

Public Employer Health Emergency Plan for Bay Shore-Brightwaters Public Library

March 17, 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.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Library, its Trustees, 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.

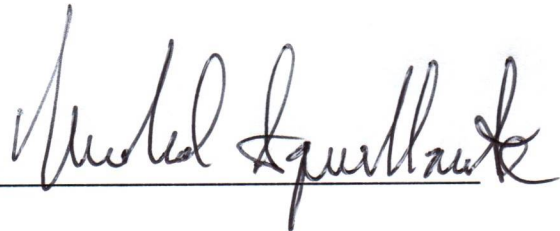
This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Bay Shore-Brightwaters 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 17, 2021

By: Michael Squillante

Title: Library Director

Signature: 

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 Bay Shore-Brightwaters 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:

- 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.
- 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 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 the Bay Shore-Brightwaters 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 Library Director.

Upon the determination of implementing this plan, all employees and contractors of Bay Shore-Brightwaters Public Library shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Members of the Board of Trustees of the Library will be notified of pertinent operational changes by way of email and/or hard copy correspondence. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Director of the Bay Shore-Brightwaters Public 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 Bay Shore-Brightwaters 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 Bay Shore-Brightwaters 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 the Bay Shore-Brightwaters Public Library

The Bay Shore-Brightwaters 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 4 identifying functions that are essential, but least among them.

The mission essential functions for the Bay Shore-Brightwaters Public Library have been identified as:

Essential Function	Description	Priority
Information Technology	Monitor and maintains Library's network, firewall, and WiFi.	1
Administration	Decision making, coordination of communication with staff and public	1
Business Office	Payroll, HR, procurement, accounts payable, insurance, finances	1
Maintenance	Maintain a secure, clean, and hygienic building and manage facility	1
Communication	Provide accurate and up to date information to the public regarding library hours, programs, and services in a variety of formats including print, webpage, and social media	1
Adult and Teen Information Services	Provide information, resources, and programs to Adults and Teens, both in-library and remotely	1
Children's Services	Provide information, resources, and programs to Children and their parents, both in-library and remotely	1
Circulation Services	Provide access to materials via reserves, checkouts and returns	2
Support Services	Shelve materials and keep materials in order. Assist with preparation for library programs	2
Technical Services	Maintain accurate records in computer catalog, receive library deliveries, prepare and process all library materials, and catalog items	2

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.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> • Network and Systems Specialist II • Computer Tech 	Manages and maintains the library's computer networks and webpage and supervises hardware and software maintenance Provides support in setting up hardware and software and help desk support
Customer Service	<ul style="list-style-type: none"> • Senior Library Clerk • Library Clerk 	Record keeping and communication support.
Business Office	<ul style="list-style-type: none"> • Business Manager 	Responsible for payroll, HR, insurance and financial systems, supervises accounts payable
	<ul style="list-style-type: none"> • Account Clerk 	Processes accounts payable
Maintenance	<ul style="list-style-type: none"> • Custodial Worker I • Custodial Worker II 	Clean and maintain the building. Order and organize cleaning, maintenance and personal protection supplies
Communication	<ul style="list-style-type: none"> • Librarian III • Librarian II 	Prepare publications for print and social media from content provided by Librarians and Administration. Maintain library's social media accounts
Adult Information Services	<ul style="list-style-type: none"> • Librarian III • Librarian II • Librarian I 	Provide information, resources, and programs to Adults in a variety of formats including print, AV, and electronic, for use both in the library and remotely
Children and Young Adult Services	<ul style="list-style-type: none"> • Librarian III • Librarian II • Librarian I 	Provide information, resources, and programs to children, families and teens in a variety of formats including print, AV, and electronic, for use both in the library and remotely.
Circulation Services	<ul style="list-style-type: none"> • Senior Library Clerk • Library Clerk 	Provide access to materials in the library's collection and through interlibrary loan, via reserves, check-outs and returns of materials, for in-library and curbside service
Support Services	<ul style="list-style-type: none"> • Pages 	Shelve materials and maintain collections. Assist Librarians with preparation for in-library and remote programs
Technical Services	<ul style="list-style-type: none"> • Library Clerk 	Maintain accurate records in the automated integrated library system, receive all deliveries, prepare and process all library materials, and catalog all items

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

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
 - i. Note that phone lines may need to be forwarded to off-site staff

The Director, Business Manager, and Department Supervisors will collaborate to identify staff/positions that can effectively work remotely. Eligibility determinations regarding remote work are within the sole discretion, and subject to, the Library Director's approval. Department Supervisors will be responsible for assignment and evaluation of remote work. The Network and Systems Specialist and Department Supervisors will evaluate the equipment and software needed and available for those staff/positions approved for remote work by the Library Director. The Network and System Specialist will provide software access and maintain a list of all equipment being used by the staff 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 Bay Shore-Brightwaters Public Library will ensure that employees are provided with their typical or contracted 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, Business Manager, and Department Supervisors will collaborate to identify positions for which work hours may be staggered. All work schedule changes are subject to the Library Director's approval. Staggered work shifts will be between 7:00am and 9:00pm and may include weekends. Facility safety and security measures will remain in place during 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 and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

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 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 to track usage rates

The Bay Shore-Brightwaters 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, washable masks, disposable masks, disposable gloves, washable gloves, hand sanitizer, disinfecting wipes, and disinfecting sprays. Disposable/cloth masks and hand sanitizer are pertinent to all staff, while the other items are predominantly pertinent to the circulation service and maintenance staff.

The following are current vendors from which the Bay Shore-Brightwaters Public Library has purchased the identified PPE in the past and from which it will continue to purchase PPE in the future.

- Amazon – amazon.com
- Ocean Janitorial – oceanjanitorial.com – 631-581-4276
- Suffolk Cooperative Library System – 631-286-1600
- Staples Business Advantage – staplesadvantage.com – 877-826-7755
- Uline – uline.com – 800-295-5510
- W.B. Mason – wbmason.com – 888-wbmason

The Bay Shore-Brightwaters Public Library will store the long-term supply of the PPE supplies in a secure area. Access to those supplies will be limited to the Director or his designee. Supplies for immediate use will be stored in the Custodial area.

Bay Shore-Brightwaters Public Library has also deemed health self-assessment as a PPE measure. Staff are required to submit a health self-assessment in paper form at the beginning of each shift.

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 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 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. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Supervisors must be informed of any COVID-19 Related/Quarantine Absences as soon as possible. Supervisors must immediately inform the Director or Business Manager
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and the Library's 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 Library Director will determine eligibility and the Business Manager will be 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 and contractors 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 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 Bay Shore-Brightwaters 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 the Library Director 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 Disinfection 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 Library Director or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Library Director must be informed in these circumstances and the Library Director 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 and contractors 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 frequently.
 - b. Custodians of the maintenance staff will be primarily responsible for cleaning common areas frequently.
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 and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Bay Shore-Brightwaters Public Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* 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.

It is our policy that employees of the Bay Shore-Brightwaters Public Library will not be charged with leave time for testing. The Bay Shore-Brightwaters Public Library will follow the directives of the NYS COVID-19 sick leave as long as that directive remains in effect. Employees who travel outside New York State voluntarily will be subject to the current NY State requirements related to the COVID-19 pandemic.

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 Bay Shore-Brightwaters Public Library, and as such are not provided with paid leave time by the Bay Shore-Brightwaters Public 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 Bay Shore-Brightwaters Public Library to support contact tracing within the organization and may be shared with local public health officials.

All Employees and visitors must complete a screening self-assessment form prior to beginning their work or entering the building. Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing symptoms should inform their supervisor and will be required to quarantine for 10 days from exposure or date contact tested positive.

The Library will maintain a continuous log of every employee who may have had close contact with other individuals at the Library; excluding patrons and delivery persons who have performed with appropriate PPE or through contactless means.

If an employee, visitor, or patron was in close contact with others at the Library and tests positive for COVID-19, the Library will cooperate with contact tracing efforts, including notification of potential contacts, such as employees, visitors, and/or patrons (if known) who had close contact with the individual, while maintaining the confidentiality required by state and federal law and regulations.

Housing for Essential Employees

This is not applicable for employees of the Bay Shore-Brightwaters Public Library.