

# **Lawrence Library**

## **Public Health Emergency Policy**

The Lawrence Library has established the following policy to follow in the event of a public health emergency.

The Lawrence Library will close due to a public health emergency in the event that there is a mandate or recommendation for closure issued by public health or government officials on the local, county, or state level.

In the event that any North Middlesex District school is closed due to confirmed cases of illness, the Lawrence Library will remain open unless one of the aforementioned requirements for closing are also met. Should school be canceled due to a public health emergency, the play area in the Children's Room will be closed, and toys put away, for the duration of the school closure. Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

The Minimum Staffing Requirement Policy will remain in effect in the event of a public health emergency. The level of excused absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include:

Cancellation of all programs, special events, and meeting room reservations.

Reduce open hours if the number of employees falls below temporary minimum level.

Close the library for one or more days if only the minimum level can be met for three or more days.

In the event of closure necessitated by a public health emergency, effective communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately post information about closures on the library website, social media sites, outside the library, and the Town of Pepperell website.

Library staff will be provided with PPE, hand sanitizer, and surface disinfectants.

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the Responsibility for Library Operations Policy.

*Adopted by the Lawrence Library Board of Trustees on October 9, 2014  
updated December 2, 2021 and May 7, 2025*