



# Reed Memorial Library

## **HEALTH EMERGENCY RESPONSE PLAN**

### **PURPOSE**

The Reed Memorial Library has adopted this Health Emergency (Pandemic) Response Plan in compliance with New York State Legislation S8617B/A1032. The Health Emergency Response Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting the library's staff, trustees, and/or community members.

### **ADMINISTRATION**

The Library Director as authorized by the board of trustees administers the Health Emergency Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Library Assistant (Youth Services), then to the Library Assistant (Technology).

In the event of a declared public health emergency involving a communicable disease, the Library Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Assess the emergency declaration as it relates to the library's facilities, materials, staff, and community.
- Notify the appropriate persons including employees and the board of trustees.
- Determine the next steps, with the information available, regarding:
  - Services
  - Hours of operation
  - Personnel
- Draft and publish a statement to the public
- Update hours everywhere they appear
- Document in detail the sequence or timeline of events before, during, and after the declared public health emergency.
- Prepare for recovery.

## **CONTINUATION OF OPERATIONS**

If any part of this plan conflicts with the Executive Orders governing the health emergency issued at the local, county, state or federal level, the Library will follow the Executives Orders rather than the written plan. During each public health emergency, the library will determine phased closure and re-opening protocols based on the best available information and legal requirements pertinent to the emergency.

### **Essential Positions**

“Essential” shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

“Non-essential” shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

The Library Director has primary responsibility for the financial and physical operations of the library. The Library Director will be considered essential in all emergencies.

The Library Assistant (Youth Services), the Library Assistant (Technology) and circulation clerks all have limited responsibilities pertaining directly to core library functions. Each of these individuals may be designated by the Library Director as essential on a short-term basis in order to use the library’s facilities for the express purpose of attending to matters related to core library functions.

### **Core Library Functions**

The library provides important services to the community. During a declared public health emergency, the library might be granted authority to continue some core library functions and services including but not limited to computer access, technology assistance, printing, copying and faxing facilities, lending library materials, providing programming, bookkeeping, building maintenance and communication. To the degree to which such functions may be legally permitted to continue, the Library Director may designate any library staff as essential whose on-site work would contribute to the successful continuation of such functions.

### **Communication Procedures**

During a health emergency effective communication is a priority. It is important to keep the staff, board and community informed about library hours, procedures and services. It is equally important to create and maintain a sense of connection with the library community.

The Library Director is responsible for library communications. If for any reason the Director is unable or unavailable the responsibility shall be passed to the Library Assistant (Youth Services), then to the Library Assistant (Technology). There should be one source for all library communication.

Communications related to hours, services and library procedures should be consistently conveyed on the library's website, social media sites, e-letter, library signage and when appropriate local newspapers and local media (WHUD). Information should be kept fresh and updated and reviewed weekly.

## **Library Hours**

### Closure

The library will close due to a health emergency if (1) a mandate order or recommendation for closure is issued by public health or government officials on the local, county or state level (2) there is not adequate staff available to keep the library open with curtailed hours or window service.

If it becomes necessary to completely close the library, The Library Assistant (Technology) will provide instructions and support for transferring library phone lines to the library cell phone and instructions for accessing the library chat remotely. Working with the Library Director, a coverage schedule for phones, chat and email will be put into place.

In the event of closure, the Library Director or designee will follow the communication procedures.

No overdue charges will be assessed for library materials during this period.

The exterior book drop will be keep open and will be cleared every four days as long as possible.

In the event of a closure of more than five business days, the Mid-Hudson Library System will be notified and asked to remove the Reed Library from the paging list for holds. As soon as a re-open date is confirmed, MHLS will be notified of the date.

### Curtailed Hours

In the event of a staffing shortage, library hours will be curtailed. Shortened hours will be Monday, Wednesday, Friday and Saturday 10 to 1 and Tuesday and Thursdays 4 to 7. Two staff must be present whenever the library is opened.

### Window Service

In the event there is not enough staff to support keeping the library open for curtailed hours, the library will adhere to the curtailed hours for window service only. Window service can be provided as long as one staff person is in the library.

### **Staffing and Compensation**

In the event of closure or curtailed hours, staff will be paid for their regularly scheduled hours. All staff are expected to adhere to the library's Telecommuting Policy (attached).

The Reed Library will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this health emergency.

### Staggered Schedule

If it becomes necessary, the Library Director will schedule by team. Each team must have at least two people available to open the library. If there are less than two people on a team who are able to report to work, the alternate team will fill in.

### Work Remote Protocols

Each employee is responsible for ensuring that s/he has access to an internet connection. The Library Director is responsible for assigning each employee work that can be done remotely. If the employee does not have access to a computer suitable for the work assigned s/he may borrow a computer owned by the library. The Library Assistant (Technology) will provide instructions for downloading/installing any software for employees to perform their duties remotely.

In the event of a state-ordered reduction of in-person workforce, the Reed Library's Telecommuting Policy (copy attached) will be implemented. Telecommuting tasks include but are not limited to: maintaining the library's website, on-line calendar, social media platforms and e-communications; administering on-line programs; presenting on-line programs; library telephone and chat coverage; training and CEU hours.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE as required by local, state or federal laws or Executive Orders will be made available to every employee for every on-site shift. Employees will also have the option of using PPE which

they have acquired on their own, provided that the equipment meets the standards specified by public health officials.

As required, the Reed Library will keep approximately a six-month supply of PPE. PPE will be stored in a location chosen to prevent degradation and permit easy access by all staff members.

## **EXPOSURE TO COMMUNICABLE DISEASE**

### **Screening**

When required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees. The library will screen all employees and essential visitors as described below. The library will not screen patrons.

- The library will by electronic form screen employees scheduled to work in the library building before each shift about any symptoms related to the health emergency.
- The library will by paper form screen essential visitors.
- Library staff or essential visitors should immediately notify the Library Director if the answers to these screening questions change.
- The Library Director will review all responses collected by the screening process and maintain a record of this review.

When required by local, state or federal laws or Executive Orders, the library will maintain a log of all library staff and essential visitors in the facility including contact information. If they choose to, library patrons may opt into the contact list. This information may be made available to contact tracers if required.

### **Exposure**

In the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, CDC/public health guidelines should be followed. Current protocols are attached. If required:

- The employee must not report to the library or if already at work, they must leave the premises immediately. The employee must notify the Director immediately.
- The Director will notify both local and state health departments if required and will follow guidance specific to workplaces with a suspected or positive case.
- The Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Director and the employee will determine which areas of the library would be considered “contaminated” and need to be immediately closed and cleaned.

### **Cleaning and Disinfecting Areas**

CDC/public health guidelines designated for the public health emergency will be followed for the cleaning and disinfection of surfaces and areas.

### **Contact Tracing**

The Director will adhere to local and state guidance regarding contact tracing which may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of contact tracing.

The Director will keep the health status of employees confidential.

### **Returning to Work**

Employees should not return to work until they have met the criteria to discontinue home isolation or quarantine per CDC/public health guidance directives. Current directives are attached.

### **Compensation**

The Reed Library will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this communicable disease.

### **COMMUNICATION OF PLAN**

Once approved by the Board of Trustees, this Health Emergency (Pandemic) Response Plan will be published in a clear and conspicuous location at the Reed Library and on the library's website. A copy will be provided to all employees.

### **ONGOING USE EVALUATION**

The Health Emergency (Pandemic) Response Plan will be evaluated regularly by the Library Director and Board of Trustees and updated as needed.

Approved by the Board of Trustees: March 3, 2021

Reviewed & approved November 3, 2021

Reviewed & Updated February 2, 2022