

# PATTERSON LIBRARY

## PUBLIC HEALTH EMERGENCY PLAN

### **Hierarchy of authority**

In the event of a declared public health emergency involving a communicable disease, the Patterson Library will operate in accordance with its Public Health Emergency Plan. If any part of this plan conflicts with executive orders governing an epidemic issued at the local, county, state, or federal level, the Library will follow the executive orders rather than the written plan. During each public health emergency, the Library will adopt phased closure and re-opening protocols based on the best available information and legal requirements pertinent to the emergency.

These protocols will be distributed to the staff and communicated to the public via the Library's website as soon as they have been approved by the Board of Trustees. The Library Director, as authorized by the Board of Trustees, administers the Public Health Emergency Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Business Office Manager.

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.

### **List and description of positions considered essential**

The Library Director has primary responsibility for the financial, physical, and functional operations and services of the Library. S/he will be considered essential in all emergencies.

The Business Office Manager, Adult Program Coordinator, Youth Services Coordinator, and Database & Circulation Manager, and Facility Manager all have limited responsibilities pertaining directly to the financial, physical, and functional operations and services of the Library. Each of these individuals may be designated by the Library Director as essential on a short-term basis in order to use the Library's facilities temporarily for the express purpose of attending to matters of financial, physical, and functional operations and services of the Library.

During a declared public health emergency, the Library might be granted authority to continue some core library functions such as technology assistance, lending of materials, and the provision of programming. To the degree to which such functions may be legally permitted to continue, the Library Director may designate any library employee as essential whose on-site work would contribute to the successful continuation of such functions.

### **Descriptions of protocols to follow to enable all non-essential employees to work remotely**

Each employee is responsible for ensuring that s/he has access to an internet connection. The Library Director is responsible for assigning each employee work that can be done remotely. If the employee does not have access to a computer suitable for the work assigned s/he may borrow a computer owned by the library.

If any employee encounters any other obstacle which prevents him/her from working remotely, s/he must notify the Library Director immediately.

### **Description of how employer would stagger work shifts to reduce overcrowding**

Each department manager will maintain a calendar indicating the work schedules of their staff. In the event that the employee schedule would otherwise create an overcrowded workspace, the Library Director will create the opportunity for one or more simultaneously scheduled employees to work from a socially distant or remote work station.

The Director will coordinate the schedule for employees reporting to the library in-person to perform essential tasks so that the Patterson Library remains in compliance with the state-ordered reduction of in-person workforce. No employee is permitted to report to the Library without authorization from the Director.

### **Protocols for PPE**

Personal Protective Equipment will be made available to every employee for every on-site shift. Employees will also have the option of using Personal Protective Equipment which they have acquired on their own, provided that the equipment meets the standards specified by public health officials.

As appropriate, the library will provide a face covering to any employee who requests one. If for any reason the Library is unable to provide adequate Personal Protective Equipment for any given shift, no employee will be permitted to work on-site until sufficient Personal Protective Equipment can be provided.

Personal Protective Equipment will be stored in a location chosen to prevent degradation and permit immediate access by all staff members. For instance, if gloves are required Personal Protective Equipment, they will be available in staff common areas, and the reserve supply will be in a storage place which does not require a key to access.

The Patterson Library will provide any necessary training for mandated PPE including proper use and disposal. Failure to comply with Personal Protective Equipment mandates may result in disciplinary action.

### **Protocol for when an employee is exposed to disease**

The Library will take precautions to limit the possible exposure of its employees, volunteers, essential visitors, and patrons. During a public health emergency, work stations/areas will be cleaned by staff multiple times throughout the day and at the end of each shift. In the event a staff member goes home with symptoms of an infectious disease or presents with symptoms within 48 hours of being in the building, any area they worked in will be closed until cleaned and disinfected by the Facilities Manager in a manner consistent with all relevant public health guidelines. As necessary, the space will be quarantined for a length of time specified by local or state health departments prior to cleaning.

If an employee tests positive for the communicable disease which precipitated the public health emergency, the Library Director or designee will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The employee will not be permitted

to return to on-site work until authorized to do so by the state and local health departments. Employees are permitted to apply accrued Paid Time Off towards any absence due to communicable disease or quarantine. Additionally, eligible employees will be permitted to participate in any special time off designated by local, county, state or federal government.

### **Mitigation of risk**

Reporting to work following a known-exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically cleared to return to work as defined above will be considered a violation of library policy and may result in disciplinary action. The Patterson Library will not take any retaliatory action against employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

### **Protocol for documenting hours and work locations for essential workers**

The Library Director will maintain records of days worked on-site by employees and essential visitors. The Library director will use these records to cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

### **Protocol for working with essential employees' localities for identifying emergency housing if needed**

Any employee who cannot safely commute to the Library during the epidemic will be asked to work remotely.

### **Any other requirement determined by the New York State Department of Health, such as testing and contact tracing**

The Library will cooperate with the New York State Department of Health to the fullest possible extent permitted by law and library policy. As emergency directives are issued, the Library will adjust its operations to conform with the latest directives.