

Dundee Library Pandemic Operations Plan

Date of Plan Approval: 12-21-2020

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

Scope and Assumptions

Scope

This plan was developed exclusively for and is applicable to Dundee 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.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of 12-21-2020. 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 Library Director of Dundee 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 Library Director

Upon resolution of the public health emergency, the Director of Dundee Library their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Positions

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of Dundee Library. 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.

LIBRARY DIRECTOR:

Responsibilities

- Manage day-to-day operation of library
- Supervise all personnel and volunteers
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals

CLERK:

Responsibilities

- Manage circulation of materials – checking books in/out
- Manage holds
- Answer reference inquiries received via the library's email, voicemail, or social media accounts.
- Manage incoming postal mail on a regular basis.
- Basis cleaning and disinfecting of items and spaces used jointly among staff.
- Etc.

BUSINESS MANAGER

Responsibilities

- Manage payroll activities and ensure proper procedure for employees to report remote work hours.
- Maintain accounts payable and receivable activities.

CLEANER:

Responsibilities

- *Regular cleaning of library buildings and maintenance of grounds.*
- *Regular communication with library director regarding any facility issues.*

Reducing Risk Through Remote Work and Staggered Shifts

Remote Work Protocols

The Director will work from home with all necessary office equipment having already been supplied. This will enable the Clerk to enter and manage the building, screen phone calls, address building and delivery issues, etc.

Staggered Shifts

N/A

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
- Disposable gowns and aprons

The Director has already purchased numerous amounts of PPE for library implementation – masks, gloves and commercial grade cleaners – which are stockpiled and inventoried regularly for replenishment.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee signs a log when entering the building. There is also a daily log for disinfecting the entire public parts of the building.

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.
2. Cleaner tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. 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 Dundee Library committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees will not be charged with leave time for testing.

There are no full-time employees. According to the Personnel Policy an employee working more than 20 hours per week receives vacation time which may be used for 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

Timesheets are used to track hours that an employee is working at the Library.

Housing for Essential Employees

N/A