

## **PLAN FOR OPERATIONS IN THE EVENT OF A DECLARED PUBLIC HEALTH EMERGENCY**

1. This plan is to be used in conjunction with the Infectious Disease and Community Spread Policy adopted March 18, 2020. This plan supplements the Infectious Disease and Community Spread Policy adopted March 18, 2020.

### **Designation of Essential Employees and Contractors**

1. **Library Director** ( CEO of organization): Performs all necessary duties of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
2. **Assistant Director** : Assists the Director to perform all necessary duties 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.
3. **Business Office Manager**: Performs the necessary financial duties of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
4. **Business Administration and Head of Personnel**: Performs the necessary personnel functions and additional business financial duties of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
5. **Janitor/Maintenance**: Contractor(s) who performs the necessary cleaning and maintenance of the building in an emergency.
6. **Department Heads**: On an as needed basis to perform essential functions to assist staff to work remotely. Duties may involve a hybrid model of in person and remote work.
7. **Head of Digital Services**: Performs the necessary technological duties of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
8. **Network and Technology Manager**: Assists the Head of Digital Services on an as needed basis to perform the necessary technological duties of the organization in an emergency. Duties may involve a hybrid model of in person and remote work.
9. **Clerical, Pages, Librarian Assistants and Technical Services Staff**: These titles are required to physically be present at the work site to perform their jobs. The Director may deem that these essential positions may perform other specific duties at home or through a hybrid model of some in person and remote work as determined by their supervisor to minimize the direct threat to health and safety of staff. Duties include handling of materials and circulation of materials.

### **Telecommuting Protocols**

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 timeframe 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.

### **Reduce Overcrowding/Stagger Work Schedules**

1. The Library will function on a reduced work schedule to stagger schedules.
  - 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: Walk in Patrons resumes, front doors open
  - h. Phase 8: Library Programming resumes.

### **Personal Protective Equipment “Stash” and Storage**

1. 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 is a 6 month supply. There is also plastic shields at public service desks.
2. PPE is stored in the Janitor’s closet and Business Office staff regularly checks the supply.
3. There is a PPE stash in the Director’s office for emergencies.

### **Exposure**

1. If an employee or contractor is exposed to a known case of a communicable disease that is subject of the public health emergency, exhibits symptoms of the disease or tests positive for the disease, the following protocols will take place:
  - a. The employee/contractor will be isolated from others if the individual entered the workplace. If the individual is at home, they will be given further instructions upon notification from the Health Department.
  - b. The area where the individual came in contact with will be thoroughly disinfected, as well as common areas, surfaces, and shared equipment that the employee or contractor may have touched.
  - c. The employee/contractor will be paid in accordance to Federal and State Laws. For example, the Library will pay an employee 14 days for quarantine orders or awaiting test results or if they come in contact with an individual who has tested positive for Covid-19 or 10 days if they are positive. If an employee voluntarily travels to an area and is subject to quarantine, the employee would receive paid sick leave in accordance to Federal Law but would be ineligible for NYS Covid-19 leave.

### **Contact Tracing**

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.

### **Collaboration**

1. The Library will notify the Suffolk County Department of Health in regards to any positive cases at its site. There are backup duties for essential employees to ensure continuous operations and maintain quarantines for essential employees to ensure that the Library is not compromised by essential employees.

Reviewed by the WLSA on November 10, 2020 by Union President Rachel Mayo.  
(No recommendations given.)

Adopted by the Board of Trustees on November 18, 2020