

Basalt Regional Library District Board of Trustees Special Meeting
Monday, November 30, 2020 3:00 PM
Special Meeting
Emergency Circumstance to Allow Teleconferencing
(BRLD Bylaws, Article 6, Section 5(d))
Zoom Meeting, see Basalt Library Website for Link

All meetings of the Basalt Regional Library District are open meetings.
Members of the public are most welcome.

Board of Trustees: Enid Ritchy, President; Jim Albert, Vice president; Karen Barch, Treasurer; Christi Blish, Secretary; Becky Musselman, Trustee; Ryan Anslyn, Trustee

AGENDA

- 3:00 PM Call to order
- 3:05 PM Citizen Comments
- 3:15 PM Board Comments
- 3:25 PM Staff Comments Regarding COVID Closure: *Berenice Forrest*
- 3:40 PM Library Response to COVID-19 Dial Level
- 4:00 PM Adjourn Meeting

Proposed Guidelines for Pandemic Response by Dial Dashboard Level

Responding to our Community

The Library will follow the guidance of Pitkin and Eagle counties in determining levels of service. In consultation with the respective Departments of Public Health, the Library will use the following parameters of service for each level on the Colorado Department of Public Health & Environment (CDPHE) COVID-19 Dial Dashboard:

- **LEVEL GREEN – PROTECT OUR NEIGHBORS**
 - Maximum 50% Capacity
 - Gathering size – follow local restrictions for indoor/outdoor and social distancing protocols
 - Services to include:
 - In-library browsing
 - Computer Use
 - Study Room and Meeting Room Use – **TBD** based on local Public Health Recommendations
 - Programming and Group Meetings – Virtual programs, outside programs with social distancing, indoor meetings & programs – **TBD**
 - Curbside Pickup available

- **LEVEL BLUE - SAFER AT HOME – CAUTIOUS**
 - Maintain Level Yellow services for at least 3 weeks before adding additional services or reducing restrictions (consult with Public Health first)
 - Limited capacity in library
 - In-library browsing
 - Computer Use
 - Curbside Pickup available

- **- SAFER AT HOME – CONCERN**
 - **Current level of service (September – Nov. 19)**
 - Limited capacity in building (20 people)
 - Computer Use (one hour per day)
 - Browsing collection, limit visits to one hour
 - No Seating Available other than for computer stations
 - No study room use
 - No Group Meeting Room or Conference Room Bookings
 - Community room available to reserve as study space, one hour per day, one household or one tutor and student
 - Curbside Pickup available

- **LEVEL ORANGE - SAFER AT HOME- HIGH RISK**
 - **Eagle County preparing for this Nov. 19**

- Retreat to curbside services only (library material pickup, remote printing delivered curbside)
 - Library staff available by phone, email, webchat
 - Concierge services available (staff will retrieve item requests for pickup, select items based on general preferences, make recommendations and selections)
 - Library closed for in-person browsing or computer use
 - Virtual programs offered
 - Library staff still on-site working
- **LEVEL RED - STAY AT HOME - Library Closed**
 - Virtual Programs provided
 - Library staff provides remote assistance by email and chat
 - Digital Resources and checkouts, no physical materials checkout out
 - Book Drop Closed for returns

Maintaining a Safe Space

In order to keep our community and staff safe, the Library will follow these protocols when a staff member is symptomatic:

- A staff member who is symptomatic will isolate at home. If symptoms persist for two days, or at the recommendation of a medical professional, the staff member will get tested.
- If a staff member undergoes testing, the Library will limit services to Curbside Takeout while awaiting test results.
 - If results are negative, the Library will re-open to the level of service offered for the current level on the Covid-19 Dial Dashboard.
 - If any staff member tests positive, the Library will immediately close and all staff will quarantine for 14 days. The Library will be cleaned and re-open to the level of service offered for the current level on the Covid-19 Dial Dashboard after 14 days.

Internal Document

Staff Guidelines – Maintaining a Healthy Work Environment

We respect that Library staff works together and with the public in a co-mingling environment. To protect each other and our community, we agree to follow the Five Commitments of Containment and to:

- a. Practice safe social distancing and smart interactions at all times
- b. Be sensitive and aware of each other's personal space
- c. Stay home if you feel symptoms of flu, cold or virus
- d. Be communicative and keep the Library informed
- e. Be extra cautious as we all interact with the public. We depend on each other to stay safe.

1. Public Health Recommendations are that individuals who experience symptoms immediately isolate at home. You should get a COVID-19 test after two days to reduce the possibility of a false negative result.

Fever accompanying any of the other symptoms will be an indication that a COVID-19 test is required.

2. Individuals who are exposed to a person with COVID-19 should quarantine and get a test 7 days after exposure if experiencing symptoms. Monitor your family members for symptoms.

3. Contact Sue Kiley if you experience symptoms or are exposed to COVID-10. The Library will go to Curbside Takeout service only until test results are back.

3. If the test is positive, follow public health guidelines, quarantine with your family and provide contact tracing information to the county. Please contact Sue Kiley, who will implement closure procedures immediately.

4. If the test is negative, continue to isolate after 10 days from your first symptoms, you are fever free for 24 hours and your symptoms have improved.

STATUS DIAL



CURRENT LEVEL OF PROTECTION

Effective date:
11/20/2020

