



## **PANDEMIC RESPONSE PLAN**

### **PURPOSE**

The Mahopac Public Library has adopted this Pandemic Response 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.

The primary goals of Mahopac Public Library's Pandemic Response 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 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 employees, trustees, volunteers, and/or community members.

### **PLANNING ASSUMPTIONS**

This plan was developed based on information, best practices, and guidance available as of the date of Board approval. The plan was developed largely to reflect the circumstances of the current Coronavirus [COVID-19] pandemic, but it 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 Library employees, patrons, contractors, and their families are of utmost importance.
- The circumstances of a public health emergency may directly impact Library operations.
- Impacts of a public health emergency will take time for the Library to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.

- Supply chains, particularly those for personal protective equipment [PPE] and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- If any part of the plan conflicts with the Executive Orders governing an epidemic issued at the local, county, state, or federal level, the Library will follow the Executive 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.

## **ADMINISTRATION**

The Library Director, as authorized by the Board of Trustees, administers the Pandemic 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 Assistant Library Director.

## **DEFINITIONS**

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

- **Close Contact:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- **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.
- **Confirmed COVID-19 Case:** Report of a person with COVID-19 and meeting confirmatory laboratory evidence.
- **Contractor:** Any individual performing paid services for the library but not an employee of Mahopac Public Library.
- **Employee:** Any person employed by Mahopac Public Library regardless of job classification or title.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at Mahopac Public Library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of the Library.
- **Exposure:** Having come into contact with a cause of, or possessing a characteristic that is determinant of, a particular health problem.

- **Incubation Period:** Period of time between exposure to an infection and the onset of symptoms.
- **Isolation:** The separation of a person or a group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent the spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at Mahopac Public Library OR tasks that are not vital or necessary to the safety or operational needs of the Library.
- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness, including gloves, masks, face shields, and disposable gowns, 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).
- **Probable COVID-19 Case:** Report of a person meeting clinical AND epidemiologic evidence of COVID-19 but without confirmatory laboratory evidence.
- **Quarantine:** The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been exposed to prevent the possible spread of the communicable disease. Quarantine may be voluntary or compelled by federal, state, or local public health order.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any staff member.

## **ESSENTIAL EMPLOYEES OR DUTIES**

In the event of a state ordered reduction of in-person workforce, the Library Director, having primary responsibility for the financial and physical operations of the Library, will be considered essential in all emergencies.

The Assistant Library Director, the Head of Readers' Services, the Head of Youth Services, the Head of Teen Services, the Head of Reference, the Head of Adult Programming, the Business Office Manager, the Head of Emerging Technologies, the Principal Library Clerk in charge of procurement, and the Custodians all have responsibilities pertaining to the financial and physical operations of the Library. 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 purpose of attending to matters of financial or physical operations.

During a declared public health emergency, the Library may be granted authority to continue certain core library functions such as technology assistance, the lending of materials, outreach/communication, and the provision of programming. To the degree to which such functions may be legally permitted to continue, the Library Director may designate any employee as essential whose on-site work would contribute to the successful continuation of such functions.

## **TELECOMMUTE/WORK FROM HOME**

### **Telecommuting**

The Mahopac Public Library acknowledges telecommuting to be a viable and necessary alternative work arrangement during the COVID-19 pandemic where current job duties and assignments are capable of being accomplished in such an arrangement. Telecommuting allows employees to work at home or in a satellite location for all or part of their regular workweek. This arrangement in no way changes the terms and conditions of employment with the library.

### **Procedure**

Either an employee or a supervisor may suggest telecommuting as a possible work arrangement. In the event an employee suggests telecommuting, it must be approved by his/her supervisor. The hours of work and the location of such work shall be determined by the Library, with input from the employee.

During this time, telecommuting will be informal, such as working from a home worksite/office or satellite location for a few hours, a day, or a short-term project. All informal telecommuting arrangements are made on a case-by-case basis, focusing on safety of staff and patrons and the business needs of the organization.

Home worksite/office is a set aside defined space to conduct Library work. Appropriate equipment, software, and phone and Internet access is required. A staff members phone extension may be forwarded to their home or cell phone.

The Library Director will determine, with information supplied by the employee and their supervisor, the appropriate equipment and software needs for each telecommuting arrangement on a case-by-case basis. Employee supplied equipment and/or software may be used if deemed appropriate by the Director, subject to change at any time. Equipment and/or software supplied by the Library will be maintained by the Library. Equipment and/or software supplied by the employee will be maintained by the employee. The Library accepts no responsibility for damage

or repairs to employee-owned equipment and/or software. Equipment and/or software supplied by the Library is to be used for business purposes only.

Consistent with the Library's expectations of information security for employees working in the Library, telecommuting employees will be expected to ensure the protection of confidential information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

All injuries occurring while working from home should be reported to the Library as soon as possible. The Library will report to Chubb Insurance who will conduct a thorough investigation and advise on the compensability of the claim. Telecommuting employees are responsible for notifying the Library Director of such injuries as soon as possible. Failure to notify the Library within 30 days after the accident can result in denial of benefits in accordance with NY State requirements. The employee is liable for any injuries sustained by visitors to their home worksite. The Library is not responsible for any incident that may occur in the employee's home.

The Library will supply the employee with appropriate office supplies for successful completion of job responsibilities.

### **IN-PERSON REPORTING**

The Director, working with the appropriate Department Heads, will coordinate the schedule for employees reporting to the Library in-person to perform essential tasks so that Mahopac Public Library remains in compliance with the state-ordered reduction of in-person workforce. The Library Director will coordinate the schedules of any contractors required to report to the Library in-person. No employee or contractor is permitted to report to the Mahopac Public Library without authorization from the Director. Any employee or contractor reporting to the Library in person will be required to fill out a health log each day they are on-site.

Each Department Head will maintain their department's schedule on the Google staff calendar and stagger work shifts to ensure employee workspaces do not become overcrowded. In the event that this occurs, the Department Head will create the opportunity for one or more simultaneously scheduled employees to work from a socially distant or remote workstation.

### **PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment [PPE] as required by local, state or federal laws or Executive Orders will be provided by Mahopac Public Library to every employee for every onsite shift. As per OSHA 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 and OSHA regulations.

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

Mahopac Public Library will keep a supply of PPE in storage in the event a public health emergency is immediately declared. PPE will be stored in a location chosen to permit immediate access by all employees and all employees will be aware of the storage location of PPE. The Principal Library Clerk in charge of procurement, in conjunction with the Assistant Library Director, will monitor PPE supply levels and replenish the supply as needed in accordance with the Library's Procurement Policy.

If for any reason the Library is unable to provide adequate PPE for any given shift, no employee will be permitted to work onsite until sufficient PPE can be provided.

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

## **EXPOSURE TO COMMUNICABLE DISEASE**

The Library will take precautions to limit the possible exposure of its employees, volunteers, essential visitors, contractors and patrons. If required by local, state or federal laws or executive orders, mandatory, continuous health screening practices will be implemented for all required parties.

Staff exposures are organized under several categories based on the type of exposure and the presence of symptoms. Following CDC Guidelines, the following protocols have been established:

- A. If an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected).
  1. A potentially exposed employee or contractor who does not have symptoms should remain at home, or in a comparable setting, and practice social distancing for 14 days after their last exposure to the known case and follow any other current CDC/public health guidance for the communicable disease in question.
    - a. If 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 that the necessary protocols are followed.
    - c. See the section titled **Documentation of Work Hours and Locations** for additional information on contact tracing.
  2. Any employee who has had contact with the individual who was exposed to a known case is considered a 'contact of a contact'. Unless the exposed staff member or contractor develops symptoms or tests positive, a contact of a contact is not subject to quarantine.
- 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 separated from other employees and patrons and immediately sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and the Library Director and stay home, with a recommendation to contact their physician.
  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. Mahopac Public Library shall not require sick employees to provide a negative test result for the disease in question or a healthcare provider's note to validate their illness, qualify for sick leave, or return to work, unless there is a recommendation from the CDC/public health official to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work after it has been 10 days since the symptoms first appeared, at least 24 hours have passed since the last instance of fever without the use of fever reducing medications, and other COVID-19 symptoms are improving. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. In the event of the above instance, the Library Director must be contacted before the employee returns to work.
- 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 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 as long as possible

will be given. CDC/public health guidelines for the disease in question will be followed.

- b. If possible, outside doors and windows will be opened to increase circulation in the area.
  - c. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  - d. Vacuum the space if needed.
  - e. If it has been more than 7 days since the person who tested positive visited the facility, additional cleaning and disinfection are not necessary.
  - f. Once the area has been appropriately disinfected, it can be opened for use.
  - g. See the section on cleaning and disinfection for additional information on this subject.
4. If affected areas can be closed off, operations may continue.
  5. 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 will inform 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.
  6. The Library Director must be notified in these circumstances and is responsible for ensuring that these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. Mahopac Public Library 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 the cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. Employees and contractors clean their own workspaces at the beginning and at the end of their shift, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public will be disinfected regularly.

- b. Mahopac Public Library maintenance staff are responsible for cleaning and disinfecting these areas Monday – Friday. Fridays after 5:00 pm, Saturday, and Sunday, the staff of Reliable Cleaning, an outside company, assumes the responsibility for cleaning.
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 with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet the EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions on the labels of cleaning and disinfecting products to ensure their safe and effective use.

### **Employee and Contractor Leave**

Mahopac Public 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 the communicable disease.

Additional provisions may be enacted based upon the 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 Mahopac Public Library and as such are not provided with paid leave time by the Library unless required by law.

Mahopac 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 Mahopac Public Library Personnel Manual for reporting an absence.

### **DOCUMENTATION OF WORK HOURS AND LOCATIONS**

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 include on-site work and off-site visits. This information may be used by Mahopac Public Library to support contact tracing within the organization and may be shared with local public health officials.

Employee and contractor schedules are tracked on both the ACE Payroll application and the Google staff calendar. The staff calendar indicates the department in which the individual is working, their daily hours, time off, and offsite visits. The ACE Payroll application is used for staff to punch in at the beginning and out at the end of their shift. ACE also takes a snapshot of the location from which the punch is made. Each Department Head is responsible for making sure their department's schedule is accurate on the Google calendar. The Assistant Director monitors ACE payroll to ensure the punches match the staff calendar.

### **CONTINUATION OF OPERATIONS**

In the event of a declared public health emergency involving a communicable disease, the Director will address operations according to the Mahopac Public Library Continuation of Service Plan. Some circumstances may require deviation from the plan in order to best serve the safety and health of the Library staff and community.

### **COMMUNICATION**

Once approved by the Board of Trustees, this Pandemic Response Plan will be published in a clear and conspicuous location at the Mahopac Public Library and on the Library's website. A copy will be provided to all employees and a copy will be maintained at the Reference Desk.

### **ONGOING USE EVALUATION**

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

Questions or concerns regarding Mahopac Public Library's Pandemic Response Plan should be directed to Michele Capozzella, Library Director at [director@mahopaclibrary.org](mailto:director@mahopaclibrary.org) or [845] 628-2009 X 107.

ADOPTED by the Mahopac Public Library Board of Trustees March 31, 2021.

## **References**

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Center for Disease Control Flowchart for Management of HCWs with Exposure to a Person with COVID-19 (UPDATED 10/25/2020) [accessed 12/2/2020]

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/non-us-settings/flowchart-for-management-HCWs.html>

Center for Disease Control When You Can Be Around Others After You Had or Likely Had COVID-19 (updated 10/27/2020) [accessed 12/2/2020]

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Center for Disease Control Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers (updated 7/28/2020) [accessed 12/2/2020]

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Center for Disease Control Cleaning and Disinfection for Community Facilities: Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease (updated 9/10/2020) [accessed 12/2/2020]

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