

Westhampton Free Library
Plan for Continuation of Operations for
Declared State Disaster Emergency Involving a
Communicable Disease

April 21, 2021 This plan has been developed in accordance with New York Labor law § 27-c.

Promulgation

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

This Plan has been developed with the input of Westhampton Free Library Staff Association, as required by New York State Labor Law § 27-c. This Plan is not intended to create, or be construed as, created any contract. Likewise, the Plan does not supersede any rights or benefits that an employee might have pursuant to an employment agreement, collective bargaining agreement or applicable law.

This plan has been approved in accordance with requirements applicable to the Westhampton Free Library.

--

As the authorized official of the Westhampton Free Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law § 27-c, to address the continuation of operations in the event that the Governor declares a State disaster emergency involving a communicable disease.

Signed on this day: _____, 2021

By: Danielle Waskiewicz

Signature: _____

Title: Director/Chief Executive Officer

Table of Contents

Promulgation	2
Record of Changes	Error! Bookmark not defined.
Purpose, Scope, Situation Overview, and Assumptions	5
Purpose	5
Scope	Error! Bookmark not defined.
Situation Overview	5
Planning Assumptions	5
Concept of Operations	6
Mission Essential Functions	6
Essential Positions	Error! Bookmark not defined.
Reducing Risk Through Remote Work and Staggered Shifts	7
Remote Work Protocols	8
Staggered Shifts	8
Personal Protective Equipment	9
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting	11
Employee Leave	12
Documentation of Work Hours and Locations	12
Housing for Essential Employees	12

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with New York State Labor Law §27-c. This law requires public employers to adopt a plan for operations in the event of a declared state disaster emergency involving a communicable disease.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for COVID-19. This plan has been developed in accordance with current guidance to prevent the spread of this disease or for other infectious diseases that may cause a declaration of a state disaster emergency involving a communicable disease.

The health and safety of our employees is crucial to maintaining our mission essential operations. The fundamentals of reducing the spread of infection during a declared state disaster emergency involving a communicable disease 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, immediately isolate yourself, notify your supervisor 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

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 largely reflect the circumstances of the COVID-19 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 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
- 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

- Pursuant to Labor Law § 27-c, 'essential employee' is defined as a public employee that is required to be physically present at a work site to perform their job. Although the Westhampton Free Library's employees are not public employees, it will adopt this definition for purposes of this policy only.
- Pursuant to Labor Law § 27-c, 'non-essential employee' is defined as a public employee that is not required to be physically present at a work site to perform their job. Although the Westhampton Free Library's employees are not public employees, it will also adopt this definition for purposes of this policy only.

Concept of Operations

The Director/CEO, or her/his designee(s), has 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/CEO.

Upon the determination of implementing this plan, all employees of the Westhampton Free Library, as well as its Board of Trustees and Union Representative will be notified by email and, where applicable, internal boxes, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Patrons of the Westhampton Free Library will be notified of pertinent operational changes by way of constant contact and social media. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Director/CEO will maintain communications, as needed, throughout the implementation of this plan.

The Director/CEO, or his/her designee(s), 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 the Governor's determination that the state disaster emergency involving a communicable disease has resolved, the Director/CEO, or her/his designee(s), will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, the Westhampton Free Library is committed to ensuring that essential functions will continue even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees and its constituency
2. Provide services deemed to be essential by the Library, applicable government agency or Governor
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Westhampton Free Library

The Westhampton Free Library has identified essential and required functions. During activation of this Plan, all other activities may be suspended to enable the organization to concentrate on providing essential and required functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications will be an ongoing priority.

The mission essential functions for the Westhampton Free Library have been identified as:

Essential Function	Description
Organization Management/Public Policy	All necessary functions of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
Backup Organization Management/Public Policy	All necessary functions of the organization in an emergency on an as needed basis and is in charge when the Director is absent. Duties may involve a hybrid model of in person and remote work.
Business Office Functions	All necessary financial functions of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
Personnel Functions	All necessary personnel functions and additional business financial functions of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
Janitor/Maintenance	All necessary cleaning and maintenance of the building in an emergency.
Information Technology	All of the necessary technological functions of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
Staff Supervision	All essential functions to assist staff to work remotely, as needed. Duties may involve a hybrid model of in person and remote work.
Backup Information Technology	On an as-needed basis, all the necessary technological duties of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
Patron Items Ordering/Delivery and Circulation	All the necessary functions regarding the handling and circulation of materials.
Patron Assistance and Creation of Resources for Patrons	Functions include providing virtual resources and assistance to patrons and in-person assistance when needed. Positions in these titles are not required to be at work to perform these functions. The Director, or her/his designee may assign other duties in a hybrid model to complete these functions.

The Westhampton Free Library reserves the right to modify which functions are deemed to be essential.

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 and on public transportation

Remote Work Protocols

Non-essential employees able to accomplish their functions remotely will be enabled to do so to the extent practicable under the circumstance. Working remotely requires:

1. As per the Collective Bargaining Agreement (2019-2022) page 15, section K:

“If an employee is assigned by a Supervisor to perform a discrete task from home, the work will be completed within a pre-approved, agreed-upon time frame. For tasks that take up to one hour of time to complete, employees will be paid a minimum of one hour at their regular rate of pay. For tasks that require more than one hour to complete, employees will be paid their regular hourly rate of pay. If an employee expects that a task will take longer than the previously agreed-upon time frame to complete, the employee must notify the Supervisor and receive approval for the additional time before continuing the task.” This will apply to “Non-Essential” employees.

2. All equipment requests will be directed to the Director who will evaluate the request. If the request is approved, the Head of Digital Services will facilitate the distribution, downloading and installation of any needed devices or technology, including software, data, 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.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that must be performed on-site but not necessarily during hours when the Westhampton Free Library is open to the public. Staggering shifts requires:

1. Identification of positions for which work hours can be staggered
2. Approval and assignment of changed work hours
3. The Library will function on a reduced in-house work schedule to stagger staff. The Director/CEO, or her/his designee will collaborate with the Assistant Director and Department Heads to identify positions for which work hours will be adjusted.
4. Depending on the particular circumstances, a sample phase-in of services might occur as follows:
 - a. Phase 1: Director, Assistant Director, Business Office Staff, Department Heads and Maintenance Contractors will work at the building as needed.
 - b. Phase 2: Library will be open 5 hours per day and clerical/pages/technical services will be doing curbside services only.
 - c. Phase 3: All staff in the building 5 hours per day for browsing appointments and curbside. Staff will be spread out to increase social distancing.
 - d. Phase 4: increase Library hours to 3 days per week until 7 pm.
 - e. Phase 5: increase all weekly hours to 7 pm.
 - f. Phase 6: increase Saturday hours to 7 hours.
 - g. Phase 7: Patrons may utilize the library without appointments
 - h. Phase 8: Library Programming resumes.

Personal Protective Equipment

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. PPE that 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.

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. The Library will provide sufficient PPE to each essential employee during any given work shift.
 - b. The Library will take steps 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 that will prevent degradation.
 - b. Employees 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.
4. Staff will receive two cloth masks with the Library Logo to keep. Disposable masks will be available if staff forget their masks. Gloves are available to staff. Hand sanitizer is placed in work locations. There are also plastic barriers at public service desks.
5. PPE is stored in the Janitor's closet and Business Office staff regularly checks the supply. The Director/Assistant Director and Business Office Personnel are the only ones with access.
6. There is a PPE stash in the Director's office for emergencies.
7. The Library uses Amazon and the Suffolk Cooperative Library System to procure PPE.
8. The Westhampton Free Library has also deemed health self-assessment as a PPE measure. Staff and visitors will be required to submit a health self-assessment in electronic (covidtracker.org) form. The Library also has a visitor log and self temperature checks.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. We have established the following protocols:

- A. If employees 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):
 1. Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing in accordance with applicable public health requirements.
 - a. If possible, these employees will be permitted to work remotely during this period of time if they are physically able to do so and doing so is consistent with Library needs as determined by the Director.
 - b. "High touch" areas and the workspaces of employees who are determined to be close contacts will be cleaning and disinfected.
 - c. The Director/CEO or Assistant Director must be notified and are responsible for ensuring these protocols are followed.
 - d. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
- B. If an employee exhibits symptom of the communicable disease that is the subject of the public health emergency:
 1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees who exhibit symptoms outside of work should notify their supervisor 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 pursuant to applicable public health requirements and have consulted with a healthcare provider. The Library reserves its right to require a doctor's note to return to work.
 4. The Westhampton Free 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 public health officials to do so.
 5. The Director/CEO or Assistant Director must be informed in these circumstances and is responsible for ensuring that these protocols are followed.

- C. If an employee 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 will be closed off.
 - a. Cleaning, disinfecting and reoccupation of the employee's workspace will be conducted in accordance with applicable public health requirements.
 - b. Any common areas entered, surfaces touched, or equipment used will immediately be cleaned and disinfected.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee exposures will be conducted
 - a. If an employee is confirmed to have the disease in question, the Director/CEO or her/his designee should inform all contacts of their possible exposure. Confidentiality will be maintained as required by applicable law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Director/CEO or Assistant Director must be notified in these circumstances and are responsible for ensuring that ~~the~~ protocols are followed.

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

Cleaning and Disinfecting

Applicable public health requirements will be followed for cleaning and disinfection of surfaces/areas. This may include the following:

1. Employees will be provided with supplies so that they may clean their own workspaces. It is recommended that they do so at the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas that are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Janitor/Maintenance Contractor is responsible for cleaning common areas daily.
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.

Employee Leave

Employees will be provided with leave in accordance with legal requirements and applicable collective bargaining agreements, employment agreements or policies. Questions regarding available leave should be directed to the Director, or her/his designee(s).

Documentation of Work Hours and Locations

In a declared state disaster emergency involving a communicable disease, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Identification of locations will include on-site work and off-site visits. This information may be used by the Westhampton Free Library to support contact tracing within the organization and may be shared with local public health officials.

1. Employees punch in and out via biometric system or sign-in sheet.
2. Contractors and Visitors sign in using sign-in sheet with date and signature.
3. Employees fill out daily survey which allows administration to do case management when the employee fails the survey.

Housing for Essential Employees

This is Not Applicable to the Westhampton Free Library.