



PANDEMIC OPERATIONS PLAN

This plan has been developed in accordance with NY Labor Law §27-c.

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This plan has been developed in accordance with New York State Labor Law section 27-c.

This plan has been developed with the input of CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. Local 1000 AFSCME, AFL-CIO, as required by Section 27-c.

Nothing in 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 Library.

As the Director of Guilderland Public Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law section 27-c, to address public health emergency planning requirements.

Signed on this day:

By: Timothy J. Wiles, Director

Signature:

RECORD OF CHANGES

Date of Change	Description of Change	Implemented By
9/3/2021	Phases chart updated	COVID Committee
9/23/2021	Phases chart further amended	Board of Trustees
12/8/2021	Revised COVID Committee	
1/20/2022	Revised and charts further amended	Board of Trustees
3/17/2022	Revised and charts further amended	Board of Trustees

PURPOSE, HISTORY, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. This law 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.

History

Due to the outbreak of COVID-19, the disease caused by the coronavirus (SARS-CoV-2), library operations have been drastically reduced. This includes shutting down of physical operations and moving to an entirely virtual service model. The initial closure of the building, and shifting to virtual services, started March 2020. The Board of Trustees agreed to extend that closure at least until its next meeting on May 21. A Continuation of Service Plan (“COSP”) was approved by the Board of Trustees at its May meeting. This document is intended to replace the Continuation of Service Plan. The library continues to move through the phases outlined in this document based on positive test rates in Albany County, government guidelines, and organizational capacity.

Scope

This Pandemic Operation Plan (the “Plan”) was developed exclusively for and is applicable to Guilderland 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 law to support continued resilience against the 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:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - Before and after handling food
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible.
- 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 the crook of your arm or a tissue, the latter of which should be disposed of immediately into a PPE waste container.

- 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, or the Governor’s office.

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, their families, and our patrons, 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 Labor Law §27-c, “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 Labor Law §27-c, “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.

IMPLEMENTATION OF THE PLAN

The Director of Guilderland Public Library, his/her designee, or his/her successor holds 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 Guilderland Public Library shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Library patrons will be notified of pertinent operational changes by way of e-mail, social media channels and postings on the digital sign and website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Public Information Officer will maintain communications with the public and constituents as needed throughout the implementation of this Plan.

The Director, his/her designee, or his/her successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes and adjustment to pandemic operations as necessary.

Upon resolution of the public health emergency, the Director, his/her designee, or his/her successor will direct the resumption of normal operations or operations with modifications as necessary.

MISSION ESSENTIAL FUNCTIONS

When confronting events that disrupt normal operations, Guilderland 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 constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Guilderland Public Library

The Guilderland 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 constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 3 identifying functions that are essential, but least among them.

The mission essential functions for Guilderland Public Library have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the organization. Maintains the library's network and phone system.	1
Facilities	Maintains physical plant, cleaning/disinfection and landscaping. Secures building.	1
Fiscal Office	Processes bills, payments, and payroll.	1
Administration	Inspection of building, collections, and access to equipment. Maintenance of physical personnel files. File maintenance and retrieval.	2
Public Information	Disseminates operational information. Access to printers and production equipment.	2
Public Service Access Service Collection Service	Collection maintenance. Inspection of building, collections, and access to equipment.	3

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each 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.

Information Technology	Network Administrator Technology Assistant	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support. Equipment distribution.
Facilities	Building Maintenance Supervisor Custodian	The department head establishes all priorities of the facilities operation. The custodians under the direction of the department head perform the day to day inspection of maintenance and cleaning duties. The custodial staff perform the daily maintenance, cleaning and disinfection of the facilities.
Fiscal Office	Fiscal Officer (FTE) Fiscal Officer (PTE)	Receive, process and pay invoices, AR/AP.
Administration	Director Assistant Director Administrative Assistant	Retrieve files. Signing of invoices and checks. Retrieve and distribute mail. Access to physical personnel files.
Public Information	Public Information Officer	Disseminates operational information. Access printing equipment.
Public Service	Department Heads Librarian I, II Library Assistant Principal Library Clerk Senior Library Clerk Library Clerks	Location specific inspection. Empty book drops. Collection maintenance. Equipment and resource distribution.

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.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Staff working remotely will follow the library's Telecommuting Policy.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Guilderland Public Library's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Staggered Shifts

Implementing staggered shifts and redundancy scheduling may be possible for staff performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end, or times of shifts, Guilderland Public Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

- Identification of positions for which work hours will be staggered
- Approval and assignment of changed work hours
- Approval of telecommuting

Staggered scheduling will be at the discretion of the Administration and Department Heads. Redundancy shifts will be at the discretion of Administration. Staff who believe they will not be able to work due to obligations or health, will reach out to the Director/Assistant Director. We will work with all staff to make sure that their concerns are addressed. Telecommuting requests will follow the library's Telecommuting Policy.

PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include, but is not limited to:

- Masks (Requirement decided and communicated at the discretion of the Library Director and Board Chair based on community conditions).
- Hand sanitizer, anti-bacterial wipes, disinfectant spray

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. Therefore, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. 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
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and adequate supply levels

The library will procure all equipment. Supplies will be purchased in bulk and stored on location. The library will maintain a two-month supply of PPE and cleaning supplies. All facilities staff will have immediate access to supplies. PPE will be monitored by the Assistant Director and Maintenance Department Head.

STAFF EXPOSURES

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. The most current CDC and local health department guidelines shall be followed and directed for implementation by the library director or designee. The library will coordinate with local authorities to complete contact tracing and implement current quarantine and isolation protocols. At the time of this plan update, protocols include:

- 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, which is a prolonged presence, cumulative of 15 minutes or more over a 24-hour period, within six feet with that person):
 1. Exposed employees or contractors whose full vaccination has not been verified and who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 7 days if they have received a negative diagnostic test (on day 5 or later) and 10 if they have not, or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.

- b. Administration and the employees' supervisor must be notified immediately.
 2. Exposed employees or contractors whose full vaccination **has** been verified with the library director and who do not have symptoms may return to work if they have received a negative diagnostic test (5-7 days after exposure) and remain symptom free.
- 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, patrons, and visitors. 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 and contractors should not return to work until they have been cleared by a physician or symptoms have resolved and have received a negative diagnostic test.
 4. Employees and contractors who exhibit symptoms and subsequently test positive shall isolate for 10 days in accordance with CDC and local health department guidelines. Day 1 of isolation begins the first day of symptoms.
 5. Administration must be informed in these circumstances and is responsible for ensuring these protocols are followed.

*Employees and contractors who test positive with no symptoms present begin isolation day 1 the day of positive viral test. If symptoms develop after testing positive the 10 day isolation period restarts.

WHEN TO CONTACT ADMIN:

- An employee with no symptoms gets tested because they come into contact with someone that has been diagnosed with COVID-19.

The employee may request and be granted time to work from home. If eligible, the employee may request and be granted other paid leave. If not eligible it would be unpaid leave.

Staff member needs to inform Administration of their test results. IF results are positive, the local health department will be informed and the staff member cannot return to work until they are cleared by Administration.

- When a staff member tests positive for COVID-19 and the local health department deems that there could be potential exposure for additional staff: Any staff with limited contact with the symptomatic or diagnosed person will be identified and contacted by Administration. (Dates from potential exposure are determined by DOH)
 - Any staff member who tests positive for COVID-19 and anyone who had prolonged contact, within 6 feet or in the same space for more than 15 minutes, with that person will be asked to work from home with full pay until they are told by Administration to return to work.

- Staff who have been in prolonged contact will be notified by email from Administration as soon as the department is notified about a confirmed case within the library from either the affected employee or the DOH. The department head(s) will be copied on this message.
 - After affected individuals have been notified of exposure, then everyone at GPL will be sent an email from Administration.
 - Any employee that has been deemed not in prolonged contact with a person diagnosed with COVID-19, but who shares a workspace with this person, will be allowed to work in a separate area or from home until the area has been thoroughly clean and sanitized.
 - To return to work after quarantine, employees must be symptom-free for 72 hours without having used fever-reducing medication.
- An employee is contacted by the county contact tracers and told to quarantine:
 - The employee must quarantine and follow the other local health department directives.
 - Staff member must inform ADMINISTRATION.
 - An employee is opting to be tested without having symptoms and having no contact with anyone who has symptoms or is positive:
 - Employees will be allowed to report to work and function at GPL as normal.
 - If the test results are positive for COVID-19, the employee must inform ADMINISTRATION and follow the established protocol.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. Local, regional, national conditions and policies may change. We will follow current CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

SAFETY PLAN

New York State is requiring that each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19.

This document, The Guilderland Public Library Pandemic Operations Plan, addresses this requirement.

1) People

To support employee compliance with physical distancing requirements, Guilderland Public Library will:

- Ensure that 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time people are in the building, they must wear masks over their nose and mouth.
- Ensure that tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, and public restrooms)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

In cases where 6ft distance between individuals is not possible, we will ensure employee safety by:

- Providing the appropriate PPE

General Guidelines for Non Staff

We are requesting patrons, visitors, vendors, community partners, and consultants who visit the library to practice the following recommendations provided by Centers for Disease Control and Prevention (CDC) to help prevent the transmission of COVID-19 and other viruses:

- Wear appropriate masking when coming to the Library (As decided and communicated at the discretion of the Library Director and Board Chair).
- Practice social distancing
- Stay home when you are sick
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose and mouth
- Cover your cough or sneeze with a tissue, then throw the tissue in the PPE waste container
- Avoid close contact with people who are sick

2) Places

A: Protective Equipment

To support employee compliance with protective equipment requirements, Guilderland Public Library will:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. GPL maintains sufficient supplies of masks and will have supply at all times.
- Require that face coverings must be replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Staff can request additional masks if theirs become damaged or soiled. Staff will be allowed to bring in their personally owned masks as long as they meet CDC recommended guidelines.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas sanitize or wash hands before and after contact.

B: Hygiene and Cleaning

To support employee compliance with hygiene and cleaning requirements, Guilderland Public Library will:

- Provide and maintain hand hygiene stations for personnel, and provide for handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Signage will be posted in all restrooms and washing facilities with the CDC recommendations on hand-washing protocols. Hand soap and other sanitizing products will be kept in maintenance.
- Conduct regular cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas. Cleaning schedules will be maintained and kept on file with the Department Head of Maintenance.

C: Communication

To support the business and its employees' compliance with communication requirements, Guilderland Public Library will:

- Post signage throughout the site to remind and update personnel regarding current hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- If a worker tests positive for COVID-19, Guilderland Public Library will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts while maintaining confidentiality required by state and federal law and regulations.

D: Other

To support up-to-date knowledge of guidance that is being issued by the State and public health officials, Guilderland Public Library will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.
- Regularly review available and applicable CDC and local health depart guidance (include links).

DOCUMENTATION OF WORK HOURS AND LOCATIONS

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. This information may be used by Guilderland Public Library to support contact tracing within the organization and may be shared with local public health officials.

All staff are expected to follow the schedule assigned to them by their supervisor. Staff are to track their hours using the Paylocity timesheet function. Staff are also expected to complete a COVID-19 symptom self-check before the start of each shift.

ADMINISTRATION SUCCESSION PLAN

There may be cases where members of the Administration may not be able to carry out their duties in relation to their position in Guilderland Public Library. This is the established line of succession for the Administration.

- If the Director is unable to fulfill the duties of their office, the Assistant Director will temporarily take the duties of Director.
- If the Assistant Director is unable to fulfill the duties of the Director, the longest tenured Department Head will temporarily take the duties of Director.
- If the longest tenured Department Head is unable to fulfill the duties of Director, the second longest tenured Department Head will take temporary duties of Director.
- They will fulfill these duties until the Director returns from their leave of absence or the Board of Trustees appoints an interim Director or a new Director.

STATE OF EMERGENCY POLICY

Guilderland Public Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees. If a state of emergency is declared by local, state, or federal officials or emergency action is deemed necessary by the Library's Board of Trustees, the library's goal is to follow the health, safety, and operation guidelines enacted or recommended by those entities. To achieve this goal, the library may need to temporarily override some of its established policies in accordance with the type, severity, and duration of the current state of emergency.

POLICY:

In a state of emergency, this policy will take precedence and override conflicting policies in order to preserve and ensure the safety of the library's staff and patrons.

The following are examples of policies that may be impacted:

- Behavior
- Internet Use
- Room Use
- Service to Children
- Group Visits from Schools, Daycare, or Other Organizations
- Tutoring

Restriction of library services and operations will be determined in accordance with any applicable executive orders from the state and local government and executed by the library director in coordination with the Board of Trustees.

During a state of emergency, the Administration is to create or modify if necessary a continuation of services plan that outlines these restrictions and describes a plan for possible alternate service delivery methods. This Plan will be implemented once passed by the Board of Trustees and reviewed as needed.

Administration will communicate necessary operational changes to the staff, patrons, and the public as quickly as possible and as safety allows.

COVID-19 PANDEMIC CONTINUATION OF SERVICE

This plan provides for general guidelines on movement between phases of library activity. Library Director will move between phases when CDC transmission rates have shifted and remain at the new level for at least 14 consecutive days (when relaxing protocols) and immediately or as reasonably possible (when increasing protections in response to community conditions). Staff, Board, and public will be notified of such changes.