



CRANDALL PUBLIC LIBRARY (CPL) PANDEMIC POLICY [INCLUDING COMPENSATION AND REMOTE WORK POLICIES]

NOTE: THESE TEMPORARY EMERGENCY PROTOCOLS MAY BE AMENDED AT ANY TIME BY A RESOLUTION OF THE TRUSTEES IN THEIR SOLE DISCRETION AND WILL REMAIN IN PLACE UNTIL APRIL 13, 2020 UNLESS EXTENDED BY THE TRUSTEES BEFORE OR AT THAT TIME.

I: Purpose:

To establish a protocol to be used in the event of a pandemic. If there is a pandemic, CPL may be required to operate with limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by Board directive or order of local, state or national public health officials.

Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is essential to ensure that core business activities of CPL can be maintained for several weeks or more with limited staff and reduced or eliminated service hours due to a pandemic.

II: Definitions:

Pandemic Plan: A pandemic plan differs from a general emergency preparedness policy or procedure. In an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage) in preparation for a reopening to the public. Recovery from a pandemic may be slow and unpredictable. Limited staff, services, and hours or even closure may be necessary for an extended period.

Pandemic: Late Latin *pandemus*, from Greek *pandēmos* of all the people, from *pan-* + *dēmos* people. A pandemic is the worldwide spread of a new disease. (Centers for Disease Control <https://www.cdc.gov/>)

Appropriate Staffing Level: Appropriate Staffing Level refers to the *minimum number* of qualified staff necessary to provide full-service safely and efficiently, as determined by the Library Director, the Assistant Director or their designee.

III: CPL Closure Public Health Mandate

CPL may be proactive in its closure response to help protect the health of patrons, staff and volunteers, and the public health of our community as a whole. Furthermore, CPL **may** close due to pandemic in the event of a mandated order or recommendation for closure issued by public health or government officials on the local, county, or state level.



IV: Discretionary Service Level Changes

At the discretion of the Library Director and the Board President and/or Executive Committee, the Library may close, reduce its operating hours, or limit services temporarily if there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety. In the event of closure or reduction in operating hours, the

Library Director, the Assistant Director or their designees will maintain communication with staff, the Library Board of Trustees, and the Friends of the Library.

V: Staffing:

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):

- Reallocation of employee responsibilities
- Increased health/safety measures for staff (e.g., wearing gloves, wiping down work areas, etc.)
- Social distancing practices
- Cancellation of all programs, special events, and meetings
- 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.

VI: Communication:

In the event of closure necessitated by pandemic, information about any reduction in services or open hours will be announced promptly. Library staff should follow the standard procedure used for any unexpected closure/program cancellation, which includes posting on social media, the CPL website, texts, and emails that will be sent to all member libraries and trustees, and the



public however possible. SALS.edu email will be the primary form of communication between Administration and staff.

Meetings will be held virtually if possible, instead of in-person meetings. Library visits will be eliminated for the duration of the pandemic.

VII: Prioritization of Services:

Priority will be given to the following essential services:

- For the Public (Externally facing):
 - Promotion of our 24/7 resources to the public
 - Remote assistance to help the public use these resources—posted how-to videos, written instruction, responses to social media questions, answering crandallinfo@sals.edu questions, voice mail messages, etc.
 - Keep the public informed of any operational updates such as a change in hours or open/closed status
- For the Staff (Internally facing):
 - Payroll
 - Accounting tasks such as preparing financial reports, journal entries, reconciliation of banking statements etc.
 - Collect returned or donated materials as needed (at times people do not pay attention to NO RETURNS OR DONATIONS UNTIL ____ signage)
 - Facility and IT infrastructure maintenance

In the case of reduced staffing or reduced hours of operation, the Library Director, the Assistant Director or their designee will prioritize service-related tasks and assign a reasonable work plan to staff.

Adopted by the Crandall Public Library Board of Trustees, March 25, 2020



CRANDALL PUBLIC LIBRARY WORKER COMPENSATION PROCLAMATION

WHEREAS on March 7, 2020, the Governor of the State of New York issued Executive Order 202 declaring a state disaster emergency and he updated it on March 20, 2020 with Executive Order 202.8 declaring that each non-essential employer shall reduce the in-person workforce at any work locations by 100%; and

WHEREAS, as a result of the world-wide pandemic underlying the state disaster emergency, the library may need to close, reduce hours, or reduce staff reporting for duty; and

WHEREAS, the Crandall Public Library Board of Trustees has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

WHEREAS, the Crandall Public Library Board of Trustees recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not report to work during routine hours; and

WHEREAS, the Library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the Crandall Public Library Board of Trustees adopts the following policies on "Quarantine Leave" and "Paid Leave during Emergency Closure;" and

BE IT FURTHER RESOLVED that the Crandall Public Library Board of Trustees shall continue to compensate full and part-time staff as allowed by law and provided by the policy for Quarantine Leave and Paid Leave During Emergency Closure between March 16, 2020 and April 13, 2020; and

BE IT FURTHER RESOLVED that the Library Director or Assistant Director and the President of the Crandall Public Library Board of Trustees shall maintain ongoing communication and monitor the best approach to address safety and operational concerns, and shall inform the full board of same; and

BE IT FURTHER RESOLVED that the Crandall Public Library Board of Trustees shall reconvene on or about April 13, 2020 to reconsider the continuation of compensation in light of what may be needed for the community and the library to recover from the state of emergency and return to normal operations.

Approved on March 25, 2020

Board of Trustees, Crandall Public Library