

# **Pandemic Operations Plan**

## **The Community Library**

April 8, 2021

**Promulgation:**

This Plan has been developed in accordance with New York State Labor Law §27-c.

Nothing in this Plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or negotiated agreement, or the rights and benefits which accrue to employees.

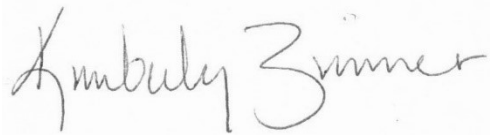
This Plan has been approved in accordance with requirements applicable to the Library.

As the Director of The Community Library, I hereby attest that this Plan has been developed, approved, and placed in full effect in accordance with New York Labor Law §27-c, to address public health emergency planning requirements.

Signed on this day: \_\_\_3/11/2021\_\_\_\_\_

By: Kimberly Zimmer

Signature: \_

A handwritten signature in black ink that reads "Kimberly Zimmer". The signature is written in a cursive style with a large, prominent "Z".

Title: Library Director

**Record of Changes:**

<b>Date of Change</b>	<b>Description of change</b>	<b>Implemented by</b>
4/8/2021	<b>Overview - added face coverings Leave Policy – added that employees do not need to take time to receive their vaccine.</b>	<b>Director</b>

**Purpose:**

This Pandemic Operations Plan was produced in reference to the amended New York State Labor Law §27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

**History:**

Due to the outbreak of COVID-19, the disease caused by the coronavirus (SARS-CoV-2), Library operations have been drastically reduced. This includes shutting down of physical operations and moving to an entirely virtual service model. The initial closure of the building, and shifting to virtual services followed the school closure and started March 17, 2020. At the April 9, 2020 Board of Trustees meeting the closure was extended and a Reopening Safety Plan was initiated. The Reopening Safety Plan was approved by the Board of Trustees at the June 11, 2020 meeting. The Reopening Safety Plan has been folded into this Pandemic Operations Plan.

**Scope:**

The Pandemic Operations Plan (Plan), was developed exclusively for and is applicable to The Community Library, and approved by the Library Board of Trustees on March 11, 2021. This Plan is pertinent to a declared public health emergency in the State of New York which may impact Library operations; and it is in the interest of the safety of our employees and contractors, and the community that the Library serves, that the Library has promulgated this Plan.

**Overview:**

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes COVID-19 severe acute respiratory syndrome.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- **Wear appropriate facial covering.**
- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible.
- If you are feeling ill or have a fever, notify the Director immediately and go home.

- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle, and end of each shift.
- Other guidance which may be published by the CDC, the NY State Department of Health, or Schoharie County health officials.

### **Planning Assumptions:**

This Plan was developed based on information, best practices, and guidance available as of the date of publication. The Plan was developed to reflect the circumstances of the current Coronavirus (COVID-19) pandemic but may also be applicable to other infectious disease outbreaks that cause a declaration of public health emergency.

The following assumptions have been made in the development of this Plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per Labor Law §27-c, “essential employee” is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per Labor Law §27-c, “non-essential employee” is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

### **Concept of Operation**

The Director of The Community Library, his/her designee, or his/her successor holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of implementing this Plan, all employees and contractors of The Community Library shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Library patrons will be notified of pertinent operational changes by way of email, social media channels, newspapers and postings at the Library. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Director will maintain communications with the public and constituents as needed throughout the implementation of this Plan.

The Director, will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Director, will direct the resumption of normal operations or operations with modifications as necessary.

**Mission Essential Functions and Positions**

When confronting events that disrupt normal operations, The Community Library is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values and mission of The Community Library

The Community Library has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this Plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for The Community Library have been identified as: Essential functions are those that are vital to the ongoing mission of the Library. Essential functions may also include those that are necessary for the ongoing business operations of the Library, including payroll, bill paying, upkeep, security, maintenance, etc.

Essential Function	Description	Priority
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Information Technology	Work with Joint Automation to maintain all hardware and software for the organization. Maintain the Library's network and phone system	1
Facilities	Maintain physical plant, cleaning/disinfection and landscaping. Secure building.	1
Finances	Processes bills, payments and payroll.	1
Human Resources	Maintenance of personnel files	2
Administration	Inspection of building, collections, access to equipment. File maintenance and retrieval.	3
Public Service	Collection maintenance. Inspection of building, collections and equipment	3
Public Information	Access to computer and printer.	4

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Position/Title	Justification for each
Information Technology	Joint Automation, Director	Joint Automation establishes priorities and provides support at setting up staff with access to software upon the request of the Director. Director assigns equipment.
Facilities	Director, Cleaning Company	Director performs routine inspection of facility. Cleaning company performs routine cleaning and sanitizing of the building.
Finances	Director, Financial Officer, Treasurer, Book keeper	Receive, process and pay bills.

Human Resources	Director	Access to files
Administration	Trustees and Director	Access to files. Sign checks Retrieve and distribute mail. Access personnel files.
Public Service	Library Clerks, Librarian I, Director	Empty book drops. Collection maintenance. Equipment and resource distribution.
Public Information	Director, Librarian I, Library Clerk	Access to equipment.

**Reducing Risk Through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites.

**Remote Work Protocols**

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Staff working remotely will follow the Library’s Telecommuting Policy under its Emergency Telecommuting provision. Language provided below:

Emergency Telecommuting - is a one-time-only arrangement whereby, during a crisis or emergency situation at The Community Library, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other situation that presents a significant overall threat to The Community Library staff and facilities. Telecommuting is a means of providing for fulfillment of important functions.

**Equipment**

On a case-by-case basis, The Community Library will determine, with information supplied by the employee and the Director, the appropriate equipment needs; including hardware, software.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Community Library accepts no responsibility for damage or repairs to employee-owned equipment. The Community Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory The Community Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.



The Community Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Community Library may reimburse the employee for other business expenses (mailing letters or packages, etc.) with preapproval from the Director. The employee will establish an appropriate work environment within his or her home for work purposes. The Community Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of organizational, member library and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, locking their workstation when not in use and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Community Library will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using The Community Library's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the Director. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Staff Density Reduction, Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Library will ensure that employees are provided with their typical work hours per week.

Staggering shifts requires:

- Identification of positions for which work hours will be staggered
- Approval and assignment of changed work hours including altering the office layout to keep essential employees separated
- Approval of telecommuting

We will work with all staff to make sure that their concerns are addressed.

### **Personal Protective Equipment & Daily Cleaning**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Library will procure all supplies from either the Schoharie County Office of Emergency Management or other suppliers as identified at the back of this Plan. PPE quantities will be monitored by the Director.

### **Daily Cleaning & Disinfecting Protocols**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least daily.
  - b. The Library Director or their designee will ensure that appropriate staff clean common areas on a regular schedule to be determined based on published recommendations and need.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### **Staff Exposure Protocols, Emergency Cleaning Protocols & Leave Policy**

#### **Staff Exposure**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, the Library has established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The Library Director or their designee is responsible for communicating with all affected employees
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, patrons, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify the Director and stay home, with a recommendation to contact their physician.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
4. The Library will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
6. The Library Director or their designee is responsible for communicating with all affected employees

### **Cleaning and Disinfecting Protocols**

If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.
2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
  - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
  - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
  - a. If an employee or contractor is confirmed to have the disease in question, the Library Director or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  - c. The Library Director or their designee is responsible for communicating with all affected employees

### **Leave Policy for Affected, Exposed and Quarantined Employees**

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Public health emergencies are extenuating and unanticipated circumstances in which the Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Library will not be charged with leave time for testing **or to receive the vaccine.**

Employees will be provided with 14 days of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; **or** because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA (TCL does not participate), executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Library, and as such are not provided with paid leave time by the Library, unless required by law.

## **Testing and Quarantine Protocol and Contact Tracing**

### **Testing and Quarantine Protocols**

A. An employee with no symptoms gets tested because they come into contact with someone that has been diagnosed with Covid-19.

1. The employee may request and be granted time to work from home. The employee may request and be granted other leave paid or unpaid.
2. Staff member needs to inform the Director of their test results. If results are positive, Department of Health (DOH) will be informed and the staff member cannot return to work until they are cleared.

B. When a staff member tests positive for Covid-19 and the DOH deems that there could be potential exposure for additional staff: Any staff with limited contact with the symptomatic or diagnosed person will be identified and contacted by the Director. (Dates from potential exposure come from DOH.)

1. Any staff member who tests positive for Covid-19 and anyone who had prolonged contact, within 6 feet or in the same space for more than 15 minutes, with that person will be asked to work from home with full pay until they are told to return to work.

2. Staff who have been in prolonged contact will be notified as soon as the Director is notified about a confirmed case within the Library from either the affected employee or the DOH.

3. After affected individuals have been notified of exposure, then everyone at The Community Library will be notified.

4. Any employee that has been deemed not in prolonged contact with a person diagnosed with Covid-19, but who shares a workspace with this person, will be allowed to work in a separate area or from home until the area has been thoroughly clean and sanitized.

5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

C. An employee is contacted by the county contact tracers and told to quarantine:

1. The employee must quarantine and follow the other DOH directives.

2. Staff member must inform the Director.

D. An employee has traveled from a quarantine state:

1. Do not return to work.

2. Contact the Director.

3. Follow NYS guidelines regarding testing and/or quarantining after traveling out of state.

4. If a portion of your quarantine time falls within your regularly scheduled work-from-home time, then you may work from home that week at full pay.

E. An employee is opting to be tested without having symptoms and having no contact with anyone who has symptoms or is positive:

1. Employees will be allowed to report to work and function at The Community Library as normal.

2. If the test results are positive for COVID-19, the employee must inform the Director and follow the established protocol.

### **Contact Tracing or the Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits, etc. This information may be used by the Library to support contact tracing within the organization and may be shared with local public health officials.

The Library Director or their designee is responsible for developing a system of record for recording and maintaining that information. This system may be on paper or in electronic form.

## **SAFETY PLAN**

New York State is requiring that each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. While many of the aspects of this requirement are already covered in The Community Library's Pandemic Operations Plan, the remaining issues need to be clearly stated.

This document, an Addendum to the Reopening Safety Plan, addresses these aspects.

### **I. PEOPLE**

To ensure that employees comply with physical distancing requirements, The Community Library will:

- Ensure 6 feet (6') distance between personnel and patrons, unless safety or core function of the work activities requires a shorter distance. Anytime personnel are less than 6' apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. circulation desk, fax and copier machine)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

In cases where 6ft distance between individuals is not possible, we will ensure employee safety by:

- Providing the appropriate PPE.

General Guidelines For Non Staff:

We are requiring patrons, visitors, vendors, community partners, and consultants who visit the library to practice the following recommendations provided by Centers for Disease Control and Prevention (CDC) to help prevent the transmission of COVID-19 and other viruses:

- Wear appropriate masking when coming to the Library (no exceptions)
- Practice social distancing.
- Stay home when you are sick.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid close contact with people who are sick.

### **II. PLACES**

A: Protective Equipment

To ensure employees comply with protective equipment requirements, The Community Library will:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. The Community Library maintains sufficient supplies of PPE, Gloves, masks etc. and will have supply at all times. (Gloves will be disposable) 500 reusable and 100 disposable masks have been procured initially and will be replaced via established supply chains.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Staff will be required to launder their own reusable masks and will store them in their individual workspaces. Staff can request additional masks if theirs damaged or soiled. Staff will be allowed to bring in their personally owned masks as long as they meet CDC recommended guidelines.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. Items such as computers and other technologies that will be shared among staff will be wiped down with approved sanitizer wipes or solutions before and after each use by an individual.

#### B: Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, The Community Library will:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. Cleaning staff are responsible for keeping and maintaining the cleaning log and it will be kept in the janitorial closet.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Signage will be posted in all restrooms and washing facilities with the CDC recommendations on hand-washing protocols. Hand soap and other sanitizing products will be kept in the janitorial closets.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed. Cleaning schedules will be maintained by the contractor.

#### C: Communication

To ensure the business and its employees comply with communication requirements, The Community Library will:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and patrons with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are



performed with appropriate PPE or through contactless means; excluding patrons, who may be encouraged to provide contact information to be logged but are not mandated to do so. All logs will be kept in the Director's office.

- If a worker tests positive for COVID-19, The Community Library will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. If a worker tests positive for COVID-19, the Director will contact state and local health departments.

#### D: Material

To ensure material does not aid in the transmission, The Community Library will:

- All material will be returned through the book drops.
- Books will be quarantined according to what phase the Library is in.
- All material will be handled by staff wearing the appropriate PPE.

#### E: Screening

Screening of all employee, vendors, contractors, etc., patrons will not be screened.

ALL employees, vendors, contractors etc. must fill out a COVID-19 Daily Questionnaire before the start of each shift. Anyone answering yes to questions may not enter the Library. See questionnaire for specifics on each question.

- (1) COVID-19 symptoms in past 48 hours;
- (2) close physical contact with confirmed or suspected COVID-19 case in the past 14 days;
- (3) isolating or quarantining from exposure or have symptoms;
- (4) currently waiting on results of a COVID-19 test and/or
- (5) traveled in the past 10 days.

### III. Other

To ensure that we stay up to date on the guidance that is being issued by the State, The Community Library will:

- Consult the NY Forward website at [forward.ny.gov](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executive-orders](http://governor.ny.gov/executive-orders) on a periodic basis or whenever notified of the availability of new guidance.

## **STATE OF EMERGENCY POLICY**

The Community Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees. If a state of emergency is declared a local, state, or federal official or emergency action is deemed necessary by the Library's Board of Trustees, the Library's goal is to follow the health, safety, and operation guidelines enacted or recommended by those governments. To achieve this goal, the Library may need to temporarily override some of its established policies in accordance with the type, severity, and duration of the current state of emergency.

**POLICY:** In a state of emergency, this policy will take precedence and override conflicting policies in order to preserve and ensure the safety of the Library's staff and patrons.

The following are examples of policies that may be impacted:

- Code of Conduct
- Internet Use
- Room Use

Restriction of Library services and operations will be determined in accordance with any applicable executive orders from the state and local government and executed by the Library Director in coordination with the Board of Trustees.

During a state of emergency, the administration is to create a continuation of services plan that outlines these restrictions and describes a plan for possible alternate service delivery methods.

This Plan will be implemented once passed by the Board of Trustees and reviewed at each scheduled and emergency board meeting.

Administration will communicate necessary operational changes to the staff, patrons, and the public as quickly as possible and as safety allows.

## CONTINUATION OF SERVICE

The Library will take a phased approach to restriction of and reintroduction of services based on prevalence of COVID-19 in the community and organizational capacity. Below is a phased approach to the COVID-19 pandemic. This will change based on health guidance.

### Moving Forward:

Decisions to move forward will be based on the 7-day rolling average of percent positive COVID test results provided by New York State for Schoharie County and reported on the [New York Forward dashboard](#)

If the 7-day rolling average hits the first number in the next phase and stays at or below it for 14 days, the Library will move forward into the next phase as long as we have organizational capacity to do so.

We will stay in each phase for a minimum of two weeks.

### Moving in Reverse:

Decisions on moving in reverse will be based on the 7-day rolling average of percent positive COVID test results provided by NY State for Schoharie County and reported on the [New York Forward dashboard](#).

If the 7-day rolling average hits the first number in the next phase and stays at or higher than it for 14 days, the Library will move backward to the previous phase for as long as we have organizational capacity to do so.

We will stay in each phase for a minimum of two weeks.

### NOTES:

Source: [Covid Act Now](#)

1. Positive test rate, also known as test positivity, is the percentage of all tests performed that come back positive. Positive test rate is an important indicator to determine whether or not there is widespread testing in a given community. As the number of tests increase, the test positivity rate is expected to decrease, because tests will not be restricted to highly symptomatic cases and will capture more people with few or no symptoms.
2. The World Health Organization recommends a positive test rate of less than 10%.
3. The countries most successful in containing COVID-19 have positive test rates of 3% or less.
4. A 1% positive test rate indicates a maximal return to normalcy that is viable prior to herd immunity via widespread vaccination. Community transmission is well monitored and virus flare-ups are contained rapidly. Most high-risk/low criticality functions can resume.

### Phased Plan of Service

The Library is operating under a Phased System in order to balance the protection and safety of our community and staff. The current phase of the Library will determine the services offered as shown in the chart below. ♦ Denotes limited service or appointment required. Services offered in each Phase are subject to change.

Phases	1	2	3	4	5	6	7	8	9
Positive Test Rate (7-day rolling average)	14.1% or higher	14.0 - 10.1%	10.0 - 6.1%	6.0 - 3.1%	3.0 - 2.1%	2.0 - 1.1%	1.0 - .51%	0.5 - 0.26%	.25% or lower
Material Quarantine (# hours)	96	96	96	96	48	48	24	24	0
<b>Services Provided</b>									
Virtual Programs	●	●	●	●	●	●	●	●	●
Library Book Drop Open	●	●	●	●	●	●	●	●	●
Overdue Fines Waived	●	●	●	●	●	●	●	●	●
Telephone and Email Reference Service	●	●	●	●	●	●	●	●	●
Electronic Collections Available	●	●	●	●	●	●	●	●	●
Better World Used Book Donations	●	●	●	●	●	●	●	●	●
Limited Hours of Service		●	●	●	●	●			
Enhanced Cleaning		●	●	●	●	●	●	●	●
Holds Pick Up			♦	♦	♦	●	●	●	●
Copier and Fax Machine Available			♦	♦	●	●	●	●	●
Public Allowed in the Building				♦	♦	●	●	●	●
In-Library Browsing First Floor					♦	●	●	●	●
Public Restrooms Available					♦	♦	♦	●	●
Public Computer Usage					♦	♦	●	●	●
Used Book Donations Accepted					♦	●	●	●	●
Public Seating						♦	●	●	●
Second Floor Collection Access						♦	●	●	●
In-Person Library Programs						♦	♦	♦	●
Meeting Rooms Available								♦	●
Study Room Available								♦	●

## **PHASES IN DETAIL**

### **PHASE 1 THE PAUSE: VIRTUAL LIBRARY SERVICES**

- Building closed and in-person service suspended.
- The library provides reference and research by phone and online.
- The library provides online programming and content.
- New investments in eContent material considered.
- Building and grounds maintained.
- Business and Finance operations continue.
- Book drops open with limited materials processing.

### **PHASE 2: STAFF RETURN TO BUILDINGS**

- Library remains closed to the public.
- Reduced hours.
- Book drop open for returns.
- MVLS will provide delivery service.
- Staff expected to complete job-specific duties and tasks.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material considered.
- Building and grounds maintained.
- Business and Finance operations continue.
- 96-hour quarantine for material.

### **PHASE 3: CURBSIDE DELIVERY FOR MATERIAL**

- Limited hours of operation
- Library materials provided to patrons via curbside pickup.
- Patrons may request material online or by phone.
- Book drop open for returns.
- MVLS will provide delivery service.
- Patrons may request material online or by phone.
- Staff expected to complete job-specific duties and tasks.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material considered.
- Building and grounds maintained.
- Business and Finance operations continue.
- 96-hour quarantine for material.

### **PHASE 4: OPEN WITH PATRON IN-BUILDING USE BY APPOINTMENT ONLY**

- Limited hours of operation
- Open for limited services (copy, fax, print) by appointment only or curbside pickup.
- In-person library transactions by appointment only with reduced hours.
- Book drop open for returns.

- Limited outreach and coordinated projects with external partners.
- Library materials provided through curbside pickup.
- MVLS will provide delivery service.
- Patrons may request material online or by phone.
- Staff will be expected to complete job-specific duties and tasks.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material considered.
- Building and grounds maintained.
- Business and Finance operations continue.
- 96-hour quarantine for material.

#### PHASE 5 OPEN WITH HEADCOUNT AND INCREASED HOURS

- Library open with a strict patron headcount, capacity in the building 15 patrons.
- Increased hours of operation for public services.
- Outdoor programming only.
- No programs inside the building.
- No meeting room use.
- No study room use.
- No access to the second floor or basement.
- First floor browsing only.
- Social distancing of computers and equipment.
- Public computer use limited to 30 minutes.
- Limited outreach and coordinated projects with external partners.
- Library restroom on first floor is open to the public.
- Curbside pickup continues to be offered.
- MVLS will provide delivery service.
- Patrons may request material online or by phone.
- Staff expected to complete job-specific duties and tasks.
- The Library provides reference and research online and by phone.
- The Library provides online programming and content.
- New investments in eContent material considered.
- Building and grounds maintained.
- Business and Finance operations continue.
- 48-hour quarantine for material.

#### PHASE 6: OPEN WITH HEADCOUNT

- Library open with a strict patron headcount, increased capacity (20 patrons) in the building.
- Increased hours of operation for public services.
- In-person Library programming on a limited basis with hard caps for program attendance and number of programs offered.
- No outside organization meeting room use.
- No outside organization study room use.

- Public seating returns on first floor.
- First and second floor browsing.
- Social distancing of computers and equipment.
- Public computer use limited to 1 hour.
- Limited outreach and coordinated projects with external partners.
- Library restroom on first floor is open to the public.
- Curbside pickup continues to be available.
- MVLS will provide delivery service.
- Patrons may request material online or by phone.
- The Library provides reference and research online and by phone.
- The Library provides online programming and content.
- New investments in eContent material considered.
- Business and Finance operations continue.
- Building and grounds maintained.
- 48-hour quarantine for material.

PHASE 7: REGULAR HOURS RESUME INCREASED CAPACITY

- Regular hours resume.
- Library opens with a strict patron headcount, increased capacity (30 patrons) in the building.
- In-person Library programming on a limited basis with hard caps for program attendance and number of programs offered.
- Outdoor programming.
- No outside organization meeting room use.
- No outside organization study room use.
- Public seating available.
- First and second floor browsing.
- Social distancing of computers and equipment.
- Public computer use limited to 1 hour.
- Limited outreach and coordinated projects with external partners.
- Library restroom on first and second floor are open to the public.
- Curbside pickup continues to be offered.
- MVLS will provide delivery service.
- Patrons may request material online or by phone.
- Staff will be expected to complete job-specific duties and tasks.
- The Library will provide reference and research online and by phone.
- The Library will provide online programming and content.
- New investments in eContent material considered.
- Building and grounds maintained.
- Business and Finance operations continue.
- 24-hour quarantine for material.

PHASE 8: UNRESTRICTED REGULAR HOURS

- Library open with no headcount.

- In-person Library programming on a limited basis with hard caps for program attendance and number of programs offered.
- Outdoor programming.
- Meeting room use limited to groups of no more than 10 people.
- Study room use by appointment.
- Public seating available.
- First and second floor browsing.
- Social distancing of computers and equipment.
- Public computer use limited to 1 hour.
- Restrooms open
- Limited outreach and coordinated projects with external partners.
- Curbside pickup continues to be available.
- MVLS will provide delivery service.
- Patrons may request material online or by phone.
- The Library provides reference and research online and by phone.
- The Library provides online programming and content.
- New investments in eContent material considered.
- Building and grounds maintained.
- Business and Finance operations continue.
- 24-hour quarantine for material.

#### PHASE 9: NEW NORMAL OPERATIONS

- Indoor Library programming on a limited basis with hard caps for in-person program attendance and number of programs offered.
- Meeting room use on a limited basis with hard caps for in-person meeting attendance and the number of meetings offered.
- Study room use by appointment.
- Social distancing of computers and equipment.
- Restrooms open.
- Library materials provided to patrons via curbside pickup.
- No quarantine for material.



## RESOURCES

Center for Disease Control [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)

NYS DOH

[https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning\\_guidance\\_general\\_building.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf)

Screening Guidelines <https://www.cdc.gov/screening/index.html>

CDC recommended hand washing guidelines <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-clothface-coverings.html>

Gloves – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

CDC How to Remove Gloves <https://www.scribd.com/document/455417646/CDC-Poster-How-to-RemoveGloves>;

## **QUICK CONTACTS**

### Emergency Cleaning Services

NYSID - Contact: Sara Erikson, 518.429.9728

### Emotional Support 1.844.863.9314

### Insurance Broker

Rose & Kiernan Inc Contact: Lori Cross, 518.244.4245 ext 4387

Harva Plastics – Acrylic Barriers and Face Shield Contact: Amber McGiver, 518.295.8108

### PPE Supplies

Schoharie County Emergency Management Contact: Colleen Flynn, 518-295-2276

Hill & Markes Contact: Shari Stallone 800-836-4455

### Reporting

NYSDOH 888.364.3065

Schoharie County Dept of Health 518.295.8365

### Testing

Call the sites below or visit:

<https://coronavirus.health.ny.gov/find-test-site-near-you>

Rapid Test – Well Now Urgent Care (Oneonta) – (607) 376-5346

Bassett COVID-19 Hotline – (607) 547-5555

SUNY Albany – 1-888-364-3065

CVS Pharmacy in Cobleskill – (518) 234-8150

### Safety Officers

Trustee, Dee Neary 607.435.9920

Director, Kim Zimmer, 516.383.9220

Village Police Non-Emergency – 518-234-2923 - Emergency Dial 911