

William B. Ogden Free Library
PANDEMIC RESPONSE PLAN

Purpose

The William B. Ogden Free Library (WBOFL) has adopted this Pandemic Response Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness.

The primary goals of WBOFL's Pandemic Response Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations

The Pandemic Response Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting the library's staff, trustees, volunteers, and/or community members.

Administration

The library Director as authorized by the Board of Trustees administers the Pandemic Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to a designated representative to be appointed by the Board of Trustees at the recommendation of the Director.

Definitions

The following terms are defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- **Employee:** Any person employed by the WBOFL regardless of title.

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- **Contractor:** Any individual performing paid services for the library but not an employee of the WBOFL.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the WBOFL to perform their job, or tasks that are vital or necessary to the safety or operational needs of the library.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the WBOFL or tasks that are not vital or necessary to the safety or operational needs of the library.
- **Communicable Disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

Library Closure

The WBOFL may temporarily close or limit services because of a public health emergency such as a pandemic in the event that any of the following occur:

- A mandate, order, or recommendation for closure is issued by county, state, or federal health or government officials.
- A library employee has been diagnosed with the disease.
- At the direction of the Board of Trustees.
- At the discretion of the Director.

Types of Library Closures:

- Complete Closure: no staff in the building at any time.
- Library Closure with Essential Services Only: library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
- 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

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Essential Employees or Duties

In the event of a state-ordered reduction of in-person workforce, the Director shall be designated as an Essential Employee and is permitted to be physically present at the WBOFL to perform tasks essential to their job or the operations of the library including, but not limited to, maintenance to the facilities that could otherwise threaten or pose a risk to the library's facilities if not performed; bookkeeping such as accounts payable, accounts receivable, and processing payroll; and/or accepting, sorting, and opening postal mail or packages.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Director. This employee or contractor is permitted to be physically present at the WBOFL to perform only the designated essential tasks as assigned.

Telecommute/Work from Home

In the event of a state-ordered reduction of in-person workforce, the WBOFL's Telecommuting Policy will be implemented.

All employees whose duties and routine tasks require the use of a computer, will be provided library-issued equipment necessary to perform those duties and tasks.

The Director will provide instructions for downloading/installing any software for employees to perform their duties remotely.

In-Person Reporting

The Director will coordinate the schedule for employees and contractors reporting to the library in-person to perform essential tasks so that the WBOFL remains in compliance with the state-ordered reduction of in-person workforce. No employee or contractor is permitted to report to the WBOFL without authorization from the Director.

Personal Protective Equipment

PPE as required by local, state or federal laws or Executive Orders will be provided by the WBOFL. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulations.

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The WBOFL will provide any necessary training for mandated PPE including proper use and disposal.

The WBOFL will keep a supply of PPE in the janitor closet on the lower level of the library in the event a public health emergency is immediately declared. The Director will monitor PPE supply levels and replenish the supply as needed.

Failure to comply with PPE mandates may result in disciplinary action.

Exposure to Communicable Disease

If required by local, state, or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees.

In the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the following procedures will be immediately implemented:

- The employee must not report to the library or they must leave the premises immediately, if already at work, and notify the Director.
- The Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
- The Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Director and the employee will determine which areas of the library are now considered “contaminated” and need to be immediately closed.

Cleaning Contaminated Areas

- The library will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- After the determined length of time, the area(s) used by the employee will be cleaned, vacuumed, and disinfected including workspaces, bathrooms, common areas, shared electronic equipment like computers, tablets, keyboards, and other office supplies.
- Once the area(s) has (have) been appropriately disinfected, it (they) can be opened for use.

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- The library will continue routine cleaning and disinfecting and logging these activities as recommended.

Contact Tracing

The Director will adhere to local and state guidance regarding Contact Tracing which may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of Contact Tracing who may have been in close contact with the employee suspected or confirmed to have the communicable disease.

The Director will keep the health status of employees confidential.

Compensation

The WBOFL will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this communicable disease.

Returning to Work

- If an employee is exposed to the communicable disease or exhibits symptoms of the communicable disease, they must follow all local and state health department directives which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- If an employee has a suspected or confirmed case they must not report back to work until they have met all of the criteria in consultation with a healthcare provider and in accordance with local, state, and/or federal criteria specific to the communicable disease.
- All other employees will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during Contact Tracing.

Mitigating Risk

Reporting to work following a known-exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically

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cleared to return to work as defined above will be considered a violation of library policy and may result in disciplinary action.

The WBOFL will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

Continuation of Operations

In the event of a declared public health emergency involving a communicable disease, the Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Assess the emergency declaration as it relates to the library's facilities, materials, staff, or community.
- Notify the appropriate persons including employees and the Board of Trustees.
- Determine the next steps, with the information available, regarding:
 - Services or service points
 - Hours of operation
 - Personnel
- Draft a press release or statement to the public.
- Document in detail the sequence or timeline of events before, during, and after the declared public health emergency.
- Prepare for recovery.

Communication

Once approved by the Board of Trustees, this Pandemic Response Plan will be published in a clear and conspicuous location at the WBOFL and on the library's website. A copy will be provided to all employees.

On-Going Use Evaluation

This Pandemic Response Plan was drafted as required by law with the health and safety of the library's employees and community as the top priority.

The Pandemic Response Plan will be evaluated annually by the Director and Board of Trustees and updated as needed.

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Questions or concerns regarding WBOFL's Pandemic Response Plan should be directed to the Director.

Approved January 26, 2021