

**Public Employer Health Emergency Plan  
For The Hampton Bays Public Library**

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.

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.

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As the authorized official of the Hampton Bays 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: 4/5/2021

By: Susan LaVista

Signature: \_\_\_\_\_

Title: Library Director



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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 the Hampton Bays 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 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 is crucial to maintaining our mission essential operations. We encourage all employees 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:
  - o After using the restroom
  - o After returning from a public outing
  - o After touching/disposing of garbage
  - o 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
- 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 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 the Hampton Bays Public Library, their designee, or their 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 of the Library shall be notified, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Suffolk Cooperative Library System (SCLS) and the Suffolk County member libraries will be notified of pertinent operational changes by way of the director's list serve. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Director of the Hampton Bays Public Library will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Director of the Library, their designee, or their successor 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 The Hampton Bays 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, The 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, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of The Hampton Bays Public Library

The Hampton Bays 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 capacity of essential functions and their vital processes

### **Essential Function Description Priority 1**

- Network & Communications: Fluid Imagery and/or Department Heads will monitor and maintain the network & communications in conjunction with SCLS.
- Information Technology: Monitor and maintain the library's network via firewall, including WIFI.
- Customer Service: Provide access to materials via reserves, checkouts and returns of materials.
- Database Access: Provide access to databases, eResources, and eBooks.
- Information Services: Provide up-to-date information, resources and programs to community members.
- Youth Services: Provide up-to-date information, resources and programs to community members.
- Technical Services: Maintain accurate data records in computer catalog.
- Business Office: Maintain payroll, human resources, and business office functions such as warrants, procurements, and other functions.
- Custodial Department: Maintain a clean, disinfected and safe public environment for staff and public.
- Marketing and Publicity: Provide up-to-date information regarding library hours, programs, and services to the public in a variety of formats, including print and nonprint.

### **Essential Function Priority 2**

- Support Services: Shelve materials and keep shelves in order so staff/public can locate materials.

### **Essential Positions Description Priority 1**

Each essential function identified above requires certain positions on-site to effectively operate. The list 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.

- Library Director: The Library Director will oversee all operations in conjunction with Department Heads.
- Information Technology: Network specialist/ Computer technicians will establish priorities for IT tasks and staff will be organized in order of priority for access to the server. Provides support in

setting up hardware and software, network management, and troubleshooting problems. Coordinates with SCLS as needed.

- Circulation Desk: Head of Circulation and Library clerks will maintain the circulation system, material reserves, sort and prepare material for circulation to patrons.
- Database Access: Network administration and Professional staff will provide access to database resources and downloadable materials and will provide statistical information to the Library Director.
- Information Services: Librarians will procure and provide materials, programs, and other services for public users and assist patrons in use of physical and online collections. Provides information and answers questions and queries from the public.
- Youth Services: Youth Services staff, including the Teen and Children's/Family Services departments, will procure and provide materials, programs, and other services for public users. Provides information and answers questions and queries from public.
- Technical Services: The TS clerk reports to the Head of Circulation. Duties include receiving and processing materials in all formats for borrowing. Creates and maintains accurate public library catalog records.
- Business Office: The Bookkeeper/Payroll clerk, working with the Account Clerk provides access to needed goods and services. Prepares and sends out payroll, warrants, and other official communication. Maintains access to human resources and personnel records.
- Building & Grounds Manager: The Head Custodian will maintain a clean and safe environment for staff and public, oversee the custodial staff and participates in the maintenance of the building and grounds.
- Marketing and Publicity: Department heads and the Newsletter Coordinator will provide up-to-date information in both print and non-print formats for staff and public regarding library programs, procedures and policy updates.
- Support Services: Library clerks and pages will ensure that materials are in order and shelved correctly

## **Reducing Risk through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding in staff work areas

### **Remote Work Protocols**

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives

- d. Access to software and databases necessary to perform their duties
- e. A solution for telephone communications
- f. Note that staff may need access to the telephone messaging system to retrieve messages from patrons or other staff

The Director and Department Supervisors will collaborate to identify staff/positions that can effectively work remotely. The Director will approve staff/positions eligible to work remotely. Department Supervisors will be responsible for the assignment and review of remote work.

The Network Manager and Department Supervisors will evaluate the equipment and software needed and available for those staff/positions approved for remote work by the Director. The Network Manager will provide access to the server. Department Heads and other full time staff members will be responsible for Library issued equipment being used by them for remote work.

### **Staggered Shifts**

Implementing staggered shifts may be possible for personnel 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 times of shifts, The Hampton Bays Public Library will ensure that employees are provided with their typical minimum work hours per week.

Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director and Department Supervisors will collaborate to identify positions for which work hours will be staggered. The Director will approve all temporarily changed work hours. Staggered work shifts will be between 9:00am and 9:00pm (currently 7:00 pm due to reduced hours.) and may be inclusive of weekends. Facility safety and security measures will remain in place during staggered shifts. The Director will assign a "Shift Supervisor" for all staggered shifts.

### **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. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

- Disposable gowns or aprons

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. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees.

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 must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Hampton Bays Public Library has identified the following PPE and cleaning supplies as applicable to the needs of daily operations during a public health emergency: Face shields, Disposable masks, Disposable gloves, Washable gloves, Hand sanitizer, Disinfecting wipes, and Disinfecting spray. Disposable mask and hand sanitizer are relevant to all staff, while the other items are predominantly relevant to the maintenance staff.

In addition to coordinated orders through the Suffolk Cooperative Library System, the following are current vendors whom the Library has purchased the identified PPE from in the past and will continue to purchase PPE from in the future:

- W.B. Mason - [wbmason.com](http://wbmason.com) - 888-wbmason
- Emerald Island -
- Global Industrial Supply - [globalindustrial.com](http://globalindustrial.com) - 888-978-7759
- Uline - [uline.com](http://uline.com) - 800-295-5510

The Library will store PPE supplies in closets located in the Helen Gould Room. Supplies will be monitored by the business office personnel. Any person noticing a low supply should report the need to the business office.

The Hampton Bays Public Library has also deemed daily health self-assessment as a PPE measure. Staff will be required to submit a health self-assessment in electronic or paper (attached) form upon entering the building. NOTE: If you feel unwell and have symptoms that may indicate COVID, or if you have been directly exposed to someone who has COVID, DO NOT REPORT TO WORK. Instead, call your supervisor to report that you are experiencing symptoms and are self-quarantining.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

A. If employees are exposed to a known case of communicable disease that is the subject of the public health emergency (defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.

1. Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days 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. The employee's immediate supervisor and/or the Library Director must be notified and are responsible for ensuring these protocols are followed.

c. The Head of Buildings & Grounds should be notified so that the appropriate cleaning protocols are initiated.

d. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing

2. CDC guides work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and our constituency/public.

a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.

b. In-person interactions with the subject employee or contractor will be limited as much as possible.

c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.

d. If at any time they exhibit symptoms, refer to item B below.

e. In these circumstances, the Director, or her/his designee, will determine eligibility and is responsible for ensuring these protocols are followed.

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.

2. Employees 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 Hampton Bays Public Library will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.

5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications.

If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

6. The Library Director 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. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.

b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.

c. See the section on Cleaning and Disinfecting for additional information on that subject.

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 or their designee should inform all contacts of their possible exposure. Confidentiality

shall be maintained as required by the Health Insurance Portability and Accountability Act (HIPAA).

b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Director must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our 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. As possible, employees will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.

a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.

b. The Facilities Manager is responsible for assigning and supervising the cleaning of common areas twice daily (see attached Daily Cleaning Log). The custodial staff will continue to provide daily cleaning of the building afterhours.

c. Cleaning and disinfecting of the entire building twice daily by custodial staff using a proprietary micro-fiber cleaning system with a CDC approved disinfectant (Hillyard Rejuvna). This includes but is not limited to: All “touch” surfaces such as doors, door knobs, door push plates, light switches, handles and knobs, counters, tables and chairs, bathroom fixtures & mirrors, computer monitor screens, mouse controllers & keyboards, telephones, copy machines, kitchen appliances, handrails, Plexiglas partitions, stairways and floors.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

3. Soiled surfaces will be cleaned with soap and water before being disinfected.

4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.

5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### **Employee Leave**

Public health emergencies are extenuating and unanticipated circumstances in which the Hampton Bays Library is committed to reducing the burden on our employees. The *Families First Coronavirus Response Act* provides 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.

Employees of the Hampton Bays Library will not be charged with leave time of up to 4 hours for testing. Employees will be provided with up to two weeks (70 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.

Additionally, the Hampton Bays Public Library will provide up to an additional two weeks (70 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.

Furthermore, the Hampton Bays Public Library may 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 the Hampton Bays 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.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Hampton Bays Public Library, and as such are not provided with paid leave time by the Library, unless required by law.

## **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. Identification of locations shall include on-site work, off-site visits. This information may be used by the Hampton Bays Public Library to support contact tracing within the organization and may be shared with local public health officials.

On-site work is tracked via the time management system. Employees working from home will seek approval from the department head (in the case of the department head, from the Library Director) in advance of working from home.

Employees making off-site visits/attending meetings will seek approval in advance. The Department Head or Library Director must be notified in these circumstances and is responsible and ensuring these protocols are followed.

### **Housing for Essential Employees**

This is not applicable to the Hampton Bays Library.