**[*Insert Library Name*]**

**Pandemic Operations Plan**

**Date of Plan Approval: \_\_\_\_\_\_\_\_**

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

**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.

This plan has been developed with the input of [\_\_\_\_], 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.

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.

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As the authorized official of [*insert library name*], 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.

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| --- | --- |
| Signed on this day: \_\_\_ |  |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**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 [*insert library name*]. 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](https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf). 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 [*insert date of approval/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 [insert title of chief executive (i.e. Library Director)] of [insert library name], 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 [insert title of chief executive].

Upon the determination of implementing this plan, all employees and contractors of [insert library name] shall be notified by [identify means of notification], with details provided as possible and necessary, with additional information and updates provided on a regular basis. [Identify constituency groups (i.e. Library Board)] will be notified of pertinent operational changes by way of [identify means of public/constituent notification]. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. [Insert title of chief executive (i.e. Library Director)] will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The [insert title of chief executive] of [insert library name], 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 [insert title of chief executive] of [insert library name], their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

**Essential Positions**

***A list and description of all positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and the justification for classifying each position as essential.***

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of [*insert library name*]. 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.

*Identify the essential positions or titles (not people by name) that are necessary to the continued operation of the library. Provide a justification for each position, answering the question ‘Why must this position be staffed* ***on-site****?’. The highlighted text below is provided as an example.*

*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
* Etc.

*SENIOR LIBRARY 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.

*IT MANAGER*

*Responsibilities*

* Manage library website, updating it in a timely manner to reflect current status
* Ensure library Wi-Fi connections are functioning properly.
* Maintain network operations.
* Assist library staff in preparing to work securely while remote.

*BUSINESS MANAGER*

*Responsibilities*

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

*FACILITIES MANAGER*

*Responsibilities*

* *Daily check of library buildings and grounds to monitor for any structural or maintenance issues.*
* *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**

***Protocols the employer will follow in order to enable non-essential employees to telecommute or work remotely, including plans to obtain any needed devices or technology such as software, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.***

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:
   * 1. Internet capable laptop
     2. Necessary peripherals
     3. Access to VPN and/or secure network drives
     4. Access to software and databases necessary to perform their duties
     5. A solution for telephone communications
        1. Note that phone lines may need to be forwarded to off-site staff

*Provide detail here about the protocols which will be used to implement the steps identified above. Consider chain of command and approving authorities, who is responsible for implementation of activities, availability of technology, troubleshooting, and equipment accountability. Think about workflow of all personnel working remotely to ensure they will be able to accomplish their duties.*

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

**Staggered Shifts**

***A plan describing how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation and at work sites.***

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, [*insert library name*] 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

*Provide detail here about the protocols which will be used to implement the steps identified above. Consider chain of command and approving authorities, building access and status of utilities off of core hours, and security off of core hours.*

**Personal Protective Equipment**

***A description of the protocol the employer will implement to obtain necessary personal protective equipment (PPE) for essential employees and contractors, based upon the various tasks and needs of such employees, in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least a six-month period of time. PPE includes: “all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats and disposable gowns and aprons.”***

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

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, these supplies are included in this section as they are pertinent to protecting the health and safety of 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
   1. 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
   2. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
   1. PPE must be stored in a manner which will prevent degradation
   2. Employees and contractors must have immediate access to PPE in the event of an emergency
   3. The supply of PPE must be monitored to ensure integrity and to track usage rates

*Provide detail here about the protocols which will be used to implement the steps identified above. Consider the variety of PPE required and how needs will be identified. Consider established suppliers (list suppliers, contract numbers, contact information, etc.), and ensure you have backups. While cleaning supplies are not a requirement of the new law, it is suggested that they are included here as well. Reference applicable emergency procurement procedures as needed. How much PPE will you maintain on hand? Where will it be stored? Who will have immediate access to it? Who is responsible for monitoring and maintaining the stock of PPE? A stockpile of eight weeks of PPE is recommended.*

Sample Text: 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**

***A description of the protocol outlining what happens in the event an employee or contractor is exposed to the communicable disease, exhibits symptoms or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace, including policies regarding the disinfection of the workplace and available leave for employees.***

**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:

1. If employees or contractors are exposed to a known case of 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 should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
   2. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
   3. identify who, by title/position, in the organization must be notified and who is responsible for ensuring these protocols are followed
      1. identify who, by title/position, in the organization is the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed
2. If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

Sample Text: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 logs their temperature every day they enter the building. There is also a daily log for disinfecting the entire public parts of the building.

The person or persons who quarantines will be asked to provide proof of a negative test before being permitted to return to the building.

The Director is the only full-time employee and therefore the only employee who can use leave to quarantine. If this leave is used up, the Director, as well as the Senior Clerk and the per diem clerk, can quarantine without pay.

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.
   * 1. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. Identify who, by position/title, is responsible for cleaning common areas, and the frequency of such.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
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**

Review and modify the following as necessary, though note that it is based upon current legal requirements.

Public health emergencies are extenuating and unanticipated circumstances in which [*insert library name*] is 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 of [*insert library name*] will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee’s regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, [*insert library name*] will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, [*insert library name*] will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days by [*insert library name*], is unable to work due to a bona fide need for leave to care for a chile whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

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.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of [*insert library name*], and as such are not provided with paid leave time by [*insert library name*], unless required by law.

**Documentation of Work Hours and Locations**

***Policies for documenting hours and work locations for essential employees and contractors to aid in tracking the disease.***

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 [*insert library name*] to support contact tracing within the organization and may be shared with local public health officials.

*Detail your means and methods of tracking hours and locations, which may be paper-based or electronic logging, tracking via a smartphone app, or other. Detail the terms and conditions of such, when and how the information is used, and who is responsible for handling and managing the information.*

**Housing for Essential Employees**

***A protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees.***

It is unlikely that this section will apply to STLS libraries. Thus, you may simply write “N/A” for this section.