

OSSINING PUBLIC LIBRARY
PANDEMIC OPERATIONS EMERGENCY PLAN

Purpose

The Ossining Public Library has adopted this Pandemic Operations Emergency Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness. This plan is a supplement to the Ossining Public Library's Pandemic Policy and Plan.

This plan has been developed with the input of the Civil Service Employees Association, Inc., as required by the amended New York State Labor Law. 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.

The primary goals of Ossining Public Library's Health Emergency Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations

The Pandemic Operations Emergency 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, volunteers, and/or community members.

Scope

This plan was developed exclusively for and is applicable to the Ossining Public 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

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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
- Wearing a mask whenever in a room with others or within six feet of another person
- 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

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 Corona virus 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

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- 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, (e.g., assessment of hazards) as well as guidance and direction from public health officials and the governor

Administration

The Library Director as authorized by the Board of Trustees administers the Pandemic Operations Emergency Plan. This includes activating the plan, establishing an internal communications network and coordinating all response and recovery activities. If, for any reason, the Library Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Assistant Library Director.

Definitions

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- **Employee:** Any person employed by the Ossining Public Library regardless of job classification or title.
- **Contractor:** Any individual performing paid services for the library but not an employee of the Ossining Public Library.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the Ossining Public Library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of the library.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the Ossining Public Library, OR tasks that are not vital or necessary to the safety or operational needs of the library.

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- **Communicable disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination or other adverse employment action taken against any employee.

Essential Employees or Duties

When confronting events that disrupt normal operations, the Ossining 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 the Library 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 Ossining Public Library

In the event of a state-ordered reduction of in-person workforce, designated staff shall be designated as an Essential Employee and is permitted to be physically present at the Ossining Public Library to perform tasks essential to their job or the operations of the library including but not limited to, maintenance to the facilities that could otherwise threaten or pose a risk to the library's facilities if not performed; bookkeeping such as accounts payable, accounts receiving, and processing payroll; accepting, sorting, and opening postal mail or packages; and/or performing other duties essential to the basic operation or provision of library services.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Library Director, subject to any bargaining unit work restrictions imposed by applicable law. This employee or contractor is permitted to be physically present at the Ossining Public Library to perform only the designated essential tasks as assigned.

The following positions and duties may be deemed essential, depending on the level of service the library is permitted to provide under the law:

- Library Director: Oversees operation of the library
- Assistant Library Director: Oversees operation of the library
- Secretary to the Library Director: Oversees payroll and benefits, manages Board communications, coordinates with Director

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- Senior Bookkeeper: Oversees all financial duties for the library
- Custodians: Maintain and sanitize building, coordinate with contractors
- Cleaners: Maintain and sanitize building
- Pages: Maintain and sanitize building, maintain collections
- Librarian III's/ Heads of Children's and Adult Services Departments: Oversee services to children, families, and adults
- Librarian I / Teen Services Coordinator: Oversees services to teens
- Principal Library Clerk: Oversees circulation and technical services
- Marketing and Communications Librarian: Oversees messaging from the library
- Technology and Training Librarian: Manages technology and technology equipment
- Librarian I's: Provide programming and services to patrons
- Librarian II's: Provide programming and services to patrons; assist in management of departments
- Library Assistants: Provide programming and services to patrons, manage collections
- Library Clerks / Senior Library Clerks: Provide service to patrons, manage collections

These positions include parenthetical civil service positions (Spanish Speaking, Children's Services, etc.)

The list of employees designated as Essential Employees who may be required to report to work in-person is subject to change, in the library's sole discretion depending on facts and circumstances of the particular communicable disease and the level of restriction imposed by official government bodies. Accordingly, even employees not specifically listed in this section may be deemed essential and be required to report to the library based on the specific facts and circumstances of any future pandemic and in accordance with any federal, state, and/or local law.

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

In the event of a state-ordered reduction of in-person workforce, the Ossining Public Library's work from home provisions in the Ossining Public Library's Pandemic Policy and Plan will be implemented.

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Remote Work Protocols

Some essential, 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 PC/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

In-Person Reporting

The Library Director will coordinate the schedule for employees and contractors reporting to the library in-person to perform essential tasks so that the Ossining Public Library remains in compliance with the state-ordered reduction of in-person workforce. No employee or contractor is permitted to report to the Ossining Public Library without authorization from the Library Director.

Employee Scheduling

Schedules will be determined in the sole discretion of the Library Director or their designee on an as-needed basis. Employee schedules may be modified to accomplish physical social distancing. All employees who are required to report on-site to work must comply with any federal, state, or local government requirement, including, but not limited to, completing a health screening questionnaire prior to coming on-site to the library. All staff will require permission from the Library Director before coming on-site to the library. Staff reporting to work on-site will be required to comply with all health and safety requirements as set forth in this policy, the Ossining Public Library Pandemic Policy and Plan, and in directives from the Library Director.

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Personal Protective Equipment

PPE as required by local, state or federal laws or Executive Orders will be provided by the Ossining Public Library. As per OSHA/PESH/DOH guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state or federal laws or Executive Orders and CDC, DOH, PESH and OSHA regulations.

The Ossining Public Library will provide any necessary training for mandated PPE including proper use and disposal.

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, the Library will 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 Library will obtain the required supplies of PPE through third-party vendors, the State of New York, and the County of Westchester.

The Ossining Public Library will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Library Director will monitor PPE supply levels and replenish the supply as needed in accordance with the library's Procurement Policy.

Failure to comply with applicable PPE mandates may result in disciplinary action.

Exposure to Communicable Disease

If required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees.

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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 communicable disease that is the subject of the public health emergency:
 - 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 applicable period recommended pursuant to current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Library Director must be notified and is responsible for ensuring these protocols are followed.
 - c. Contact tracing as required by applicable law or OSHA/PESH/CDC/public health guidance will be undertaken
 - 2. Provided that applicable CDC/PESH/OSHA and/or applicable public health guidelines authorize doing so, critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include 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 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 to current CDC/PESH/OSHA and public health protocols at least every hour, as practical.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Library Director must be notified and is responsible for 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. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, patrons, and visitors. They should immediately be sent home 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.

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3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/PESH/OSHA and/or public health guidance and have consulted with a healthcare provider.
 4. The Ossining Public 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 requirement to do so pursuant to applicable CDC/PESH/OSHA and/or public health regulations to do so.
 5. CDC/DOH criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 72 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC/DOH/PESH/OSHA and other public guidance shall be referenced.
 6. The Library Director must be notified and 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 or contractor will be closed off.
 - a. Current CDC/DOH guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/OSHA/PESH/State or Local 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.
 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 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.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/DOH/PESH/OSHA and/or public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

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Cleaning Contaminated Areas

- The library will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- Fans will be temporarily turned off in the area(s) so that particles will not circulate throughout the facility.
- After the determined length of time, the area(s) used by the employee will be cleaned, vacuumed and disinfected including offices, workspaces, cubicles, bathrooms, common areas, shared equipment such as computers, tablets, keyboards and shared office supplies.
- The area(s) will be cleaned by Library Buildings and Grounds staff using OSHA, PESH, DOH and CDC approved cleaning supplies and disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, the area(s) can be opened for use.
- The library will continue routine cleaning and disinfecting and logging these activities as recommended.
- All cleaning and disinfection by Library Building and Grounds staff will be undertaken in accordance with applicable law as well as OSHA, PESH, DOH and CDC rules and regulations.

Contact Tracing

The Library Director will adhere to local and state guidance regarding Contact Tracing. This may include reporting or contacting other employees, contractors, visitors and patrons who voluntarily supplied their information for the purpose of Contact Tracing and who may have been in close contact with the employee(s) suspected or confirmed to have the communicable disease.

The Library Director will keep the health status of employees confidential.

Compensation

The Ossining Public Library will adhere to the terms and conditions set forth in any applicable collective bargaining agreement as well as all local, state or federal laws or Executive Orders regarding sick leave or statutorily provided leave for specified reasons related to this communicable disease.

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Returning to Work

- If an employee is exposed to the communicable disease or exhibits symptoms of the communicable disease, they must follow all local and state health department directives which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- If an employee has a suspected or confirmed case, they must not report back to work until they have met all of the required criteria in consultation with a healthcare provider and in accordance with local, state and/or federal criteria specific to the communicable disease.
- All other employees will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during Contact Tracing.

Mitigating Risk

Reporting to work following a known exposure to the communicable disease, having symptoms consistent with the communicable disease or following a positive test without being medically cleared to return to work as defined above will be considered a violation of library policy and may result in disciplinary action.

The Ossining Public Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy/Employee Handbook for reporting an absence.

Continuation of Operations

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:

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- Services or service points
 - Hours of operation
 - Personnel
- Draft a press release or statement to the public
- Document in detail the sequence or timeline of events before, during and after the declared public health emergency
- Prepare for recovery

Communication

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

Housing for Essential Workers

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Ossining Public Library essential operations. The library will work with the Westchester County Government if such circumstances arise.

Ongoing Use Evaluation

This Pandemic Operations Emergency Plan was developed as required by law with the health and safety of the library's employees and community as the top priority.

The Health Emergency Plan will be evaluated annually by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding the Ossining Public Library's Health Emergency Plan should be directed to the Library Director.

ADOPTED provisionally by the Ossining Public Library Board of Trustees, March 22, 2021
Revised and adopted by the Ossining Public Library Board of Trustees, April 19, 2021