

# **Watkins Glen Public Library**

## **Pandemic Operations Plan**

**Date of Plan Approval: March 10, 2021**

*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 Tracy Savard 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 the Watkins Glen 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: 3/10/21

By: Tracy Savard

Signature: *Tracy L. Savard*

Title: 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 the Watkins Glen 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, 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 March 10, 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 Director of the Watkins Glen Public 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 Director.

Upon the determination of implementing this plan, all employees and contractors of the Watkins Glen Public Library, shall be notified by letter (including acknowledgement), 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. 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 of the Watkins Glen 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 Director of the Watkins Glen Public 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 information below identifies the positions or titles that are essential to be staffed on-site for the continued operation of the Watkins Glen Public 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 the Schuyler County Public Health Department, heads of town or city government, and healthcare professionals as needed
- Answer reference inquiries received via the library's email and social media accounts
- Manage incoming postal mail on a regular basis
- Manage library website, updating it in a timely manner to reflect current status
- Ensure library Wi-Fi connections are functioning properly
- Daily check of library buildings and grounds to monitor for any structural or maintenance issues

### *LIBRARY AIDE:*

#### *Responsibilities*

- Manage circulation of materials – checking books in/out
- Manage holds

- Basic cleaning and disinfecting of items and spaces used jointly among staff

## *BUSINESS MANAGER*

### *Responsibilities*

- Manage payroll activities and ensure proper procedure for employees to report remote work hours
- Maintain accounts payable and receivable activities

## *FACILITIES STAFF*

### *Responsibilities*

- Regular cleaning of library building

## **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:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  1. Internet capable laptop
  2. Necessary peripherals
  3. Access to VPN and/or secure network drives

The Director will work from home, when needed, with home office equipment or office equipment having already been supplied. This will enable the Library Aide(s) to enter and manage the building, field phone calls, address building and delivery issues, etc.

When it is necessary for the Library Aide(s) who are well to quarantine at home, work will be assigned on an as-needed basis by the Director. These duties may include: managing social

media accounts; calling patrons; and researching and writing grants. This will take place via home office equipment or office equipment having already been supplied.

## **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, the Watkins Glen Public 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
2. Approval and assignment of changed work hours

On any given day, under normal circumstances, a maximum of three staff persons are in the building. When it is necessary to reduce overlap and stagger shifts, the Director will work from home to the greatest extent possible, and the Library Aide(s) will report to work with a modified schedule, and/or remain on opposite sides of the building.

## **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 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 Director has already purchased large amounts of PPE for library implementation – masks, gloves and commercial grade cleaners – which are stockpiled and inventoried by the Director regularly for replenishment. These items are stored in staff areas. The Watkins Glen Chamber of Commerce also provides cloth face masks at no charge to area businesses should we need additional supplies.

Primary vendor: TIFCO

Primary vendor contact: Tamara Peet

Primary vendor email: [tamarapeet1969@gmail.com](mailto:tamarapeet1969@gmail.com)

Secondary vendor: Sanico

Secondary vendor contact: Elizabeth Corbin

Secondary vendor email: [lcorbin@isanico.com](mailto:lcorbin@isanico.com)

Secondary vendor phone: 607-677-0925

Secondary vendor website: [www.isanico.com](http://www.isanico.com)

## **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**

### Close contact:

If a staff person has been a close contact of a person displaying symptoms of Covid-19 OR someone who has tested positive for Covid-19, the staff person should alert the Director, get tested, and stay home for a 7-day quarantine period regardless of the test result. If the staff person is well, they are expected to work regularly scheduled hours from home. If after the 7-day quarantine period ends and the test result comes back negative, they may return to work. They must provide a copy of their negative test results or a note from their healthcare provider stating the test was negative to be eligible for quarantine pay (coded “Covid pay” on their timesheet). If their test result comes back positive, they may return to work once the local health department has released them from isolation. Typically, this is 10 days after symptom onset; symptoms are improving; and they have been fever-free without use of fever-reducing medicines for 72 hours. A repeat test is not required to return to work, though they will need to provide a copy of their positive test results or a note from their healthcare provider stating the test was positive (this documentation will qualify them for “Covid pay” on their timesheet).

### Proximate contact:

If a staff person has been a proximate contact of a person displaying symptoms of Covid-19 or someone who has tested positive for Covid-19, they should get tested and stay home until test results are confirmed. If they are well, they are expected to work regularly scheduled hours from home. If their test is negative, they may return to work. They must provide a copy of their negative test results or a note from their healthcare provider stating their test was negative to be eligible for quarantine pay (coded “Covid pay” on their timesheet). If their test result comes back positive, they may return to work once the local health department has released them from isolation. Typically, this is 10 days after symptom onset; symptoms are improving; and they have been fever-free without use of fever-reducing medicines for 72 hours. They may be required to provide documentation from their healthcare provider or from the health department.

### In the case of a staff person who tests positive, these additional steps will be taken:

Director will notify the Board and the Schuyler County health department. The library will comply with recommendations given by the Schuyler County health department, which will likely be determined on a case-by-case basis and may include closure and/or staff quarantine. If the library is believed to be a site of exposure to patrons whom we cannot contact directly, the library will work with the local health department to alert the public.

## **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. Employees and contractors will clean their own workspaces at the beginning and end of their shifts.
2. Circulation desk staff are responsible for cleaning common and high touch/high traffic areas at the beginning and end of their shifts, or whenever circulation staff changes (each computer and phone will be disinfected before use by another person). Computers and phones will not be shared; computer and phone location assignments will rotate on a daily basis.
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 the Watkins Glen Public 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.

Employees will be provided with two weeks (determined by regular scheduled 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.

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 the Watkins Glen Public Library, and as such are not provided with paid leave time by the Watkins Glen 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, off-site visits. This information may be used by the Watkins Glen Public

Library to support contact tracing within the organization and may be shared with local public health officials.

The hours and locations for essential employees are tracked via electronic timesheet logging, which is provided by the Watkins Glen Central School District through WinCapWeb. Employees are required to log their hours daily, and the Director is responsible for handling and managing the information.

### **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