



Pandemic Operations Plan

In the event of a declared Public Health Emergency involving a communicable disease, the following protocols will take effect. These protocols override all conflicting policies to preserve and ensure the safety of staff and patrons.

1. Essential Employees:

- a. **Library Director.** The Library Director is responsible for the overall administration of the library. The Director will need to be onsite to coordinate staffing and address employee concerns and questions. She needs to be in contact with local officials, library trustees, and staff.
- b. **Assistant Director.** The Assistant Director helps with the running of the library. The AD will need to be onsite to assist with coordination of staffing and assignation of duties. The AD will also need to be present for signing checks, approving payroll, and transfer of funds.
- c. **Account Clerk.** The Account Clerk is in charge of the financial business of the library. The Account Clerk will need to be onsite to use the library's accounting software, access our online accounts, cut checks, and so on.
- d. **Library Technician.** The Library Technician is in charge of ordering and processing supplies for the library.
- e. **Children's Services.** Children's Services will be responsible for assisting in the coordination of disinfection procedures.
- f. **Desk Clerks.** Desk Clerks are responsible for finding and preparing materials for patrons. They will need to be onsite to offer curbside pickup of materials once we reach that point in our reopening plan. They will also disinfect returned materials.

All employees whose responsibilities include work that can be done offsite will be done remotely; staff will only be present on site for work that must be done at the library. For example, the Library Technician is in charge of all Social Media. That can be done remotely and does not require her presence in the building.

2. Employees who require equipment to complete their job remotely will be provided with library Chromebooks or laptops upon request.
3. To reduce potential exposure a new schedule will be distributed to all employees. Employees will work staggered shifts. They will be assigned to work morning or afternoon shifts on

alternating weeks. This is to minimize contact between employees should someone be exposed or test positive. Hours will be reduced. Mandatory online staff meetings will be scheduled via Zoom with increased frequency. Staff members will be paid for their attendance.

4. An adequate quantity of PPE will be kept on hand at all times. At minimum we will keep 2 unopened containers of gloves, masks, sanitizer, and cleaner on site. All PPE will be stored on shelves in the work room.

5. Isolation and Quarantine.

Staff that test positive for COVID must quarantine for a minimum of 7 days prior to retesting. They must have a negative test result before returning to work.

Vaccinated staff that are exposed to someone with COVID must isolate for 5 days prior to testing. They must have a negative test result before returning to work.

Boosted staff that are exposed to someone with COVID and not exhibiting symptoms are allowed to work but must test negative after day 5 of exposure. Staff may choose to isolate for 5 days anyway.

Unvaccinated staff that are exposed to someone with COVID must isolate for 7 days prior to testing.

Staff will be paid for missed shifts based on the current COVID sick leave allowance from NYS Department of Labor and/or the Department of Health. Missed shifts over that allowance will either be unpaid or paid using PTO. Staff must notify the Director prior to the payroll period ending if leave is unpaid or will be using PTO.

The Director will close the library when it is deemed necessary for all staff to test. If a minimum 24 hours' notice is given, employees will be expected to test during that time. Employees will be paid for shifts missed during the closure. Staff that do not return to work when the library reopens may use sick PTO for their missed shifts.

Upon notification of exposure in the library, the library will immediately close for 24 hours.

All staff that test positive and require more than 4 weeks off, will need to file for FMLA, if eligible. If not eligible, a leave of absence will need to be filed.

The Director may close the library due to staffing shortages if more than 1/3 of the staff is unable to work a shift due to isolation/quarantining.

6. All staff members who enter the building will be required to use the time clock to track their hours. Health screening will be performed at entry. Work completed remotely does not need to be recorded. This is solely for contact tracing purposes.

7. Safety Plan.

- All employees will need to wear masks or shields while in the building
- Staff will need to maintain a 6 foot distance whenever possible
- Breaks will be staggered to limit possible exposure
- Regularly wash hands for 30 seconds
- Use hand sanitizer after each transaction
- Limit shared surfaces and objects (i.e. pens, pencils, etc)
- Disinfect work space at the beginning and end of your shift
- Staff must have temperature recorded at start of shift
- Daily disinfection log kept
- Stay home if you are ill and/or exhibiting any symptoms

8. The library will follow the approved Closing/Re-Opening protocols. Phase entry will be determined based on guidance from the Governor, Department of Health, and Library Board. Mask use is required during phases 1-6.

a. Phase 1a: Closure

- Virtual services only
- No staff onsite regularly
- Book drop open
- Wi-Fi available in parking lot
- Staff paid regular wages

b. Phase 1b: Staff Onsite

- Virtual services offered only
- Facility closed to public
- Returned materials are quarantined for 4 days
- Entire facility is cleaned and sanitized
- Reduced hours
- Masks Required

c. Phase 2: Curbside Pickup

- Patrons may call, email, or place requests via the website for materials
- Virtual services offered only
- Facility closed to public
- Masks Required

d. Phase 3: Appointment only

- Limited occupancy
- Patrons entering building must be screened (for contact tracing)
- No computers

- No meeting room
 - No tables or chairs
 - No onsite programming
 - Disinfection of facility prior to next appointment time, log kept
 - Curbside service continues
 - Masks required
 - Reduced hours
- e. Phase 4: Limited Opening
- Patrons allowed in building, no time limit
 - Masks Required
 - Limited computers available
 - Tables and chairs available
 - No onsite programming
 - No meeting room
 - Public restrooms open
 - No public water fountains
 - Hybrid self-checkout used
 - Reduced hours
- f. Phase 5: Regular Hours
- Regular library hours resume
 - Masks Required
 - Limited onsite programming resumes
 - Curbside service continues
 - No meeting room
 - Donated materials accepted with 4-day quarantine
 - Tutoring resumes (max 2 people per table)
- g. Phase 6: New Normal Operations (until public health emergency is over)
- Regular hours
 - Onsite programming
 - Curbside continues
 - Masks Required

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