

Public Employer Health Emergency Plan for Pine Plains Free Library

05/17/2022

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

Table of Contents

Promulgation	2
Record of Changes.....	3
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose.....	4
Scope	4
Situation Overview	4
Planning Assumptions	4
Concept of Operations	5
Mission Essential Functions.....	5
Essential Positions	6
Reducing Risk Through Remote Work and Staggered Shifts.....	7
Remote Work Protocols	7
Staggered Shifts.....	9
Personal Protective Equipment.....	9
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting	11
Employee and Contractor Leave	12
Documentation of Work Hours and Locations.....	12
Housing for Essential Employees.....	12

Promulgation

This plan has been developed in accordance with the amended 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.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

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.

--

As the authorized official of the Pine Plains Free Library, I hereby attest that 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.

Approved by Board of Trustees on this day:
05/17/2022

By: Alexis Tackett

Title: Library Director

Record of Changes

Date of Change	Description of Change	Implemented by

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended 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. These laws were amended by the passing of legislation S8617B/A10832 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 Pine Plains Free Library. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, 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 and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or 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 contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- 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
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Director of the Pine Plains Free 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.

Upon the determination of implementing this plan, all employees and contractors of the Pine Plains Free Library shall be notified by phone and/or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Patrons and residents of Pine Plains, New York will be notified of pertinent operational changes through the website and Library signage. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Director of the Pine Plains Free 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 the Pine Plains Free 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, Pine Plains Free 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, contractors, and our constituency

2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Pine Plains Free Library

The Pine Plains Free 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, contractors, our constituents, 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

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Pine Plains Free Library have been identified as:

Essential Function	Description	Priority
Administration	General operations of the library including bill management, building management, payroll, and other decision making.	1
Information Technology	Maintain Library hardware and software including network, Wi-Fi, Firewall, phone, and technology systems as well as consumer communication such as social media updates, web page management, library newsletter, and other forms of library communication.	1
Circulation	Access to library materials through check-outs, material returns, and curbside services.	1
Reference Services	Provide information, answer questions, and deliver resources to Library patrons.	1
Technology Services	Computer access, printing, copying, and faxing services.	1
Custodial	Keep Library clean and disinfected and manage any building-related issues.	1
Support Staff	Library volunteers, interns, or any other staff designated to helping maintain library shelving, ordering, and patron assistance.	2

Essential Positions

Each essential function identified above 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
Administration	<ul style="list-style-type: none"> • Director • Accountant • Financial Officer 	Administrative guidance and decision making as well as staff communication. Authorizing and facilitating purchases pertinent to Library operation.
Information Technology	<ul style="list-style-type: none"> • Director • Library Assistant(s) 	Maintaining on-site hubs for internet, curbside Wi-Fi, and network security. Providing up-to-date information regarding library hours, services, resources, and programs via all forms of outreach used by the Library.
Circulation	<ul style="list-style-type: none"> • Director • Library Assistant(s) • Head Clerk • Clerk 	Providing access to library materials, curbside services, scheduling.
Reference Services	<ul style="list-style-type: none"> • Director • Library Assistant(s) • Head Clerk • Clerk 	Provide information, place holds, answer questions, answer phones, and assists patrons with services.
Technology Services	<ul style="list-style-type: none"> • Director • Library Assistant(s) • Head Clerk • Clerk 	Use of Library technological services such as curbside Wi-Fi, Laptop rentals, computer access/appointments, printing, copying, and faxing services.
Custodial	<ul style="list-style-type: none"> • Director • Library Assistant(s) • Head Clerk • Clerk 	Maintain Library grounds and interior, keeping library spaces clean and disinfected.
Support Staff	<ul style="list-style-type: none"> • Interns/Temp Staff • Volunteers 	Help shelve, organize shelves, pull holds, locate materials, assist with programs, and provide general staff support.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals

- c. Access to VPN and/or secure network drives
- d. Access to software and databases necessary to perform their duties
- e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

The Director and Board of Trustees will collaborate to identify staff positions that can effectively work remotely. Eligibility determinations regarding remote work are within the sole discretion and subject to the Library Director and Board of Trustees' approval. The Director and Board of Trustees will evaluate the equipment and software needed and available for those staff positions approved for remote work. Collaboration with the Mid-Hudson Library System will ensue to ensure that access to the ILS (integrated library system), catalog, and other necessary applications are granted from at-home access.

While working remotely, the employee will:

1. Comply with the employee's assigned remote work schedule; variations to that schedule must be prior-approved by the Director.
2. Check-in with the supervisor no less than two times per daily work schedule, as assigned, via work email or phone.
3. Remain accessible by phone, text, and/or email during the hours of the daily remote work schedule.
4. Communicate with the Library Director of any issues.
5. Be available for video/teleconferences scheduled on an as-needed basis.
6. Be available to attend in-person scheduled work meetings as requested by the Library Director.
7. Request supervisor approval in advance of working flexible hours.
8. Request the use of sick leave, vacation or other leave in the same manner as when working in the Library building.
9. Meet the work output and/or productivity expectations and maintain professionalism.
10. Continue to abide by all Library policies and procedures including those pertaining to computer use, social media and confidentiality.

Failure to abide by these requirements may result in the revocation of the remote work assignment, and/or disciplinary action.

The Library accepts no responsibility for theft, loss, damage, or repairs to the employee-owned equipment. Any equipment that the Library provides to an employee as part of a remote work arrangement shall remain the property of the Library and the Library will maintain that equipment. This equipment must be used for business purposes only. Unless otherwise agreed to in advance, the Library will not be responsible for any other costs the employee may incur while working remotely.

Remote workers are to advise the Library Director in the event that they have changed their remote working location, even if only on a temporary basis.

All remote workers are responsible for the security of information, documents, and records in their possession or used during remote work. Restricted-access material should not be accessed or removed from the worksite without authorization from the Library Director. All remote workers must apply appropriate safeguards to protect the Library's confidential information from unauthorized disclosure, and must comply with all privacy and security protocols and requirements implemented by the Library.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Pine Plains Free Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

The Library Director will determine which positions for which work hours may be staggered.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

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 they are pertinent to protecting the health and safety of our employees and contractors.

Protocols 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 and contractor during any given 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 and contractors 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 Pine Plains Free 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, hand sanitizer, disinfecting wipes, and disinfecting spray. The Library Director, Library Assistant(s), and Library Head Clerk will be responsible for ensuring adequate stock of PPE and to notify the Library Director of any PPE that needs to be restocked.

The following are current vendors from which the Pine Plains Free Library has purchased the identified PPE in the past and from which it will continue to purchase PPE in the future:

- Amazon – amazon.com
- Clean It Supply – cleanitsupply.com
- Walmart
- Peck’s Market
- Hannaford

The Pine Plains Free Library will store the bulk of the PPE supplies in the storage closet in the staff room and under the sink in the staff kitchen area.

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 or contractors are exposed to a known case of the communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do **not** have symptoms but **have** received a quarantine or isolation order from a federal, state, or local agency or have been advised by a health care provider to self-quarantine due to concerns related to the communicable disease should remain at home or in a comparable setting and practice social distancing for the time designated by the entity or agency issuing the order or directive.
 - a. The employee is required to notify the Library Director as soon as possible.
 - b. If needed, these employees may be permitted to work remotely during this period of time if they are not ill (see the section titled Documentation of Work Hours and Locations for additional information on contact tracing).
 2. Potentially exposed employees or contractors who do **not** have symptoms and **have not** received a quarantine or isolation order from a federal, state, or local agency or health-care professional to self-quarantine must notify the Library Director and may be permitted to work under the following conditions:
 - a. The employee must wear appropriate PPE designated by the Library Director at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according in accordance to CDC/public health protocol, as practical. See the section on Cleaning and Disinfection for additional information.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Library Director is responsible in ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

1. He/she should immediately notify the Library Director and be separated from other employees, patrons, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees who exhibit symptoms outside of work should notify the Library Director 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 a healthcare provider.
 4. The Pine Plains Free Library will not require sick employees to provide 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. The Library Director is responsible for ensuring these protocols are followed
- C. If an employee or contractor 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 will be cleaned and disinfected.
 - a. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - b. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Library Director or their designee should inform all known contacts of their possible exposure. Confidentiality shall be maintained as required by state laws, federal laws, and the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Library Director is responsible for ensuring these protocols are observed.

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 recommendations and requirements and coordinate with our local public health office 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 and contractors 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 public/constituents will be disinfected frequently.
 - b. The Library Director, Library Assistant(s), Head Clerk, and Clerks are responsible for maintaining the cleanliness and disinfection of these areas.
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 and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Pine Plains Free Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* and *New York State COVID-19 Paid Sick Leave Act* provides requirements related to the COVID-19 pandemic, which form the policies outlined below. The Library will follow the directives of any federal and state laws and regulations, as they remain in effect. The Library's policies may change based upon changes in law and regulation, as applicable.

It is our policy that employees of the Pine Plains Free Library will not be charged with leave time for a reasonable amount of testing. Any employee who is unable to work due to quarantine and/or experiencing symptoms and seeking medical diagnosis associated with the communicable disease, may utilize up to two weeks of paid leave (at such employee's regular, scheduled rate of pay), which leave shall be in addition to such employee's annual allotted sick leave.

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.

Documentation of Work Hours and Locations

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

The Pine Plains Free Library will track employees on-site and off-site work via each employee's timesheet and scheduling documents. Off-site work will be noted in the timesheet for the day in which off-site work was conducted including the location of that work.

Housing for Essential Employees

Housing for essential employees is not applicable to Pine Plains Free Library employees unless later determined by the Library Director and Board of Trustees.