

Alfred Box of Books Library

Pandemic Operations Plan

Date of Plan Approval: 2/8/201

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 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.

This plan has been developed with the input of the Southern Tier Library System and the Alfred Box of Books Library Board of Trustees, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Alfred Box of Books Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 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, to address public health emergency planning requirements.

Signed on this day: 2/8/2021

By: Melanie Miller

Signature: *Melanie A. Miller*

Title: Library Director

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 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, requires 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.

Scope

This plan was developed exclusively for and is applicable to Alfred Box of Books Library. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

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:

- 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 your supervisor 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 State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of February 8, 2021. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

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 S8617B/A10832, ‘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 S8617B/A10832, ‘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 Operations

The Library Director of Alfred Box of Books Library, their designee, or their 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 Board of Trustees of Alfred Box of Books Library.

Upon the determination of implementing this plan, all employees and contractors of Alfred Box of Books Library shall be notified by phone and/or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Board of Trustees will be notified of pertinent operational changes by way of email. The general public will be notified of pertinent operational changes by way of updates to Alfred Box of Books Library website, updates to the social media accounts, and notices in the local newspaper. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The

Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Library Director of Alfred Box of Books Library, their designee, or their successor 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 Library Director of Alfred Box of Books Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Positions

A list and description of all positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and the justification for classifying each position as essential.

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of Alfred Box of Books Library. 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.

LIBRARY DIRECTOR:

Responsibilities

- Manage day-to-day operation of library
- Supervise all personnel and volunteers
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals
- Manage library website, updating it in a timely manner to reflect current status
- Ensure library Wi-Fi connections are functioning properly
- Maintain network operations
- Assist library staff in preparing to work securely while remote
- Manage payroll activities and ensure proper procedure to employees to report remote work hours
- Manage social media accounts, including answering reference questions.

Most duties can be done remotely, though some may require on-site monitoring.

Library Manager:

Responsibilities

- Manage circulation of materials – checking books in/out
- Manage holds
- Answer reference inquiries received via the library's email, voicemail
- Manage incoming postal mail on a regular basis.
- Basis cleaning and disinfecting of items and spaces used jointly among staff.
- Weekly check of library buildings and grounds to monitor for any structural or maintenance issues
- Regular cleaning of library buildings
- Regular communication with Library Director regarding any facility issues

On-site staffing is required to perform daily operations for the Library Manager.

MAINTENANCE

Responsibilities

- Weekly check of library buildings and grounds to monitor for any structural or maintenance issues.
- Regular maintenance of grounds such as debris removal.
- Regular communication with the library director regarding any facility issues.
- Regular removal of snow in winter and maintenance of sidewalks.

On site staffing is required for visual inspection of premises and maintenance, though at opposite shifts as Library Manager is possible.

Reducing Risk Through Remote Work and Staggered Shifts

Protocols the employer will follow in order to enable non-essential employees to telecommute or work remotely, including plans to obtain any needed devices or technology such as software, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

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

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

The Library Director will work from home with the approval of the Board of Trustees, allowing the Library Manager to manage the daily operations of the library, primarily circulation. The Library Director has been provided with equipment and has set up VPN and databases to ensure continuation of work from a remote location. The Library Director will provide weekly updates to the Board of Trustees on all activities completed from home. The Library Director will maintain continual contact with the Library Manager via telephone and email to ensure regular library services are completed. Library Manager will provide updates to the Library Director of

any building maintenance issues. The Library Director will ensure proper maintenance of the building and grounds.

Staggered Shifts

A plan describing how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation and at work sites.

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, Alfred Box of Books Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
 1. Library Director- 35 Hours/ Week remote
 2. Senior Library Clerk- 25 hours/ Week
 3. Circulation Assistant- <10 hours/ week
 4. Maintenance- <5 hours/week
2. Approval and assignment of changed work hours
 1. Library Director- Board of Trustees approves
 2. Library Manager- Approved by Library Director and/or Board of Trustees
 3. Circulation Assistance- Approved by Library Director and/ or Library Manager
 4. Facilities Maintenance- Approved by Library Director and/or Board of Trustees

Library Director will work the majority of hours offsite to limit number of persons in the library. Library Manager will work part time onsite in the library and can part time work offsite to complete hours of work. Library Manager can also complete some tasks at opposite shifts as Circulation Assistants to maintain distance. Circulation Assistants work is on-site only for circulation related tasks. Facilities Maintenance must be at the library as needed.

Library Director and Board of Trustees will work to ensure that all staff members are able to work contracted hours if possible. This may mean adjusting work schedules to stagger shifts to ensure staff safety. Library Manager can adjust work schedule so work can be completed in the library, and in some instances, can perform work remotely or in non-open hours. For Circulation Assistants (student workers) who are receiving Federal Work Study funds, the Library Director will be in contact with Financial Aid Departments at Alfred University and SUNY Alfred State to determine their available work schedule. If Circulation Assistants are on Alfred Box of Books Payroll and available to work, every effort will be made to provide them with up to 10 hours per week of work. Facilities Maintenance will work up to five hours per week with snow removal or other buildings and grounds work as needed.

Personal Protective Equipment

A description of the protocol the employer will implement to obtain necessary personal protective equipment (PPE) for essential employees and contractors, based upon the various tasks and needs of such employees, in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least a six-month period of time. PPE includes: “all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats and disposable gowns and aprons.”

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, these supplies are included in this section as they are pertinent to protecting the health and safety of 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 Director has purchased the following supplies:

- 1,000 Size Large Vinyl Gloves
- 1,000 Size Medium Vinyl Gloves
- 2,000 3 Ply Face Masks
- 4 Gallons 70% Isopropyl Alcohol

- 1,650 Shop Towels
- 1 Case (12 Bottles) Virex Disinfectant (EPA Reg. No. 70627-2)
- 1 Case (6 bags) hand sanitizer for entryway

These supplies were procured from Amazon except for the hand sanitizer which was purchased from Tinkertown Hardware.

Items are stored in the library. The Library Director is responsible for monitoring and maintaining the stock of PPE.

Staff Exposures, Cleaning, and Disinfection

A description of the protocol outlining what happens in the event an employee or contractor is exposed to the communicable disease, exhibits symptoms or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace, including policies regarding the disinfection of the workplace and available leave for employees.

Staff Exposures

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

- 1) 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):
 - a. 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 must be notified and is responsible for ensuring these protocols are followed
 1. The Library Director and/or Board President is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed
2. If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee records their daily health check on the Workplace Checklist. There is also a daily log for disinfecting the entire public parts of the building.

The person or persons who quarantines will be asked to provide proof of a negative test before being permitted to return to the building.

Under New York State COVID-19 Paid Sick Leave, employees are eligible to file for Paid Family Leave or Disability Benefits if they are required to quarantine. Employees may also use New York State Paid Sick Leave.

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.

Cleaning and Disinfecting

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.
 1. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. All staff are responsible for cleaning common areas at least twice per day, once at midday and once at closing.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
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.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Alfred Box of Books Library is committed to reducing the burden on our employees and contractors. New York State Paid Sick Leave for Employers, of the New York Labor Law section 196-b provides the employees of the Alfred Box of Books Library with sick leave. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Alfred Box of Books Library will not be charged with leave time for testing. Employees will be provided with up to one week (40 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis. This policy also provides for leave for an employee caring for a family member meaning a spouse, domestic partner, parent, sibling, grandchild, or grandparent; and the child or parent of an employee's spouse or domestic partner.

Further, Alfred Box of Books Library will provide job protection for the duration of a quarantine order and compensation for the duration of a quarantine order through existing Paid Family

Leave and Disability Benefits up to \$2,884.62 per week as per New York State COVID-19 Paid Sick Leave

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

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

Documentation of Work Hours and Locations

Policies for documenting hours and work locations for essential employees and contractors to aid in tracking the disease.

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. This information may be used by Alfred Box of Books Library to support contact tracing within the organization and may be shared with local public health officials.

Detail your means and methods of tracking hours and locations, which may be paper-based or electronic logging, tracking via a smartphone app, or other. Detail the terms and conditions of such, when and how the information is used, and who is responsible for handling and managing the information.

Staff will track work hours and work locations on paper. Staff will report hours and locations to the Library Director weekly via email.

Housing for Essential Employees

A protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees.

N/A