

# **Penn Yan Public Library**

## **Pandemic Operations Plan**

**Date of Plan Approval: \_2-25-21\_\_\_\_\_**

*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 [Penn Yan Public Library], 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 Penn Yan Public 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: 2-25-21

By: Angela Gonzalez

Signature: 

Title: PYPL Executive 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, which 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 Penn Yan Public 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, 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 2-25-21. 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 expect 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 Penn Yan Public Library Executive Director or 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 Executive Director.

Upon the determination of implementing this plan, all employees and contractors of Penn Yan Public Library shall be notified by email, phone or text or mail, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Library Board Trustees will be notified of pertinent operational changes by way of email, phone or text, or mail. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Executive Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Executive Director of Penn Yan Public 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 Executive Director of Penn Yan Public Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

### **PYPL operations while the 2020 New York State Cluster Initiative is in place locally:**

**If PYPL is located within a designated Yellow Zone: building open regular hours; limited services and reduced building occupancy; staggered shifts**

**If PYPL is located within a designated Orange Zone: building open to public for computer and copier use at staff discretion and by appointment; curbside service during regular hours; staggered shifts**

**If PYPL is located within a designated a Red Zone: building closed to public; regular hours curbside service or limited hours curbside service at Executive Director's discretion; staggered shifts; aim for one person in building at a time whenever possible**

## Essential Positions

***A list and description of all positions and titles considered essential to be staffed onsite in the event of a state-ordered reduction of in-person workforce (such as the 2020 Cluster Initiative Red Zone designation), and the justification for classifying each position as essential.***

The table below identifies the positions that are **essential to be staffed on-site** for the continued operation of Penn Yan Public Library. Note that while some functions and associated personnel may be essential, some of the functions they carry out can be conducted remotely.

Also see job descriptions elsewhere in PYPL Disaster Plan

### **Executive Director**

On-site and remote responsibilities

- Manage day-to-day operation of library
- Supervise all personnel
- 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 adequately communicates information to the public
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals
- Etc.

### **Adult and Youth Services Department Directors**

On-site responsibilities

- Circulation desk shifts providing curbside service

Remote responsibilities

- Answer reference inquiries received via the library's email, voicemail, or social media accounts.
- Virtual Programming
- Web based training and meetings
- Web based training and meetings as assigned by the Executive Director
- Etc.

### **Technology Department Director**

On-site responsibilities

- Ensure library Wi-Fi connections are functioning properly
- Maintain network operations
- Assist library staff in preparing to work securely while remote

- Processing magazines and DVDs
- Etc.

#### Remote responsibilities

- web based training and meetings as assigned by the Executive Director

#### **Customer Service Clerks**

#### On-site responsibilities

- circulation desk shifts providing curbside service
- Cleaning touched surfaces

#### Remote responsibilities

- web based training and meetings as assigned by the Executive Director

#### **Collection Management Clerk**

#### On-site responsibilities

- Manage deliveries
- Order and process materials

#### **Building and Grounds Worker**

#### On-site Responsibilities

- Daily check of library buildings and grounds to monitor for any structural or maintenance issues
- Regular cleaning of library buildings and maintenance of grounds
- Regular communication with library director regarding any facility issues

#### **Building contract workers**

#### On-site responsibilities

- Repair building and equipment issues that come up that the Building Maintenance Worker cannot.
- Snow plowing

#### **Customer Service Department Director**

#### On-site and remote responsibilities

- circulation desk shifts providing curbside service
- Manage circulation desk functions and communications
- Manage incoming postal mail on a regular basis

- Manage phone messaging
- Direct cleaning and disinfecting of items and spaces used jointly among staff
- Manage reporting of employees on-site and remote hours worked
- Etc.

#### Remote Responsibilities

- Updating patron records on Workflows
- web based training and meetings as assigned by the Executive Director
- Etc.

#### **Account Clerk**

#### On-site Responsibilities

- Manage all payroll activities
- Maintain accounts payable and receivable activities
- Etc.

#### Remote responsibilities

- web based training and meetings as assigned by the Executive Director

**Board Members**-non-essential, meet remotely

### **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. Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible.

#### **Arranging of Remote Work Tasks**

##### **Executive Director**

- Identify staff who may work remotely (likely, Executive Director and Department Directors and clerks working on any special assignments)
- Assure all necessary functions are assigned to remote and on-site staff
- Assure continued telephone and e-mail communications are addressed
- Assure non-public facing staff work opposite hours as much as possible

## **Technology Department Director and Executive Director**

- Assignment of computer lab laptop computers and necessary peripherals to remote workers (likely, Executive Director and Department Directors and clerks working on any special assignments)
- Assign WIFI hotspots to remote workers if necessary
- Ensure equipment accountability
- Ensure necessary software is accessible when using the laptops
- Ensure access to VPN and/or secure network drives
- Troubleshoot equipment issues

## **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, Penn Yan Public Library will ensure that employees are provided with their typical minimum work hours per week.

**Executive Director** - Work remotely as much as possible and work in office when necessary.

**Building and Grounds Worker** - Continue to work regular early morning hours when PYPL is closed and other staff have not arrived yet.

**Adult and Youth Services Department Directors and Youth Service Assistant** - Work remotely, work onsite when scheduled for regular circulation desk shift

**Technology Department Director** - Work onsite mostly opposite hours of Collection Development clerk, Account Clerk and Page and during closed hours with goal of only 2 staff people working in basement office area

**Customer Service Department Director** - Work onsite in office part-time and then remotely as much as possible

**Customer Service Clerks** - work onsite when scheduled for regular circulation desk shift

**Page** - work regular shift, mostly shelving and performing other tasks downstairs only when necessary

**Collection Development Clerk-** work onsite when scheduled for regular circulation desk shift and arrange to work opposite hours of Technology Department Director and Account Clerk when possible

**Account Clerk-** Arrange to work onsite opposite hours of others who work in the basement

## **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

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 unable to keep up with increased demand for these products during its early stages. 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**

-All staff members are required to wear masks in public areas, behind the circulation desk, and in work areas where social distance cannot be maintained. Staff should use disposable gloves when emptying the return bins and placing the materials in any required quarantine area.

### **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

- Staff may provide their own clean cloth or disposable masks.
- PYPL will keep a supply of 2,000 disposable masks in the store room and check on them annually and replace them if there is noticeable deterioration or damage
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- The clerk who procures supplies and equipment will keep an updated list of vendors that may provide masks, gloves, cleaning supplies, and refills for hand sanitizer, towel, and soap dispensers. ***See Disaster Plan Appendix M***

*Current Vendors accounts with as of 12-2020*

Amazon- online

Vasco Brands Inc, 511 Budd Street, Elmira, NY 14904, 607-733-5566

Grainger- online, Rochester Branch, 430 W Metro Park, Rochester, NY 14623, 800-472-4643

Quill- online, 100 Schelster Road, Lincolnshire, IL 60069

*Other potential supply vendors*

WB Mason, 45 Vantage Point Drive, Rochester, NY 14624, 888-926-2766

Staples Business Advantage, 821 County Rte. 69, Elmira, NY 14903, 607-796-2327

Hill and Markes Inc, 1997 NY 55, Amsterdam, NY 12010, 800-836-4455

**3) Storage of, access to, and monitoring of PPE stock**

- a. PPE must be stored in a manner which will prevent degradation

PPE supplies will be kept in low lit, dry, cool spaces in the basement. Cleaning supplies are kept in the furnish room, the staff room, under the circulation desk and with the office supplies in the basement.

- b. Employees and contractors must have immediate access to PPE in the event of an emergency

Masks and gloves are in emergency kits located at the circulation desk, the Youth Services office and the staff room kitchen

- c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Cleaning supplies are kept in the furnace room, the staff room, under the circulation desk and with the office supplies in the basement. The clerk who procures supplies and equipment will keep track of PPE and cleaning supply usage, and order more when stock is low.

## **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**

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.

*Close Contact* is defined as “being within 6 ft of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19”.

*Proximate Contact* is defined as “being in the same enclosed environment such as a classroom, office, or gatherings but greater than 6 ft from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19”.

(Definitions from <https://hcr.ny.gov/system/files/documents/2020/03/contacts-of-contacts-guidance-doh.pdf>)

Each employee completes the “Employee/Visitor Health Screening Questionnaire” immediately upon entering the library each day.

If an employee is confirmed to have tested positive for the disease in question, the Executive Director or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

Potentially exposed employees 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. As possible, these employees will be permitted to work remotely during this period if they are not ill. The employee’s immediate supervisor (department head) is responsible for ensuring these protocols are followed. The Executive Director is the ultimate decision-maker in these circumstances.

Any employee who quarantines will be asked to provide proof of a current negative test before being permitted to return to the building. PYPL will follow CDC and Yates County Public Health recommendations and requirements and will coordinate with Yates County Public Health for additional guidance and support as needed.

### **Cleaning & Disinfecting**

Centers for Disease Control (CDC) and New York State Department of Health (DOH) guidelines will be followed for routine cleaning and disinfection of surfaces and areas. As possible, employees will clean their own workspaces in the beginning, middle and end of their shifts, at a minimum. It is PYPL's responsibility to provide cleaning supplies and PPE, and staff's responsibility to notify management before supplies run out.

PYPL will prioritize cleaning frequently touched surfaces such as desks and chairs; counters and tables; door handles and push plates; handrails; kitchen and bathroom faucets; appliance surfaces; light switches; handles on equipment examples: (book carts, copiers, etc.); remote controls; shared telephones; shared computers, keyboards, and mice; and shared electronics (example: barcode scanners) and phones. Signage about proper hand hygiene should be posted near shared keyboards if keyboard covers are not in use.

PYPL Maintenance staff are responsible for cleaning restrooms and the kitchen area, as well as removing trash. PYPL Maintenance staff will be issued and required to wear PPE appropriate to the assigned tasks. As per DOH guidelines, all restroom surfaces, fixtures, door knobs, push plates, and switches will be cleaned and disinfected at least once daily. Counters, tables, chairs, and frequently touched surfaces in dining areas will be cleaned and disinfected at least once daily.

PYPL Circulation staff are responsible for cleaning the circulation desk; circulation computers, keyboards, and mice; public access computers, keyboards, and mice; copier; fax machine; any shared items at the circulation desk (tape, stapler, barcode scanners, etc.); OPAC computers, keyboards, and mice; tables and chairs open to the public; railings, knobs, and switches.

Individuals should use any protective equipment (e.g. gloves) as recommended on product labels. Carefully read and follow all label instructions for safe and effective use. Products used to disinfect must come from the NYS Department of Environmental Conservation (DEC) list of approved disinfecting products, found on the DEC website <https://www.dec.ny.gov/>. Persons using such products should carefully read and follow all label instructions for safe and effective use.

Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product.

Ventilation in the event of a positive case among staff:

- Windows in the room where the employee who subsequently tested positive was working will be opened, and any doors will be closed. The room will be left that way for at least twenty-four (24) consecutive hours, or as long as possible. The building will then be professionally cleaned and disinfected before being reopened for use by both public and staff. The library will alter services as requested by Yates County Public Health (i.e., switch to curbside-only or some other service model).

## **Employee and Contractor Leave**

***Public health emergencies are extenuating and unanticipated circumstances in which Penn Yan Public Library is committed to reducing the burden on our employees and contractors. Quarantine Paid Leave Policies may be altered based upon changes in law or regulation, as applicable.***

### ***1. In the case of required library building closure due to a pandemic***

*From PYPL Personnel Policy*

#### **3.5.1 Quarantine Closing**

If full-time, permanent part-time or part-time PYPL employees are required to remain absent because of quarantine imposed by a governing authority, they will be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (permanent part-time and part-time hours will be based on an average of the most recent three typical pay periods).

To be eligible for compensation during quarantine leave, full-time and regular part-time employees must be ready, willing and able to work remotely on projects identified by the Executive Director. When performing tasks remotely, employees must log time worked.

### ***2. In the case of an individual employee dealing with pandemic illness:***

*Examples of paid leave laws during the 2020-21 Covid-19 Pandemic*

#### **Federal Families First Coronavirus Response Act 2020**

It is our policy that employees of Penn Yan Public Library will not be charged with leave time for pandemic communicable disease testing appointments. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period during 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.

#### **Employee Paid Leave for caring for others in Quarantine and Childcare**

Further, Penn Yan Public Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds of the employee's regular rate of pay if 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 orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, 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.

### **Extended Paid Leave**

Additionally, Penn Yan Public Library will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Penn Yan Public Library, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. 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, executive orders, and other potential sources.

### **New York State Covid-19 Emergency Paid Family Leave 2020**

See <https://paidfamilyleave.ny.gov/covid19>

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Penn Yan Public Library, and as such are not provided with paid leave time by Penn Yan Public 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 and off-site visits. This information may be used by Penn Yan Public Library to support contact tracing within the organization and may be shared with local public health officials.

During a public health emergency, when PYPL staff members are working in the building and/or from home the following changes are implemented to track hours:

1. Salaried staff will switch to using hourly staff pay sheets for the duration of the time remote working is in use and submit them via email.
2. The Executive Director will indicate how salaried and hourly staff will note on the hours sheets what type of work is being carried out and where. (Examples from during the 2020-21 Covid-19 Pandemic: **F = Furlough Hours, T = Training via webinars viewed at home U-H = Usual job descriptions carried out at home (checking email, clerical etc.) U-L = Usual job descriptions carried out at library**)
3. The Executive Director will sign all employee time-sheets and the Customer Service Director and Account Clerk will carry out their usual payroll tasks.

## **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.