Public Employer Health Emergency Plan for
The Smithtown Special Library District

Purpose

This Plan has been developed in accordance with the amended New York State Labor Law S8617B/A10832 signed into law by the Governor of New York State on September 7, 2020. The law 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 for personal protective equipment, and establishing protocols for supporting "contact- tracing".

Scope

This Plan was developed exclusively for and is applicable to the Smithtown Special Library District. The 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 interests of the safety of Library employees and contractors, and the continuity of Library operations that it has been promulgated.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 contagion. This Plan has been developed in accordance with amended laws to support resilience in the face of the spread of this contagion or for other infectious diseases which may emerge warranting a declaration of a public health emergency.

The health and safety of Library employees and contractors are crucial to maintaining the Library's mission to maintain essential operations. All employees and contractors are encouraged to reference the <u>CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe</u>. The fundamentals of reducing the spread of infection include:

- Using hand sanitizers 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.
- Practicing social distancing when possible
- Requiring that when employees do not feel well they notify their supervisors immediately and remain or go home
- Requiring employees who experience coughing or sneezing to avoid people and food and cough or sneeze into the crook of one's arm or a tissue; the latter of which should be disposed of immediately
- Cleaning and disinfecting workstations at the beginning, middle, and end of each shift
- Observing other guidances published by the CDC, and the State or County Department of Health

Planning Assumptions

This Plan was developed based on information, best practices, and guidance available as of the date of its publication. The Plan was developed to reflect the circumstances of the current Coronavirus pandemic but will 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 Library employees and contractors, and their families, are of the utmost importance
- The circumstances of a public health emergency may directly impact Library operations
- Impacts of a public health emergency will require appropriate safety measures being put into place and adjustments made to operations to maximize safety
- The public expects the Library to maintain 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, and the guidance and direction obtained from public health officials and the Governor
- Per S8617B/A10832, 'essential employee' is to be defined as a public employee or contractor who/that is required to be physically present at a work site to perform the Library's mission
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor who/that is not required to be physically present at a work site to perform the Library's mission

Concept of Operations

The Director of the Smithtown Special Library District, or his/her designee, is to hold 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 implementing of this Plan, all employees and contractors of the Smithtown Special Library District shall be notified by email, with details provided as possible and necessary, on a regular basis. Members of the Library Board of Trustees will be notified of pertinent operational changes by way of email. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Head of the Community Relations Department will maintain communications with the public as needed throughout the implementation of this Plan.

The Director of the Smithtown Special Library District, or his/her designee, will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes to the Plan as necessary.

Upon resolution of the public health emergency, the Director of the Smithtown Special Library District, or his/her designee, will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Smithtown Special Library District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable the 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 and mission of the Smithtown Special Library District

The Smithtown Special Library District 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 focus on providing the critical functions and fostering the internal capabilities necessary to enhance and eventually restore operations. Appropriate communications with employees, the public, and other stakeholders will be an on-going priority.

Essential functions are prioritized according to:

- The necessary sequencing of each essential function
- Interdependency of one function to others
- The recovery capacity of essential functions and their vital processes

The essential functions for the Smithtown Special Library District have been identified as:

Smithtown Special Library District On-Site, In-Person Essentials Chart

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the Library. Maintains the Library's network, firewall, Wi-Fi and phone system.	1
Administration	Decision-making, communications to all staff, purchasing.	1
Business Office	Payroll, human resources, warrants, insurance, finances.	1
Building Heads	Management of Library facilities (4 buildings) and staff and the public in each building.	1
Custodians	Maintain a clean and disinfected environment for public and staff, empty book drops, assist with managing facilities (inside and outside – outside as needed when groundskeepers are not available).	1

Community Relations Department	Provide up-to-date information regarding Library hours, resources, programs and services via a variety of formats (newsletter, web page, social media, local news outlets).	1
Circulation Department	Provide access to Library materials via reserves, checkouts and returns of materials, and curbside delivery service.	1
Children's Department	Provide information, resources and programs to infant to 5th grade patrons.	1
Teen Services	Provide information, resources and programs to 6th to 12th grade patrons.	1
Adult Reference	Provide information, resources and programs to adult patrons.	1
Technical Services	Maintain accurate data records in computer catalog, purchase and invoice Library items, receive all Library deliveries, prepare and process all Library materials, catalog all Library items.	1
Groundskeepers	Maintain exterior Library properties, as weather allows. Maintain a clean and disinfected interior environment for public and staff	2
Pages	Shelve materials and maintain shelves and collections in order that the public and staff can locate and use materials. Assist with preparation of crafts and the facilitating of programs. Some pages may assist in preparing Library materials for circulation.	2
Driver Messengers	Provide regularly scheduled inter-building deliveries	3

(Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but not deemed critical.)

Essential Positions

Each essential function identified above requires certain staffing positions on-site to effectively implement. 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 them may be conducted remotely.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	• Network and Systems Specialist II	The Network and Systems Specialist II establishes all priorities for IT tasks and sets up hardware, software, network management, telephones, and troubleshoots. This position requires on-site access to the IT hub and facilities.
Administration	• Director • Assistant Director • Administrative Assistant • Senior Library Clerk	Provides Administrative guidance, communications to all staff, decision making. Responsible for authorizing and facilitating purchases that are not related to Library media.
Business Office	• Associate Administrator • Senior Account Clerk • Account Clerk • Personnel Assistant	Prepares and authorizes payroll and warrants. Responsible for managing and answering questions regarding insurance, manages all aspects of Library finances. Human Relations issues are addressed in this department as well.

Building Heads	• Librarian IV	Management of Library facilities (one building per Building Head) and all staff in each of their buildings. Overseeing of scheduling of all staff in their building.
Custodians	• Custodial Worker III • Custodial Worker I	Maintain a clean and disinfected environment for public and staff, empty book drops, assist with managing facilities (inside and outside – outside as needed when groundskeepers are not available).
Community Relations Department	• Librarian III • Librarian II • Public Relations Assistant • Library Clerk • Computer Graphics Technician	Provide up-to-date information regarding Library hours, resources, programs and services via a variety of formats (newsletter, web page, social media, local news outlets). Scheduling of their departments.
Circulation Department	• Principal Library Clerk • Senior Library Clerk • Library Clerk	Provide access to Library materials via reserves, check-outs and returns of materials, and curbside delivery service. Scheduling of their department.
Children's Department	• Librarian II • Librarian I • Librarian Trainee	Provide information, resources and programs to infant to 5th grade patrons. Scheduling of their department. Maintains physical Library collections within the department by weeding as necessary, building resource lists, and other duties as required.
Teen Services Department	• Librarian II • Librarian I	Provide information, resources and programs to 6th to 12th grade patrons. Scheduling of their departments. Maintains physical Library collections within the department by weeding as necessary, building resource lists, and other duties as required.
Adult Reference Department	• Librarian III • Librarian II • Librarian I • Librarian Trainee • Library Assistant • Library Clerk	Provide information, resources and programs to adult patrons. Scheduling of their departments. Maintains physical Library collections within the department by weeding as necessary, building resource lists, and other duties as required.
Technical Services Department	• Librarian III • Librarian II • Principal Library Clerk • Library Clerk	Maintain accurate data records in computer catalog, receive all Library deliveries, prepare and process all Library materials, catalog all Library items.
Groundskeepers	• Groundskeeper I	Maintain exterior Library properties, as weather allows. Maintain a clean and disinfected environment for public and staff.
Pages	• Pages	Shelve materials and maintain shelves and collections in order so the public and staff can locate and use materials. Assist with preparation of crafts and the facilitating of programs. Some pages may assist in preparing Library materials for circulation.
Driver Messengers	• Driver Messenger	Provide regularly scheduled inter-building deliveries

Reducing Risk Through Remote Work and Staggered Shifts
Through assigning certain staff to work remotely and by staggering work shifts, the Library can decrease crowding and density at work sites and on public transportation

Remote Work Protocols
Non-essential employees and essential employees who are required to work remotely will be enabled to do so to the greatest extent practicable.

Working remotely requires:

1. Identification of staff who will work remotely (to be evaluated on an on-going basis and is subject to being modified or discontinued upon written notice)
2. Approval and assignment of remote work (employees who are assigned temporary remote work during a shutdown or following reopening should have no expectation of ongoing remote work assignments)
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
       Note that phone Library business lines may need to be forwarded to off-site staff

The Director, Assistant Director, and Department Supervisors 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's approval. Department Supervisors will be responsible for assignment and review of remote work. The Assistant Director, Network and Systems Specialist II and Department Supervisors will evaluate the equipment and software needed and available for those staff/positions approved for remote work by the Director. The Network and System Specialist II will provide software access and maintain a list of all equipment being used by staff for remote work.

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 or his/her designee.
2. Check-in with the supervisor no less than two times per daily work schedule, as assigned, via email using the device identified as the work device.
3. Remain accessible by phone, text, and/or email during the hours of the daily remote work schedule.
4. Communicate with the supervisor to discuss the status of open 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 or required by the department or Library.
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 of his/her supervisor and maintain professionalism.
10. Communicate to his/her supervisor, in advance and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary remote work.
11. Take rest and meal breaks while working remotely in compliance with all applicable policies, and, as to non-exempt employees, not exceed their scheduled hours of work.
12. 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.

Any leave that was requested and approved prior to the closing of the Library due to a health emergency cannot be withdrawn by the employee (unless mutually agreed upon with the Director or designee).

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 should designate a workspace at the remote location for the installation of any necessary and approved equipment to be used during remote work. This workspace should be maintained in a safe condition, free from hazards to people and equipment. Remote workers are to advise the Library 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 written consent 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 are less sensitive to being accomplished only within core business hours. If practicable, management may identify opportunities for staff to work outside core business hours as a strategy for limiting exposure. Staggering shifts requires:

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

The Director, Assistant Director, and Department Supervisors will collaborate to identify positions for which work hours may be staggered. All work schedule changes are subject to the Library Director's approval. Staggered work shifts will typically be between 9:00AM and 9:00PM

and may include weekends. Facility safety and security measures will remain in place during staggered shifts. The Building Heads will assign a "Person-In- Charge" for all staggered shifts.

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 Library 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 may not be able to be maintained due to increased demand for these products early in a pandemic. As such, the supplies cited in this section are pertinent to protecting the health and safety of employees and contractors and, thus, are to be maintained in supply.

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 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 Smithtown Special Library District has identified the following PPE and cleaning supplies as applicable to the needs of daily operations during a public health emergency: face shields, washable masks, disposable masks, disposable gloves, washable gloves, hand sanitizer, disinfecting wipes, and disinfecting spray. Disposable/cloth masks and hand sanitizer are pertinent to all staff, while the other items are predominantly pertinent to the customer service and maintenance staff.

The following are current vendors from which the Smithtown Special Library District has purchased the identified PPE in the past and from which it will continue to purchase PPE in the future:

- Amazon – amazon.com
- Ocean Janitorial – oceanjanitorial.com – 631-581-4276
- Ronco – roncopaper.com – 631-434-8288

- Suffolk Cooperative Library System – 631-286-1600
- Staples Business Advantage – staplesadvatage.com - 877-826-7755
- Uline – uline.com – 800-295-5510
- W.B. Mason – wbmason.com – 888-wbmason

The Smithtown Special Library District will store the bulk of the PPE supplies in the storage room of the Nesconset Building. Access to those PPE supplies will be limited to the Director, Assistant Director and the Senior Library Clerk (who maintains the inventory). Each building also stores PPE in their Building Head's Office for the immediate needs of staff and patrons in that building. Access to those inventories is limited to the Building Head or the Person-In-Charge.

The Smithtown Special Library District has also deemed health self-assessment as a PPE measure. Staff are required to submit a health self-assessment in electronic form (covidtracker.org) at the beginning of each shift.

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, the following protocols are established:

A. If employees are exposed to a known case of a communicable disease that is the subject of the public health emergency:
   1. Exposed employees who do not possess 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 a 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 his/her Direct Supervisor or his/her designee. The Direct Supervisor or his/her designee will then notify the Building Head, Director, Assistant Director, Administrative Assistant, Senior Account Clerk and Personnel Assistant. The Administrative Assistant is responsible for ensuring these protocols are observed.
      b. If practicable, the employee may be permitted to work remotely during this period of time if he/she is not ill and such assignment is approved by the Director.
      (See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.)
   2. Exposed employees who do not possess symptoms and have not received a quarantine or isolation order from a federal, state, or local agency or have not been advised by a health care provider to self-quarantine should indicate such in the electronic health self-assessment tool and should notify their Direct Supervisor. They are permitted to work under the following conditions:
      a. Additional precautions including but not limited to the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
      b. In-person interactions between the subject employee and other staff will be limited to the extent practicable.

    c. Work areas in which the subject employee is present will be disinfected according to current CDC/public health protocols multiple times per day, as practical. See the section on Cleaning and Disinfection for additional information on that subject.

    d. If at any time the employee exhibits symptoms, refer to item B below.

    e. The Direct Supervisor, Administrative Assistant and the Assistant Director are responsible for ensuring these protocols are followed.

B. If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:

    1. He/she should be immediately separated from other employees, patrons, and visitors. He/she should immediately be sent home with a recommendation to contact his/her physician.

    2. Employees who exhibit symptoms outside of work should notify their supervisors and stay home, with a recommendation to contact their physicians.

    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 Smithtown Special Library District will require sick employees to provide a negative test result for the disease in question, a healthcare provider's note to address their illness/symptoms, or a quarantine or isolation release order from a federal, state or local agency.

    5. The Direct Supervisor, Administrative Assistant and the Assistant Director are responsible for ensuring the above protocols are observed.

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 will be cleaned and disinfected.

        a. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
(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 possess the disease in question, The Director or his/her designee should inform all known contacts of their possible exposure. Confidentiality shall be maintained as required by state and federal law and regulations.

        b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

    4. The Direct Supervisor, Administrative Assistant and the Assistant Director are responsible for ensuring these protocols are observed.

It is recognized that there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Library will follow

CDC/public health recommendations and requirements and coordinate with the local public health office for additional guidance and support as needed.

Cleaning and Disinfecting
CDC/public health guidelines will be implemented for the 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 public will be disinfected frequently.
    b. Custodians are responsible for the cleaning of common areas and staff areas frequently.
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 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
Public health emergencies present extenuating and unanticipated circumstances which the Smithtown Special Library District is committed to limiting. The *New York State COVID-19 Paid Sick Leave Act* provides requirements related to the COVID-19 pandemic. 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.

Employees who travel out of state voluntarily will be required to use their own paid leave if they are required to test or quarantine prior to a return to work, based on current State requirements related to the COVID-19 pandemic.

Additional provisions may be enacted based upon need and the guidance and requirements put in place by federal and state employment laws, FMLA, executive orders, and other authoritative 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 to support contact tracing efforts. Identification of locations shall include on-site work and off-site work and visits. This information may be used by the Smithtown Special Library District to support contact tracing within the organization and may be shared with local public health officials.

On-site work is tracked via an electronic time management system. Employees working from home will use an 'off-site' designation of home in the notes field in the electronic time

management system. Employees making off-site visits will use the off-site designation with "the name of the location" in the notes field of the electronic time management system.

Housing for Essential Employees
This is not applicable to the Smithtown Special Library District's employees.

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