



New Woodstock Free Library

Pandemic Operations Plan

This document was created in January 2020 in response to the New York State requirement that public employers develop and publish a Pandemic Operation Plan in the event of a declared public health emergency involving a communicable disease. The particular disease that prompted the requirement of this plan was the novel coronavirus COVID-19, however, this plan is meant to guide the Library during any declared public health emergency involving a communicable disease. This plan was written by Library Director Heather Elia with input from Library staff and members of the Board of Trustees.

Applicable local, state, or federal governmental orders supersede this policy.

Essential Positions

In the event of a state-ordered reduction of in-person workforce, the following positions are considered essential to the operation of the Library:

- Library Director. The Library Director is responsible for overseeing the day-to-day operations of the Library, processing payroll, ensuring that the building is safe and secure, and performing programming and marketing/communication functions.
- Library Manager. The Library Manager performs the day-to-day operations of the Library and responds to patron inquiries and needs in an emergency situation.

Remote Work Protocols

It is not practical or applicable to the workplace for non-essential employees to telecommute or work remotely. The majority of the work necessary to run the Library must be performed on-site. Non-essential employees may be furloughed in the event of an ongoing pandemic if the Library is closed to the public.

Scheduling Protocols

Because there are only two essential employees, in most cases it will not be necessary to stagger schedules as both employees will be able to remain physically distanced within the Library building if present at the same time. In the event that the state or county limits the number of employees in the workplace to one, the Library Director and Library Manager will alternate days of in-building attendance.

Personal Protective Equipment

To ensure employee compliance with Personal Protective Equipment (PPE) requirements, the Library will:

- Provide every employee and volunteer with appropriate PPE at no cost to the individual and maintain an adequate supply. The Library will maintain sufficient supplies of PPE (including, but not limited to masks, gloves, and sanitizer) and will have a supply at all times. Masks must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Staff will be required to launder their own reusable masks. Staff can request additional masks if theirs become damaged or soiled. Staff will be allowed to bring in their personally owned masks as long as they meet CDC recommended guidelines.
- Limit the sharing of objects and discourage touching of shared surfaces, or when in contact with shared objects or frequently touched areas, wear gloves, or sanitize or wash hands before and after contact. Items such as computers and other technologies that will be shared among staff will be wiped down with approved sanitizer wipes or solutions before and after each use by an individual.

Personal Protective Equipment (PPE) will be purchased in bulk by the Library Manager through a reliable vendor that is chosen based on timely delivery and reasonable prices. PPE will be stored in the kitchen area of the Library

Documentation of Work Hours and Locations (Staff Exposures, Cleaning, and Disinfection)

Staff work hours are accurately documented and patron visits are recorded on the Contact Tracing List.

In the event that an employee or contractor is exposed to a communicable disease, exhibits symptoms, or tests positive for such disease, that person will need to quarantine immediately and notify the Library Director by telephone as soon as possible. The Library Director will notify other staff and any patrons who were present in the Library during the same period as the employee of their exposure to the communicable disease, without disclosing the identity of the infected individual.

Staff who are exposed, exhibit symptoms, or test positive for the communicable disease must isolate for the amount of time specified by the Centers for Disease Control (CDC) or required by New York State or Madison County Department of Health. Their workspace will be thoroughly cleaned and disinfected via fogger by the cleaning service that the Library employs.

Any co-workers who were in contact with the infected or exposed employee will be notified by the Library Director and may need to quarantine for the amount of time specified by the CDC or required by New York State or Madison County Department of Health prior to returning to work.

Upon notification of exposure in the Library, the Library will immediately close for the number of days recommended by the CDC, New York State, or Madison County Department of Health.

After this time period, staff will enter the building and thoroughly disinfect the entire facility using required PPE.

Regarding payment for missed shifts due to quarantine or library closure, the New Woodstock Free Library will abide by all applicable local, state, or federal requirements. In situations not covered by federal, state, or local law, payment for missed shifts will be made only upon approval of the Board of Trustees.

Housing for Essential Employees

The Library is unable to provide separate housing for essential employees.

Approved by the Library Board of Trustees on March 2, 2021.