

Health Emergency Plan for Westhampton Free Library

November 18, 2020

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 Westhampton Free Library Staff Association, 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 Westhampton Free 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: November 18, 2020

By: Danielle Waskiewicz

Signature: _____

Title: Director/Chief Executive Officer

Record of Changes

Date of Change	Description of Change	Implemented by

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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, requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Westhampton Free 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:

- Use hand sanitizer and wash 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 the date of publication. The plan was largely developed to 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.
- The response to a public health emergency requires time to adjust operations, and to provide appropriate safety measures to maximize effectiveness.
- 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 in response to 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 who 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 who is not required to be physically present at a work site to perform their job.

Concept of Operations

The Director/CEO of the Westhampton Free Library, her/his 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 Library Director.

Upon the determination of implementing this plan, all employees and contractors of Westhampton Free Library shall be notified by email and internal mailboxes, 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 Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Director/CEO of the Westhampton Free Library, her/his 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/CEO of Westhampton Free Library, her/his designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, 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, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Westhampton Free Library

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

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

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

Essential Function	Description	Priority
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.	1
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.	1
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	1
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.	1
Janitor/Maintenance	All necessary cleaning and maintenance of the building in an emergency	1
Information Technology	Alls the necessary technological functions of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.	1
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.	2
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	2
Patron Items Ordering/Delivery and Circulation	All the necessary functions regarding the handling and circulation of materials.	3

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	4
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Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
Organization Management/Public Policy	Director	The Director manages all aspects of the Library
Backup Organization Management/Public Policy	Assistant Director	The Assistant Director performs essential functions for the organization to operate in the absence of the Director and assists the Director as needed to perform these essential functions.
Business Office Functions	Business Manager	Enter and pay invoices, order materials etc.
Personnel Functions	Head of Business Administration and Personnel	Processes Payroll and HR functions
Janitor/Maintenance	Maintenance Contractors	Cleaning, Maintenance and Emergency Repair of Building
Information Technology	Head of Digital Services	Provides information technology support for remote functions
Backup Information Technology	Network and Technology Manager	Provides backup to the Head of Digital Services for technology support for remote functions and assists as needed
Patron Items Ordering/Delivery and Circulation	Clerical, Pages, Librarian Assistants and Technical Services Staff:	Processes Materials for Patrons. Assists Patrons to check out and return materials.
Patron Assistance and Creation of Resources for Patrons	Librarians/Programmers	Creates virtual and in person content for Patrons to fulfill the mission of the Library and assists patrons when needed. These positions may be deemed “non-essential” at the discretion of the Director, or her/his designee and will switch to remote work when designated.

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 and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. 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 which are necessary to be performed onsite 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, Westhampton Free 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
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.
 - 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 a week till 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 appointment.s
 - 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 and contractors. PPE which may be needed can include:

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

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep

up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location.
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months.
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation.
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency.
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates.
4. Staff will receive 2 cloth masks with the Library Logo to keep. Disposable masks will be available if staff forgets 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. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Library Director or Assistant Director must be notified and is responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.

- a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. In these circumstances, the Director/CEO will determine eligibility and the Assistant Director is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify 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 per CDC/public health guidance and have consulted with a healthcare provider.
 4. 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 CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. Director/CEO or Assistant Director must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Director/CEO or her/his designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - 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 who is responsible for ensuring these 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 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.
 - a. High traffic/high touch areas and areas which 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 and Contractor Leave

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

It is our policy that employees of Westhampton Free Library will not be charged with leave time for testing. 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 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.

Further, Westhampton Free Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds 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.

Additionally, Westhampton Free 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 Westhampton Free 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.

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

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by 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 Westhampton Free Library

