

POL-ADM.2020.01 Title: *Pandemic Response*



Type: Administration
Authority: CEO
Resolution No: BMPL 2020-002 on 3-19-20; POL-ADM.2020.01
Associated Documents: BMPL Pandemic Plan & Business Continuity
POL-BLG.2018.06 Meetings of the Board
POL-ADM.2018.23 General [HR]
POL-ADM.2018.45 Commitment to Health & Safety
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Policy Statement

The Blue Mountains Public Library, as a key public service to The Town of The Blue Mountains, and as a major community hub, shall respond proactively to public health emergencies due to pandemics.

ADM.2020.01.1 Scope

Pandemic occurs when an infectious disease spreads throughout the global population. **Epidemic** occurs when an infectious disease spreads within a region or country. An **Outbreak** occurs when an infection spreads in a more localized region, such as county. In any case, these can only be declared by a medical authority such as the WHO, Canada Health, Health Ontario, Grey Bruce Health Unit, or The Town of the Blue Mountains Council. This policy is applicable to pandemics, epidemics and outbreaks. “Pandemic” is used to refer to any of these three terms throughout this policy.

ADM.2020.01.2 Purpose of a Pandemic Plan

A Pandemic Plan:

1. Reduces the chance of infection to staff;
2. Reduces the spread of infection throughout the community;
3. Provides clear direction to those in times of crisis, and to subordinate staff who may be required to take on roles if the CEO becomes sick or incapacitated;
4. Supports the provision of services when limitations are in place;
5. Allows for normal operations to continue when many people will be sick, absent, or directed to work from home;
6. Provides direction on considerations prior to making decisions to cancel services or to reinstate services.

ADM.2020.01.3 BMPL Pandemic Plan

1. The BMPL Pandemic Plan may be part of the BMPL Emergency Preparedness Action Plan or be a stand-alone document.
2. The Pandemic Plan shall include, but not be limited to:
 - 2.1 Communication with the Board, CAO/Council, and Community
 - 2.2 Levels of staffing required and how a lack of staffing will trigger shut down;
 - 2.3 Staff training and protection measures;
 - 2.4 Delegation of Authority in the event the CEO becomes sick, incapacitated, or dies;

- 2.5 Essential Services;
 - 2.6 Business Continuity;
 - 2.7 Impact of pandemic to the community, staff and services;
 - 2.8 Human Resources and employment procedures during a pandemic;
 - 2.9 Recovery and mechanism for reopening.
3. While the TBM or Grey Bruce Health Unit may provide support and information which may be included in the Plan, this Plan is specific to BMPL services and staff, and should not rely directly on the larger municipal or county plans.

ADM.2020.01.4 Authority to Act

1. In the event of a pandemic, an epidemic, or declared outbreak, the CEO may enact the Pandemic Preparedness Plan.
2. At all times, the Board retains its authority as employer and the CEO retains authority over BMPL operations and staff, unless such authority are suspended under Federal or Provincial legislation.

ADM.2020.01.05 Payroll and Ongoing Employment

1. Staff will be paid for sick days as per BMPL policy unless either,
 - 1.1 A State of Emergency has been enacted in Ontario, Grey County or TBM;
 - 1.2 An emergency act has been enacted by the Government of Canada or Ontario, including need to isolate, quarantine, or work from home;
 - 1.3 The province and/or federal governments provide additional pandemic sick pay.In these cases, employees will be paid scheduled hours when in self-isolation, quarantine, or hospitalization/recovery from the virus until such time as staff return to work or are in temporary layoff / layoff; or as directed by the funder. The CEO may request medical notes per policy, unless Canada/Ontario has waived that need.
2. The CEO shall meet with TBM HR to determine what conditions they are enacting for TBM staff. This will be taken into consideration when identifying BMPL conditions for payroll and ongoing employment.
3. If provincial or federal regulations are enacted, BMPL shall continue to pay staff according to regulations.
4. Employees will be paid for any redeployment approved by the CEO at their regular rate. A hazard pay rate may be available if the redeployment is deemed a hazardous by the CEO or Grey Bruce Health.

ADM.2020.01.6 Review Cycle

The Pandemic Response policy will be reviewed in the first year of the Board's cycle, or as required.