

Rockville Centre Public Library

Health Emergency Plan

Approved March 22, 2021

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 CSEA, Local 1000 AFSCME, AFL-CIO labor union, 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.

As the authorized official of the Rockville Centre 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 22, 2012

By: Catherine Overton

Signature: Catherine Overton

Title: Library Director

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.

Scope

This plan was developed exclusively for and is applicable to Rockville Centre Public Library. 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. The fundamentals of reducing the spread of infection include:

- Wearing a mask that covers the mouth and nose
- Practice social distancing when possible
- 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.
- 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 your mask, the crook of your arm or a tissue; dispose mask or tissue 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 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 Rockville Centre Public Library, Administrative and Department Head personnel hold 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 Rockville Centre Public Library shall be notified by email, phone, text, webpage or social media with details provided as possible and necessary, with additional information and updates provided on a regular basis.

Constituency groups such as Library patrons, the Nassau Library System, program presenters, Rockville Centre School District, Rockville Centre Village and Police, and contracted security companies will be notified of pertinent operational changes by way of email, phone, text, webpage, or social media. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Examples of parties that should be contacted are UPS, the US Post Office, Baker and Taylor, water delivery, newspaper delivery, fire/burglar alarms, payroll processor, Terminix and the phone system. The Director with assistance of Administrative and Media staff will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Director of Rockville Centre Public Library, with the assistance of Administrative and Department Head personnel, 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 Rockville Centre 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, Rockville Centre 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 community
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Rockville Centre Public Library

The Rockville Centre 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 community, the Nassau Library System and other constituents 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 Rockville Centre Public Library have been identified as:

Essential Function	Description	Priority
Administration	Communicate with staff, Board of Trustees, vendors, Nassau Library System, Village and School District; process payroll and vendor checks; maintain records	1
Custodial Dept.	Maintenance and security of building; empty book drops	1
Social Media Dept.	Maintain communication with the public through webpage, constant contact, and all social media platforms	1
Department Heads	Communicate with their staff; supervise work	1
Programming Dept.	Communicate with Director and Department Heads regarding Zoom programs; communicate with graphic designer and social media staff regarding promotion of programs	1
IT consultant	Provide support for all staff for remote functions	1

Essential Positions

Each essential function identified above requires certain positions on-site at times to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site, as needed, for the continued operation of an 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
Custodial Dept.	<ul style="list-style-type: none"> Custodian Cleaners 	Check that the building is secure; maintain systems such as HVAC; empty book drops and quarantine items
Administration	<ul style="list-style-type: none"> Director Business Manager Account Clerks 	Communication with Department Heads, IT consultant and Custodial Department Retrieve and process mail Process payroll and vendor checks
IT Consultant	<ul style="list-style-type: none"> Consultant 	Provides support for all staff including remote connectivity; may need access to physical equipment
Dept. Heads	<ul style="list-style-type: none"> Librarians II and III 	May need intermittent access to the building to retrieve materials for themselves and their staff

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

The COVID-19 pandemic has caused the Library to examine how it can best remain operational – even at limited levels – in the event that an unforeseen emergency forces the Library to close the building to the

public and/or employees for a period of time. One critical aspect of remaining operational during such a time is through employees teleworking, i.e. working from home. This policy is designed to ensure an efficient workplace and employee productivity in the event of an emergency closure of the building. Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible.

Eligibility

Teleworking may not be suitable for all employees and/or positions. The Library Director and appropriate Department Heads will notify employees of their eligibility for temporary telework and confirm any position-specific terms and conditions of such an arrangement.

The Director, Department Heads, Account Clerks and Custodial Staff are considered essential and are required to work onsite, as needed, to keep the Library operational. The Library maintains the discretion to classify/declassify positions as essential, and thus required to work onsite – depending on the specific circumstances of the closure. For example, if Library materials are being circulated during a closure via curbside pickup, various staff will be required to work onsite.

Due to the uncertainty of the length and severity of an emergency closure, all temporary telework arrangements will be evaluated on an ongoing basis and are subject to being modified or discontinued immediately upon written notice.

While working remotely, the employee will:

- Check in with the Supervisor no less than twice a day for full-time staff or once a shift for part-time staff.
- Remain accessible by phone, text or email during the hours of remote work schedule.
- Communicate with the Supervisor to discuss status and open issues.
- Be available for video/teleconferences schedules on an as-needed basis.
- Be available to attend in-person scheduled work meetings as requested or required by the department.
- Request Supervisor approval via email in advance of taking time off or requesting a schedule change. The Director is to be copied on the correspondence.
- Meet the work output and/or productivity expectations.
- Communicate to their Supervisor in advance and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary telework.
- Complete detailed work logs and timesheets.
- Take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements. Meal breaks will be between 12pm – 1pm or 1pm – 2 pm.
- Continue to abide by all other policies and procedures including those concerning computer use, social media and confidentiality.
- Failure to abide by these requirements may result in disciplinary actions.

Requests for Leave

Unless a flexible schedule has been established, employees should not have non-work related events and activities disrupt or interfere with scheduled work time. Request to use sick leave, vacation or other leave must be approved in the same manner as when working in the building. Send a request in via email to the Department Head, copying the Director.

Any leave that was requested and pre-approved prior to the closing of the Library due to an emergency cannot be withdrawn.

Teleworking Equipment and Supplies

On a case-by-case basis, and subject to change without notice, the Library will determine the equipment, if any, to provide the employee to facilitate the teleworking arrangement. Any equipment the Library provides to an employee as part of a teleworking arrangement shall remain the property of the Library. The Library will maintain the equipment. Staff will be required to sign the Laptop Acceptance Form and acknowledge the Staff Computer Usage Policy prior to taking computer/other equipment out of the Library.

Staff members will not be reimbursed for phone calls, internet access, equipment that is not issued by the Library, and any other supplies or expenses unless preauthorized by the Director.

Interim Schedules

If Library building is closed due to emergency conditions, the Director, along with Department Heads, may develop an interim work or telecommuting schedule, and job duties may be temporarily altered or reassigned by the Director based on the needs of the Library.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site. If there are occupancy restrictions for the Library building, the Director, along with Department Heads, may develop an interim rotational work schedule as a strategy of limiting exposure to ensure safety of all staff and patrons.

Personal Protective Equipment and Social Distancing

The use of personal protective equipment (PPE) and practicing social distancing to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors.

Procurement and supply of PPE and cleaning supplies:

- 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.
- The Library has provided PPE to all employees. The Library maintains a sufficient stock of PPE by purchasing material through private suppliers, the Nassau Library System and also by receiving a donation from the Town of Hempstead through the CARES Act.
- The supplies are stored in Administration and the Custodial office and monitored by the staff in these departments. Service desks have a supply of PPE and cleaning supplies at all times.

Physical Distancing: To enhance the safety of employees and the public

- Protective shields are installed at the Library between workstations that are less than 6 feet apart. Protective shields are installed at the service desks between staff and the public.
- Furniture is rearranged where possible if 6-foot distance cannot be maintained. Most of the tables and chairs are removed in public areas.
- Tightly confined spaces such as the elevator will preferably be occupied by one individual at a time.
- Social distancing markers using tape or signs that denote 6 feet of spacing are placed.

- In-person gatherings will be limited, following the guidance of state and local officials. Tele- or video-conferencing can be utilized. Essential in-person meetings should be held in open, well-ventilated spaces with appropriate distancing.

Protective Equipment

- The Library supplied two washable fabric face masks to the staff and a face shield, upon request.
- The Library supplies disposable face masks and gloves for all staff; disposable face masks are available for patrons, if needed.
- All staff and patrons must wear acceptable face coverings that cover both mouth and nose to be in the building.
- Staff may take breaks from wearing a mask throughout the day by going outside.
- Staff is encouraged to limit the sharing and touching of objects and surfaces; when contact is unavoidable, staff is encouraged to wear gloves, use hand-sanitizer or wash hands.
- Each service desk has hand sanitizer and cleaning supplies

Staff Exposures, Cleaning, and Disinfection

Screening

A mandatory health screening assessment (questionnaire) must be completed before employees begin work each day. Assessment responses must be reviewed by the Department Heads each day. Questionnaires will be retained in Administration or the cloud, depending on paper or electronic filing.

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. CDC guidelines 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, for 15 minutes 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. When possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Director, Business Manager and Department Head must be notified and are responsible for ensuring these protocols are followed.
 - c. The Director and Department Heads will conduct contact tracing within the Library.
- 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 and the public. 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. The Library will not require sick employees to provide a negative test result for the disease in question to qualify for sick leave or return to work unless there is a recommendation from the CDC/public health officials to do so. Following the collective bargaining agreement, the Library requires a healthcare provider's note after an employee is absent for more than five days/shifts to confirm their ability to return to work.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if:
 - a. 10 days have passed since symptoms first appeared **AND**
 - b. At least 24 hours have passed since last fever without the use of fever-reducing medications **AND**
 - c. Symptoms (e.g. cough, shortness of breath, taste, smell) have improved.
 - d. Staff member will also provide a doctor's note clearing them to return to full duty.
 6. The Director, Business Manager and Department Head 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 of time by the subject employee or contractor will be closed off.
 - a. The facility will be closed for cleaning. The affected area will be disinfected with an EPA-approved disinfectant for the disease. An electrostatic disinfectant sprayer may be used in conjunction with chemical cleaning. If possible, a 24-hour period will be given before the reoccupation of the space.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected.
 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, the Director, Business Manager and Department Heads should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Director, Business Manager and Department Head must be informed in these circumstances and is responsible for ensuring these protocols are followed.

The Library recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Library will follow CDC/public health recommendations and requirements and coordinate with 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. If possible, employees and contractors will clean their own workspaces in the beginning of their shifts, at a minimum, including wiping computer keyboards, mice and telephones.
2. Encourage staff time to wash their hands after utilizing shared equipment or working at service desk.

3. High traffic/high touch areas, common areas and areas which are accessible to the public will be disinfected frequently by the custodians. This includes employee and public restrooms.
4. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
5. Soiled surfaces will be cleaned with soap and water before being disinfected.
6. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
7. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee Paid Sick Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Rockville Centre Public Library is committed to reducing the burden on our employees. The *Families First Coronavirus Response Act* (FFCRA) 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.

The FFCRA mandate expired on December 31, 2020. However, the Rockville Centre Public Library voluntarily extended the policy until March 31, 2021 that 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. *This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.*

Further, Rockville Centre Public Library 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, the Rockville Centre Public Library 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 Rockville Centre Public Library, is unable to work due to a bona fide need for leave to care for a child 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.