

Health Emergency Plan for the Northport-East Northport Public Library

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed by the Northport-East Northport Public Library, with the input of The Staff Association of the Northport-East Northport Public Library, in accordance with the amended New York State Labor Law section 27-c, requiring each public employer in the state of New York to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Library or its employees under any law, rule, regulation, or the rights and benefits which accrue to employees through the staff contracts.

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.

Signed on this day: March 23, 2021

By: James Olney

Signature: _____

Title: Director

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

New York State Labor Law § 27-c, signed by the Governor of New York State on September 7, 2020, requires 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 the Northport-East Northport Public Library. This plan is pertinent to a declared public health emergency in the State of New York which may impact Library operations; and it is in the interest of the safety of our employees 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 is crucial to maintaining our mission essential operations. We encourage all employees to read the [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include the following:

- Wear a mask (anyone over the age of two) which covers the nose and mouth at all times when they are inside one of the Northport-East Northport Public Library buildings.
- Practice social distancing.
- Use hand sanitizer and wash hands with soap and water frequently.
- Monitor personal health for symptoms of COVID-19. Any staff member who is feeling ill or has a fever must not report to work. Any staff member who develops symptoms or a fever while at work must notify their supervisor immediately, go home, and contact their health professional.
- Follow any additional guidance provided by the CDC, the New York State or Suffolk 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 developed to largely 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 their families is of prime importance.
- The circumstances of a public health emergency may directly impact Library operations.
- The public expects the Library to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon how they may be impacted by the public health emergency.
- 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 based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- An “essential employee” is defined as a public employee who is required to be physically present at a work site to perform their job.
- A “non-essential employee” is defined as a public employee who is not required to be physically present at a work site to perform their job.

Concept of Operations

The Director of the Northport-East Northport Public Library, their 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 Director of the Northport-East Northport Public Library.

Upon the determination of implementing this plan, all employees of Northport-East Northport Public Library shall be notified by staff email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Library patrons and the general public will be notified of pertinent operational changes by way of notice on the library website, updated outgoing telephone messages, door signage, and updates delivered by e-newsletters. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Director of the Northport-East Northport Public Library will maintain communications with the staff and the public as needed throughout the implementation of this plan.

The Director of the Northport-East Northport Public Library, their 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 of Northport-East Northport Public Library, their 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, the Northport-East Northport Public Library is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees and patrons.
2. Provide vital services.
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values of Northport-East Northport Public Library.

The Northport-East Northport Public 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, patrons, 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

The mission essential functions for Northport-East Northport Public Library have been identified in order of priority (Priority 1 identifies the most essential functions descending through Priority 4 in the order of which essential functions are given the greatest priority):

Essential Function	Description	Priority
Information Technology	Monitor and Maintain the Library Network	1
Library Communications	Disseminate vital and timely information to staff and public	1
Distribution of Library Materials	Provide counter pick-up of library materials requested by patrons	2
Access to Electronic Resources and Downloadable Media	Provide technical support and user guidance	2
Security	Provide safe environment for patrons and staff by enforcing library policy and procedures	1
Patron Telephone Communications	Answer reference questions and requests for materials and provide Information and Referral and Readers Advisory services	2
Library Card Services	Provide library cards to residents; assist with technical difficulties experienced when using the library card with remote services	3
Payroll	Pay biweekly salary to employees	1
Banking	Manage fiscal responsibilities	1
Staff Benefit Time Tracking	Track employee paid benefit time and unpaid leave requests	2
Public Policy	Work with Board of Trustees on policy and fiscal responsibilities	1
Receipt and Delivery of packages	Receive PPE, Cleaning Supplies, library materials	1
Ordering Library Materials and supplies	Procure PPE, Cleaning Supplies and Library Materials to assure adequate supply and reduce backlog of packages	1
Homebound Delivery	Gather and package library materials for delivery by USPS	2
Cleaning and Maintenance of Buildings and Grounds	Clean, disinfect, sanitize and maintain buildings and property	1

Essential Positions

Each essential function identified as Mission Essential Functions 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
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Information Technology	<ul style="list-style-type: none"> • Network manager • Staff 	Implement and maintain onsite hardware, software, website, ILS and network which provide remote access for patrons and in-library access for staff supporting patron access and lobby pickup
Library Communications	<ul style="list-style-type: none"> • Administration • HR Staff • Webmaster 	Create door signage, update onsite telephone system messaging, and website communication – use of poster printers and other printing technology
Access to Library materials	<ul style="list-style-type: none"> • Circulation Department Head • Staff 	Provide counter pickup of materials requested by patrons
Access to Electronic Resources and Downloadable Media	<ul style="list-style-type: none"> • Staff • Webmaster • Assistant Director 	Provide access to databases and support to patrons and staff and technical upgrades as directed
Security	<ul style="list-style-type: none"> • Security Guard 	Enforce library policy and procedures to ensure safety of staff and patrons
Patron Telephone Communications	<ul style="list-style-type: none"> • Administration • Reference librarians (J, T, A) • Circulation Staff • Program support staff 	Provide telephone contact for patrons from within the buildings. The library does not currently have remote access to its internal telephone system
Library Card Services	<ul style="list-style-type: none"> • Circulation Staff 	Create and maintain patron library cards for remote access to library services and counter check out of library materials
Payroll	<ul style="list-style-type: none"> • Administration • Accounting Staff 	Assure accurate and timely staff compensation
Banking	<ul style="list-style-type: none"> • Administration • Accounting Staff 	Handle timely payment of bills and manage bank account transactions and fiscal operations
Staff Benefit Time Tracking	<ul style="list-style-type: none"> • Administration 	Provide accurate accounting of staff benefit time
Public Policy	<ul style="list-style-type: none"> • Director 	Provide administrative guidance
Receipt and Delivery of Packages	<ul style="list-style-type: none"> • Head of Buildings and Grounds • Staff 	Receive packages of personal protective equipment, cleaning supplies, library materials and mail
Ordering Library Materials and Supplies	<ul style="list-style-type: none"> • Head of Technical Services • Staff 	Procure PPE; cleaning supplies; and library books, DVDs, audio materials
Homebound Delivery	<ul style="list-style-type: none"> • Librarian 	Select, package, check out library materials to be delivered by mail to disabled patrons.
Cleaning and Maintenance of Buildings and Grounds	<ul style="list-style-type: none"> • Head of Buildings and Grounds • Staff 	Provide necessary cleaning, sanitizing, disinfecting for essential staff and assure that building maintenance schedules are followed for safety and to avoid greater repair issues

Reducing Risk through Segregation of Work Spaces and Staggered Shifts

Through assigning certain staff to separate workspaces and by staggering work shifts, we can decrease crowding and density at work sites.

Separate Workspaces

Employees may be assigned to accomplish certain functions from temporary workstations set up in remote locations within the library.

1. Identification of staff who will relocate
2. Approval and assignment of work
3. Equipping staff for work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN
 - d. Access to software and databases necessary to perform their duties

The Director will approve staff eligible for relocation. Department Supervisors will be responsible for assignment and review of work.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of those shifts

The Director and their designees and Department Supervisors will collaborate to identify positions for which work hours will be staggered. Generally, all public service desk employees have staggered shifts based on the basic design of public desk schedules. Facility safety and security measures will remain in place. A “librarian in charge” is designated every hour that the library is open to the public.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to support of the health and safety of our employees. Necessary PPE may include:

- Masks
- Gloves
- Face shields
- Disposable gowns

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 pertinent to protecting the health and safety of our employees.

Protocol 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 during any 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 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

The Northport-East Northport Public Library has identified the following PPE and cleaning supplies as applicable to the needs of daily operations during a public health emergency: face shields, disposable masks, disposable gloves, washable gloves, disposable gowns, hand sanitizer, disinfecting wipes and disinfecting spray. Masks, gloves, disinfecting wipes, and hand sanitizer are relevant to all staff. Other items are predominantly relevant to buildings and grounds employees.

PPE supplies are stored in the quarantine area. Access to PPE is limited to the Director or their designee, Branch Librarian, Head of Buildings and Grounds, and the staff responsible for procurement. Department Supervisors are responsible for the supplies which are distributed to their areas. Cleaning supplies are stored in accordance with OSHA requirements and are accessible only to the Buildings and Grounds Department Head and staff.

The following vendors are currently used to procure PPE and cleaning supplies:

- Quill <https://www.quill.com/>
- Amazon <https://www.amazon.com/>
- W.B. Mason <https://www.wbmason.com/>
- Uline <https://www.uline.com/>
- Grainger <https://www.grainger.com/>
- Home Depot <https://www.homedepot.com/>

Every staff member is required to self assess for symptoms of COVID-19 prior to reporting to work for scheduled shifts. The staff member certifies their assessment and negative findings for symptoms every time they sign in on their timesheet for a scheduled shift. The list of symptoms was created after consulting with CDC and New York State Health Department guidelines.

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 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):
 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. The Director or their designee or successor must be notified and are responsible for ensuring these protocols are followed.
 - b. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
- B. If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:

1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees, patrons, and visitors and sent home immediately 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 their physician.
 4. The Northport-East Northport Public Library does not require sick employees to provide documentation of 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. Current CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work once at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. The person must contact the Director or their designee for further instructions before resuming their work schedule. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Director or their designee or successor must be informed in these circumstances and is responsible for ensuring the protocols are followed.
- C. If an employee 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, patrons, or visitors will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupying those spaces. 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 exposures will be conducted
 - a. If an employee is confirmed to have the disease in question, the Director or their 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 or their designee, must be notified in these circumstances and 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 department recommendations and requirements and coordinate with local public health officials 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 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 patrons and visitors will be disinfected every two hours.
 - b. The Head of Buildings and Grounds, is responsible for assigning and supervising daily and regular cleaning of high-touch areas every two hours. The office cleaning company will continue to provide daily cleaning of the buildings as scheduled per contract.
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 Leave

In addition to the benefits provided to employees of the Northport-East Northport Public Library through its Collective Bargaining Agreement with the Staff Association, or individually to employees who are not members of the Staff Association and covered by the Collective Bargaining Agreement, the Library is committed to ensuring that all employees receive all additional applicable benefits mandated under State and/or Federal Law.

Currently, the federal Families First Coronavirus Relief Act (“FFCRA”) affords employees with additional paid leave, with no charge to accruals, for employees who suffer a qualifying reason(s) thereunder. A FFCRA poster identifying the qualifying leave reasons, length of benefit, and compensation, has been posted in the Library, and emailed to all staff. If you have further questions about whether you have suffered a qualifying event triggering FFCRA benefits, please contact administration directly.

Such leave is available until December 31, 2020, or a later date, if extended by act of the federal legislature.

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 the Northport-East Northport Public Library, and as such are not provided with paid leave time by the Northport-East Northport Public Library, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it is 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 and off-site visits. This information may be used by the Northport-East Northport Public Library to support contact tracing within the organization and may be shared with local public health officials.

Staff of the Northport-East Northport Public Library track their scheduled shifts daily on paper time sheets. Master schedules are filed in the office of the Assistant Director. Contractors are required to sign in and out each time they work in the library buildings.