



## Health Emergency Plan

### **Purpose:**

The purpose of this policy is to establish protocols to be used in the event of a pandemic or other public health emergency. In the event of a declared public health emergency involving a communicable disease, the library must plan for staff being unable to work. In addition, community organizations may need to take measures in order to help prevent the spread of disease in the community, such as limiting or canceling social and public gatherings, quarantines, and/or other social distancing measures. If there is a serious infectious disease outbreak, recovery may be slow, and it is important to ensure that the core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours.

During a declared public health emergency, the Roeliff Jansen Community Library will operate in accordance with its Pandemic Response Plan and any Executive Orders governing an the health emergency issued at the local, county, state, or federal level. If those orders conflict with the Library's Pandemic Response Plan or other policies, the library will follow the Executive Orders. During each public health emergency, the Library will adopt policies and protocols based on the best available information and legal requirements pertinent to the emergency.

The library staff and board are committed to providing excellent customer service while doing all they can to support the health of the community.

### **Responsibility for Library Operations:**

The Library Director will be responsible for administering this plan. If for any reason the Library Director is unable or unavailable to perform the responsibilities and decisions outlined below, administrative authority for this policy and all library operations shall be passed to the most senior full-time employee. If the most senior library services employee is unable to perform the responsibilities and decisions, administrative authority will pass to the next most senior library services employee.

### **Prevention:**

If a serious infectious disease outbreak reaches our community, staff and cleaning contractors will disinfect frequently touched surfaces and objects such as keyboards, computer mice, doorknobs, telephones, desks, and bathrooms daily, and more frequently if warranted. Non-circulating children's

materials will be removed from public areas for the duration of the outbreak to minimize the spread of disease through surfaces frequently touched by children.

Staff and volunteers will be provided with Personal Protective Equipment (PPE) as required by local, state, or federal laws or executive orders and the library will provide any necessary training for mandated PPE, including proper use and disposal. Staff may use their own PPE if they desire and it is in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulation. Staff will also be reminded of the importance of frequent hand washing.

If required to do so by local, state, or federal laws of Executive Orders, mandatory, continuous health screening practices will be implemented for all employees and essential visitors.

To the extent possible, shift times for library staff will be staggered to allow social distancing and minimize contact between staff. Staff should avoid sharing equipment such as computers and phones when possible and disinfect shared equipment before and after use, followed by hand hygiene.

If a serious infectious disease outbreak reaches our community, staff with even a mild cough or low-grade fever will be advised to stay home. Should a staff member become sick, the library will implement its Proactive Infection Plan.

#### **Reduced Hours, Curbside Service, or Closure:**

##### Essential Employees

In the event of a state- or local-ordered reduction of in-person workforce, the Library Director shall be designated as an Essential Employee and is permitted to be physically present at the Roeliff Jansen Community Library to perform tasks essential to his/her job or the operations of the library including, but not limited to, necessary maintenance of the facility, bookkeeping functions, accepting packages, emptying the book return, and if open for curbside service, filling patron requests. These essential tasks may be delegated to a specific employee or contractor at the discretion of the Director. As long as the library remains open for at least curbside service, the Director may designate other library services employees as essential employees.

##### Reduced Hours

Hours may also be curtailed in the event of a state- or local-government ordered in-person workforce reduction or because of staff illness. Minimum staffing levels for each shift is defined as two library services employees. Because many employees do not work full time, if fewer than four library services employees are able to report for work, hours will be curtailed. Shifts will be assigned so as to minimize staff interaction. Library services staff will work in teams of two and, to the extent possible, teams will work separate, non-overlapping shifts. Non-essential staff will telecommute, and essential library services staff will telecommute during hours not worked at the library. Staff duties may be reassigned in order to prioritize direct patron assistance and patron-related tasks. Every effort will be made to maintain some evening and weekend hours.

##### Curbside Service

In the event of a state or local order or library Board of Trustees decision to suspend in-person service, the library will continue its curbside service, provided minimum staffing levels can be maintained. Shifts will be assigned so as to minimize staff interaction. Staff will work in teams of two and, to the extent possible, teams will work separate, non-overlapping shifts. Staff will telecommute during hours not worked at the library.

### Closure

The library will close due to pandemic if a mandate order or recommendation for closure is issued by public health officials on the local, county, or state level or fewer than three library services employees are able to report to work. Staff who are able, will telecommute. The Director or other designated essential employee will empty the exterior book return at least every three days, as long as possible. Prior to closing, the Director will notify the Mid-Hudson Library System (MHLS) to temporarily remove the library from the paging list for holds and to suspend holds deliveries. As soon as a re-open date is confirmed, MHLS will be notified of that date.

### **Telecommuting, Employee Absences, and Compensation:**

If the library is open for in-person or curbside service, healthy library services staff are expected to report to work for their scheduled shifts. If in-library hours are curtailed, staff will telecommute for their remaining hours. In the event of closure, staff who can complete tasks or projects at home will be expected to do so (program planning, communications, cleaning up library records, etc.).

To be eligible for compensation during a time of emergency closure or reduced hours, staff must be ready, willing and able to work remotely on projects identified by the Library Director during their regularly scheduled working hours unless alternate hours have been approved, and must complete such duties as assigned. When performing tasks remotely, staff should note the time worked through the process agreed on for logging hours. This includes staff required to quarantine as imposed by a governing authority or in compliance with the library's Proactive Infection Plan. Staff unable to work because of illness will use Paid Time Off or other government mandated leave time.

### **Critical Administrative Tasks:**

At least two board members will have check signing authority. The treasurer and bookkeeper should make sure that critical bills, including payroll and insurance payments, are set up to be paid electronically. Other library bills will be paid as soon as possible.

The Library Director or designee will collect the mail at least every three days and transfer bills to the bookkeeper.

### **Communication:**

In the event of closure or reduced hours, the Library Director or designee will follow the Public Relations Policy. Information will be posted on the library's homepage, Facebook page, Instagram, and sent out via the library's e-newsletter and to local media.

**Approved by the Board of Trustees, March 10, 2020; Amended**