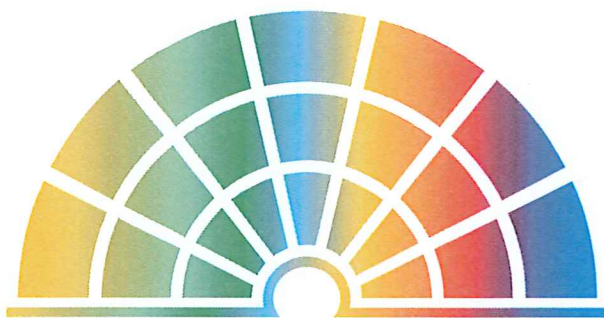


Public Employer Health Emergency Plan for



CRANDALL

PUBLIC LIBRARY

Your Story. Our Mission.

As Adopted by Crandall Public Library Board of Trustees, March 24, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832¹

¹ Developed based on template and support from Emergency Preparedness Solutions, LLC®



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 input from Warren County Civil Service, 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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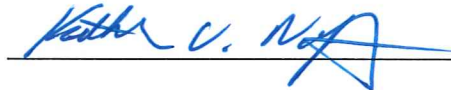
As the authorized official of Crandall Public Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 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.

Signed on this day: March 24, 2021

By: Kathleen U. Naftaly

Title: Director

Signature: _____



Record of Changes

Date of Change	Description of Change	Implemented by

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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.

History

Due to the COVID-19 pandemic [caused by the coronavirus (SARS-CoV-2)], Library operations have been drastically reduced or modified. This included shutting down of physical operations and moving to a virtual service model and then evolving into modified on-site services. The initial closure of all buildings, and shifting to virtual services, started March 16, 2020. At its meeting on March 25, the Board of Trustees agreed to extend that closure from March 16 to "Until further notice." A Pandemic Policy relating to staff compensation and remote work policies was also adopted by the Board at this meeting. At the April 10, 2020 Board meeting the Crandall Public Library Worker Compensation Proclamation was approved. Furthermore, the Board ratified the COVID-19 Response: Crandall Public Library Temporary Safety Policy at the May 27, 2020 meeting. The Library continues to move through the reopening steps in accordance with the COVID-19 Response Policy and national, state and Warren County governmental directives and organizational capacities.

Scope

This plan was developed exclusively for and is applicable to Crandall Public Library. This plan is pertinent to a declared public health emergency in the State of New York that may influence 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 that 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 that 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
- 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 that 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 the date of 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 Director of Crandall Public Library, 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 Director.

Upon the determination of implementing this plan, all employees and contractors of Crandall Public Library shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Library patrons will be notified of pertinent operational changes by way of email, social media channels, traditional media and postings at the Library. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Development Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Director of Crandall Public Library, 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 Director of Crandall Public Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Crandall 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 an organization 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 Crandall Public Library

Crandall Public Library 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 concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with Priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Crandall Public Library have been identified as:

Essential Function	Description	Priority
Information Technology (IT)	Provides all hardware and software for the Library. Maintains the Library’s network, phone system and alarm system. Public WiFi	1
Facilities	Maintains physical facility, cleaning/disinfection and adjacent grounds. Works in conjunction with IT to run computerized HVAC and lighting.	1
Financial Services	Processes bills, payments, investments, donations, and payroll.	1
Administration	Coordinates operations. Promotes timely communication with Board, Department Heads, Friends of the Library, patrons, and other outside agencies/constituents. Furthers financial stability of the organization.	1
Human Resources	Maintenance to physical personnel files. Support mechanisms for staff. Staff benefits information.	2
Public Services (virtual)	EContent. Remote reference via phone, email or social media. Virtual programming. POLARIS library software assistance. Library card processing	3

Public Services (physical)	Public printing, copying, faxing, 3D-printer & Notary. Public computer access. Processing and circulation of physical materials. Library card distribution. Patron account maintenance.	4
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Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. 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 these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> • Computer Specialist • Computer System Analyst 	<p>The IT manager establishes all priorities for IT tasks and organizes staff.</p> <p>IT staff members provide support in setting up hardware and software, network management, and help desk support.</p> <p>Equipment distribution.</p> <p>Telecommunication hub.</p>
Facilities	<ul style="list-style-type: none"> • Building Maintenance Mechanic (BMM) • Custodian • Cleaner 	<p>The BMM establishes all priorities of the facilities operation. The BMM performs the day-to-day inspection of maintenance and cleaning duties on site. Works in conjunction with IT to ensure technology based operations are intact, e.g., HVAC, lighting, etc.</p> <p>The custodial and cleaning staff perform the daily maintenance, cleaning and disinfection of the grounds and facility.</p> <p>Empty book drops if applicable.</p>
Financial Services	<ul style="list-style-type: none"> • Accounting/Business Manager • Senior Account Clerk 	<p>Receive, process, and pay invoices and payroll. Monitor investment, trust, grant income. Coordinate with Administration, Claims Auditor and Board Treasurer the signing of invoices and checks.</p>
Administration	<ul style="list-style-type: none"> • Director • Assistant Director • Development Director • Graphics/Volunteer Coordinator 	<p>Director implements policies and procedures, and oversees all daily operations. Retrieve files and electronic information. Signs invoices and checks. Dispenses information to staff and public as to Library status via multiple paths.</p>
Human Resources	<ul style="list-style-type: none"> • Administrative/HR Assistant 	<p>Retrieves and distributes mail. Access to physical personnel files. Conduit for staff concerns, i.e., EAP, benefits, etc.</p>
Public Services (virtual)	<ul style="list-style-type: none"> • Department Heads • Librarian I & II • Library Assistants • Library Clerks 	<p>Department Heads coordinate public pointing activities, such as, selection of eContent, collection development, virtual programming, reference help, etc. Equipment and resource distribution to staff. Assist patrons with Polaris account.</p>
Public Services (physical)	<ul style="list-style-type: none"> • Department Heads • Librarian I & II • Library Assistants • Library Clerks 	<p>Access to and aide in utilizing public computers (printing), faxes, copiers and 3D-printer.</p> <p>Notary services. Process library cards. Maintain accurate patron records. Resolve patron account issues. Circulation. Reserve materials. Library-By-Mail. Outreach.</p>

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

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:
 - 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
 - i. Note that phone lines may need to be forwarded to off-site staff

From aforementioned Pandemic Policy:

The minimum staffing level for a temporary period is defined as sixteen healthy employees (across various departments) available to be present at CPL during all open hours with a maximum 7-hour workday and 35-hour workweek per full-time employee. An inability to maintain this temporary minimal level or a necessity to continue this temporary minimum level for more than three consecutive days will result in reduced hours or closing. In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director, the Assistant Director or their designee (independent of the order of the list): 1) Reallocation of employee responsibilities; 2) Increased health/safety measures for staff, e.g., wearing gloves, wiping down work areas, etc.; 3) Social distancing practices; 4) Cancellation of all programs, special events, and meetings; and, 5) Reduction of open hours or full closure of CPL. If CPL is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established policies and employee handbook. In the event of a closure, employees shall be compensated for their regularly scheduled hours. If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their paid hours. Equipment, accommodations and network access will be given to authorized employees by the Library Director, the Assistant Director or their designee for work-at-home assignments.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that 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, Crandall Public Library 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

Staggered scheduling will be at the discretion of the Director, Assistant Director and/or Department Heads. Staff, who believe they will not be able to work due to obligations or health, will reach out in turn to their managers, the Administrative/HR Assistant, and the Director/Assistant Director. We will work with all staff to make sure that their concerns are addressed.

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 our employees and contractors. PPE that 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, we are including these supplies in this section, as they are pertinent to protecting the health and safety of our 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
 - 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 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

Crandall Public Library will procure all equipment as per its purchasing policy. Supplies will be purchased in bulk and stored on location. The Library will maintain a two-month supply of PPE and cleaning supplies. All facilities staff will have immediate access to supplies. PPE will be monitored by the BMM and the Senior Account Clerk.

Staff Exposures, Cleaning, and Disinfection

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:

- A. 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.
 - a. As possible, these employees will be permitted to work remotely during this time if they are not ill.
 - b. Human Resources and internal Pandemic Response Team must be notified immediately.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
- 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, customers, 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.
 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. Crandall Public Library may 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 based on a recommendation from the CDC/public health officials and in accordance with the library's Employee Handbook.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 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 and other public guidance shall be referenced.
 6. The Director via Human Resources must be informed in these circumstances 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 by the subject employee or contractor will be closed off.
 - a. 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 period is not possible, a period of as long as possible will be given. CDC/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.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 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, Human Resources 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.
4. The Department Head must notify Human Resources who in turn will tell the Director in these circumstances. The Director is responsible for ensuring these protocols are followed

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, 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.
 - a. High traffic/high touch areas and areas that are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Building Maintenance Mechanic is responsible for directing cleaning of common areas, and the frequency of such. Managers are accountable for ensuring that their staff follow appropriate protocols for cleaning their own workspaces.
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 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

Public health emergencies are extenuating and unanticipated circumstances in which Crandall Public Library 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, even though many parts of the Act expired on December 31, 2020. This policy may be altered based upon changes in law or regulation, as applicable.

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, as well as, Crandall Public Library's own *Employee Handbook* including sick and family leave policies.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Crandall Public Library, and as such are not provided with paid leave time by Crandall Public Library, unless required by law or at the discretion of the Board of Trustees.

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

The Library will keep track of hours worked by personnel using a combination of our paper-based, traditional time sheets, sick and vacation documentation slips and the Paychex automated payroll system. Managers are responsible for the overseeing the hours worked by their staff, remotely or in-person. At the time of this writing, we are in the process of initial implementation and training of all staff to use electronic logging. The Senior Account Clerk with the assistance of the Administrative/HR Assistant maintains payroll.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner that 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 Crandall Public Library's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Crandall Public Library will coordinate with the City of Glens Falls or Warren County to help identify and arrange for these housing needs. The Director will coordinate this.