

Springfield Library Pandemic Response Plan

Introduction

Purpose

The purpose of this plan is to establish a protocol that will be used in the event of a pandemic or other public health emergency.

Authority

Springfield Library is committed to serving its community continuously through good times and difficult times. During a pandemic, Springfield Library Board of Trustees has the authority to adopt these measures. This authority can be found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We consider it our duty to develop the below measures in order to keep our services accessible during this time.

Springfield Library Staff have the authority to enforce these measures, as they do all of the Library Rules. Concerns about this policy should be directed to the Library Manager. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Springfield Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions or closures. Therefore, the temporary practices in this policy may be further modified as needed to conform with relevant Orders.

Business Continuity

A pandemic is different from other emergencies. With an emergency preparedness policy, there is the assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm) to continue to work and provide service.

In the case of a serious infectious disease outbreak, recovery may be slow and limited staff, services, or hours may be necessary for several weeks or more as the library may be required to take measures to help slow the spread of the disease such as closing by order of county, state, or federal health or government officials.

Contents

Introduction	1
Purpose	1
Authority	1
Business Continuity	1
Planning	3
Planning Team	3
Continuity of Operations.....	3
Essential Workers	3
Compensation.....	3
Library Closure.....	3
<i>When to Close the Library</i>	3
<i>Types of Library Closures</i>	3
Implementation.....	4
Public Notification.....	4
Hygiene.....	4
<i>Signage</i>	4
<i>Sanitation</i>	4
<i>Exposure</i>	4
Staffing and Services	5
Safety Practices	6
Recovery	6

Planning

Springfield Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak.

It is important to ensure the core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Manager.

Planning Team

- Library Manager
- Springfield Library Board of Trustees.

Continuity of Operations

- If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, or hours may be necessary for several weeks or more.

Essential Workers

- An essential worker is an employee who must be physically present to perform his or her job. All library workers are not essential in the event of a state-ordered reduction of in-person workforce.
- The Library Manager may perform administrative tasks in a work from home setting. Library Clerks will be scheduled to work in-person in accordance with New York State Department of Health and Otsego County Department of Health orders.

Compensation

- In the event of a closure, all employees scheduled to work will be considered to have worked and will be paid for their hours scheduled. Springfield Library Board of Trustees shall determine the extent to which the library staff shall be paid should an emergency closing extend beyond a day.

Library Closure

When to Close the Library

Springfield Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

- A mandate, order, or recommendation for closure is issued by Otsego County Health Department, New York State Department of Health or other local government officials.
- If a Library employee has been diagnosed with the epidemic, the library will temporarily close.
- At the direction of the Library Board of Trustees.
- At the discretion of the Library Director.

Types of Library Closures

- Complete closure: no staff in the building at any time.
- Library Closure with Reduced Services

Staff may:

- Be allowed to work inside the building, although the building is closed to the public.
- Be assigned to provide services to patrons in newly determined ways.
- Be assigned to clean the building.

Implementation

Public Notification

The Planning Team will contact staff either via phone and/or email if needed to alert staff to critical news affect library services.

Information from public health authorities and referral information about the pandemic will be widely disseminated via the Health Department and Springfield Library print and online resources.

Changes in service and library hours necessitated by the pandemic will also be publicized in print and online resources:

- Post notifications on the two Community Center outside doors and the two library doors
- Post a notification on the library webpage
- Place ads in the Oneonta Daily Star and Pennysaver

Hygiene

Maintaining a clean library is essential in preventing the spread of disease and giving patrons the confidence that their library is a safe and welcoming place.

The librarian reserves the right to ask anyone exhibiting symptoms of illness to leave the library, at which point she will provide curbside services to that person.

Signage

- Post a list of good hygiene practices on staff bulletin boards.
- Post hand washing awareness signs in all restrooms.

Sanitation

- Provide hand sanitizers and tissues at all public service desks, at public computer reservation stations, and all staff work areas.
- Provide staff with disinfecting wipes and disposable gloves to assist in keeping work areas sanitized.
- Priorities include door handles, telephones, computer keyboards.
- Disposable gloves will be provided for employees to use when needed when interacting with patrons or handling materials.
- Staff is encouraged to use good personal infection measures (cover one's mouth and nose when coughing/sneezing, wash hands often, avoid touching one's eyes, nose or mouth, etc.) and to practice safe social distancing of at least 6 feet.

Exposure

- Should an employee receive a positive test for an infectious disease, the library will shut down and a thorough cleaning will be undertaken, specifically in the areas that the infected employee might have had contact with.

Staffing and Services

- During a pandemic every effort will be made to maintain library services.
- Due dates, renewals, and overdue policies may be relaxed during this time.
- The planning team will authorize any needed service changes in consultation with the Otsego County Public Health Department.
- Public meeting room use, public programs, and public use of library equipment may be curtailed or eliminated.
- Staff that are ill will be strongly encouraged, and may be required, to stay home at least 24-72 hours after they are free of fever (less than 100° F) or free of signs of a fever without the use of fever-reducing medications.
 - An employee who has been in close contact with someone who has tested positive will need to be tested and receive a negative result and/or stay home for the required 14-day quarantine period
 - Work missed due to quarantine will not count against the employee's sick leave.
- The planning team will determine any changes in library hours or library closings due to the number of employees off work or public health directives.
 - Staff might be instructed to stay home.
 - Springfield Library will enable the Library Manager to telecommute through the use of a library laptop.
 - Programming may continue in an online manner at the determination of the planning team.
- Essential employees required to be on site in the event of an extended closure will be identified by the planning team and training will be provided in necessary tasks.
 - No more than two employees will be on site at the same time.
 - All employees must follow all CDC guidelines regarding social distancing, wearing masks, and so on.
- Personal Protective equipment such as gloves, masks, hand sanitizer, cleaning solutions, and so on will be provided by Springfield Library to its employees. Storage of this equipment will be in a dry cabinet in the storage room to prevent degradation and provide immediate access.
- Essential employees will continue to use our daily log-in sheets to document when they were at the library, as well as utilize a tracking sheet to log patron visits.

Safety Practices

The library will require all people on the premises to abide by the following safety practices:

- All employees and patrons will wear face masks or shields.
- All Personal Protective Equipment, such as masks and gloves, required for staff will be purchased by the library.
- All employees and patrons will follow social distancing signs or floor markers and stay at least 6 feet from others whenever possible.
- Use hand sanitizer before using library computers/equipment.
- Any other safety practices recommended by the New York State or Otsego County Public Health Department.
- Personal Protective Equipment will be stored in the circulation desk for easy access.

Recovery

- Full or partial library services will be restored as conditions permit. Public programs and meeting room use will resume when recommended by public health authorities.
- If the library has been closed for the pandemic, cleaning may be necessitated before re-opening, and will be evaluated by the planning team.
- Staffing needs will be evaluated and a return to full staffing will be instituted as soon as possible, depending on staff health, building conditions and whether all requirements given by New York State and Otsego County Public Health have been met. Staff may be asked to return in shorter shifts to prepare the library for reopening. Once the State and County Department of Health have approved reopening, staff scheduling needs will be determined by the Director.

Approved by the Springfield Library Board of Trustees February 10, 2021.