal-protective-equipment>

³PPE is sometimes classified in five different categories, including eye and face protection, hand protection, body protection, respiratory protection, and hearing protection.

8. The term “serious illness” (or “serious disease”) means a condition that carries a high risk of mortality, negatively impacts quality of life and daily function, and/or is burdensome in symptoms, treatments, or caregiver stress; also referred to as “severe illness.”—Source: Kelley, A. S. *Journal of Palliative Medicine*, 17:9 (September 2014): 985
9. The term “outbreak” means the occurrence of disease cases in excess of normal expectancy.
10. The term “fever” is defined by the U.S. Centers for Disease Control and Prevention (CDC)⁴ as follows.

[Persons are considered] to have a fever when [they have] a measured temperature of 100.4° F (38° C) or greater, or [feel] warm to the touch, or [give] a history of feeling feverish. Note: Even though measured temperature is the preferred and most accurate method to determine fever, it is not always possible to take a person’s temperature. In certain situations, other methods of detecting a possible fever should be considered:—

- Self-reported history of feeling feverish when a thermometer is not available or the ill person has taken medication that would lower the measured temperature.
- The person feels warm to the touch.
- Appearance of a flushed face, glassy eyes, or chills if it is not feasible to touch the person or if the person does not report feeling feverish.

The presence of fever suggests an infectious cause, but fever is not always present with an infection.

F. **Policy on Communicable Disease**

1. **Information and Guidance:** In the furtherance of this Policy, the Library will rely on information provided and guidance issued by the following agencies (in order of preference): U.S. Centers for Disease Control and Prevention (CDC); Illinois Department of Public Health (IDPH); Kane County Health Department; and any authorized public health and/or safety official.
2. **Education:** The Library is committed to providing authoritative information about the nature and spread of communicable disease, including but not limited to signs and symptoms, transmission, and prevention.
3. **Safe Environment**
 - a. The Library will provide a clean facility for its employees and visitors.
 - b. As warranted by the situation, the Library will provide personal protective equipment (PPE) and other types of safety equipment for its employees.
 - c. As warranted by the situation, the Library may provide personal protective equipment (PPE) for its visitors.

⁴Source: “Definitions of Symptoms for Reportable Illnesses”: Centers for Disease Control and Prevention (<https://www.cdc.gov/>), National Center for Emerging and Zoonotic Infectious Diseases (NCEZID), Division of Global Migration and Quarantine (DGMQ)

4. **Prevention and Standards of Behavior**

- a. Every person has a responsibility to prevent the spread of communicable disease. Awareness, good judgment, and communications are critical in safeguarding the health and well-being of employees and visitors. Considerations include:—
 - Outbreak of a communicable disease as reported by a health-care provider.
 - Exposure to a person with a known or suspected communicable disease.
 - Showing or feeling signs of illness, e.g., coughing, sneezing, fever (see “Definitions”), aching joints, and overall ill feeling.
 - Engaging in proper hygiene, e.g., covering coughs or sneezes; avoiding (not touching) eyes, nose, or mouth; and washing hands frequently with soap and water.
 - Having a fever (see “Definitions”).—Note: Employees are expected to stay home from work until free from fever for 24 hours.
 - b. The Library expects its visitors to:—
 - Respect the comfort and safety of fellow patrons and staff members; [and]
 - Comply with requests from the Library’s staff members....⁵
5. **Authority:** The Library’s managers have the authority to send employees home due to serious illness or showing signs of serious illness.
6. **Further Action**
- a. As warranted by the situation, the Library may implement additional guidelines to minimize the spread of disease among employees and visitors (SEE “Administrative Rules and Regulation” and “Authority to Revise”).
 - b. In the event that the U.S. Centers for Disease Control and Prevention (CDC), or the Illinois Department of Public Health (IDPH), or the Kane County Health Department, or any authorized public health and/or safety official declares an outbreak of communicable disease, an epidemic, or a pandemic, the Library will follow the required and/or recommended protocols for such an outbreak in addition to the Library’s applicable guidelines.

G. **Administrative Rules and Regulations**

1. **Administrative Rules and Regulations:** Employees designated by the Library Director are authorized to prepare (and edit or otherwise modify from time to time as may be needed) standard operating procedures that are not inconsistent with this Policy.
2. **Conflict or Inconsistency:** In the event that there is any conflict or inconsistency between the terms and provisions of the administrative rules and regulations / standard operating procedures (if any) and this Policy, the terms and provision of the latter shall prevail.
3. **Notice:** The Library reserves the right to change its standard operating procedures at any time, without notice.

⁵Source: “Policy on Conduct,” q.v.

H. **Authority**

1. **Exclusive Control:** Pursuant to 75 ILCS 16 / 30–55.15, this Policy is consistent with the Board of Library Trustees’ “exclusive control ... of the supervision, care, and custody of the” Library’s campus.
2. **Authority to Revise:** In such circumstances in which changing conditions make it advisable to revise this Policy in a timely manner (such as new guidance from the U.S. Centers for Disease Control, etc.), this Policy may be modified between meetings of the Board of Library Trustees by the Library Director with the approval of the Board President,⁶ subject to ratification (or further revision) by simple motion at the next Regular (or Special) Meeting of the Board.
3. **Notice:** This Policy is subject to change at any time by action of the Board of Library Trustees.

I. **Effective Date:** Monday, 31 October 2022

Approval History:—

- Supersedes the “Policy on Face-Coverings,” as amended [version 3], adopted by the Board of Library Trustees on Tuesday, 17 August 2021 (Resolution 2021–009); repealed, Tuesday, 31 October 2022
- Amends the Library’s “Personnel Handbook”
- “Policy on Communicable Disease” adopted by the Board of Library Trustees on Tuesday, 18 October 2022 (Resolution 2022–011)

⁶Such authority is in the spirit of “A Resolution Delegating Authority to Board President to Make Decisions” (Resolution 2020–008; adopted 15 September 2020), q.v.