

## **Galway Public Library Continuation of Operations Plan**

Written in compliance with New York State Law S8617B/A10832, Chapter 168, signed by Governor Cuomo on 9/7/2020, requiring public employers to adopt a plan of operations in the event of a declared public health emergency involving a communicable disease.

*The Galway Public Library is committed to serving the community at all times. To continue to serve our patrons during an emergency, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted this Continuation of Operations Plan.*

*The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible during a time of crisis.*

*Staff at the Galway Public Library have the authority to enforce these measures as they do any of the library's policies and rules. Concerns about this policy should be directed to the Library Director.*

### **Essential Personnel Protocols –**

As defined in the law, “Essential” is a designation made that a public employee is required to be physically present at a work site to perform his or her job. For the Galway Public Library, the staff positions that fit this definition during a state-ordered reduction of in-person work force include:

- Director – The director is responsible for building oversight and maintenance, and ensuring that the facility is secure and functioning properly.
- Bookkeeper – Processing of payroll and accounts receivable/payable are tasks essential to maintain business continuity, and for security purposes, should be completed on the secure network on-site, and take place where the financial files are housed.
- Cleaner – Cleaning and maintenance of the facility requires cleaning personnel to be physically present.
- Library Clerk(s) – If services to patrons are permitted to continue during the emergency, clerks will need to be on site to provide, and process returns of, books to patrons. On-site clerks will be scheduled in a staggered manner to limit staff interactions.

As these staff need to be on-site to perform their job functions, they will be asked to work from the Galway Public Library facility on an as-needed basis during a government-ordered reduction of in-person work force. Should a declared emergency prevent all staff from entering the facility, the Galway Public Library Board of Trustees will determine the best course of action.

The facility is 5930 square feet, and the number of total employees is 10 or fewer. Therefore, limiting on-site staff and staggering work schedules mitigates the remote chance of overcrowding at the site.

### **Non-Essential Personnel Protocols/Telecommuting Policy -**

In the event that a system, local, state, or national emergency prevents staff from working at the Galway Public Library building, the Director and/or Board of Trustees will grant permission for non-essential staff (as defined by the law to be an employee who is not required to be physically present at a work site to perform his or her duties) to telecommute. The library's telecommuting policy is as follows:

Emergency telecommuting is a limited time arrangement whereby, during a crisis or emergency at the Galway Public Library, the employee telecommutes because their job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other condition that presents a significant overall threat to the Galway Public Library staff and facilities. Telecommuting is a means of providing for the fulfillment of important functions to provide service to the community.

A. Equipment/Supplies

On a case-by-case basis, with information supplied by the employee and the supervisor, the Galway Public Library will determine appropriate equipment needs for telecommuting, including hardware and software. Galway Public Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. All library-provided equipment and resources remain the property of the Galway Public Library. The organization will maintain equipment provided by the organization. Any equipment supplied by the employee will be maintained by the employee, and the library accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all organization property received and agree to take appropriate action to protect the items from damage or theft. Upon return to work at the library's physical location, or upon termination, all library property will be returned to the library unless other arrangements have been made.

Galway Public Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Galway Public Library may reimburse for business expenses (mailing letters or packages, etc.) with preapproval by the Director. The employee will establish an appropriate work environment within his or her home for work purposes. Galway Public Library will not be responsible for costs associated with the employee's home office setup, such as remodeling, furniture or lighting, repairs or modifications to the home office space, nor internet service.

B. Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees are expected to protect organizational, system member library, and patron information while working at home. Steps to ensure information security include the use of locked cabinets and desks, regular password maintenance, locking a workstation when not in use, and any other measures appropriate for the job and the environment.

C. Safety

Employees are expected to keep their home workspace free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are typically covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

D. Record of Time Worked

Telecommuting employees will be required to accurately record all hours worked on a Galway Public Library time sheet. Hours worked beyond those scheduled per day, and per workweek, require advance Director approval. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

E. Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are agreed to on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the library and with the employee's health care provider's consent, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the library's business needs.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the arrangement's focus must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members before entering a trial period.

**Facility Safety Protocols -**

In all circumstances, the Galway Public Library will observe directions from local health officials for best practices for staff and public health safety.

A. Personal Protective Equipment (PPE)

The Galway Public Library will maintain at least a six month stock of the following PPE at no cost to staff:

- Face masks – at least two washable, reusable cloth masks will be provided to staff, with replacements on hand. Employees are responsible for cleaning and maintaining their masks.
- Hand sanitizer – individual-sized bottles for each workstation, as well as additional bottles in communal spaces for the public and staff.
- Disposable gloves – primarily for staff who handle delivery of materials and clean surfaces.
- Thermometer – on-site for staff use.

PPE is obtained from several established vendors. Any additional required PPE will be obtained from these vendors.

In accordance with New York Codes, face masks are required for all staff/volunteers in situations in which at least six feet of physical distance cannot be maintained, and in all public and shared areas of the building. Every effort will be made to maintain social distance.

A properly-worn face mask/covering, which covers both the mouth and the nose, is required of all patrons over age two at all times while in the library. The library is not required to provide masks to patrons. In the event that this safety requirement is not practicable on the basis of a disability or medical exemption, patrons are asked to contact the director to arrange an accommodation, such as curbside pickup. Patrons are required to maintain social distance as much as is practicable.

Extra PPE will be stored in the janitorial closet, which is accessible to all employees.

#### B. Cleaning, Sanitizing, and Disinfecting

Staff will follow CDC guidelines. Hands will be washed with soap and water, and hand sanitizer used to reduce cross-contamination.

Shared work stations will be cleaned at the beginning of each shift, and as necessary between staff uses. Keyboard covers will be used to facilitate disinfection of the keyboard surface. Acrylic sheet barriers will be used on the circulation desk to protect the safety of both staff and patrons interacting at the desk.

The facility will be cleaned and sanitized on a daily basis according to guidelines from the CDC and Department of Health. Clerks will sanitize frequently-contacted surfaces in public and staff areas several times throughout their shift. The entire building will be cleaned several times per week using disinfectant products. A cleaning log will be maintained to document the date, time, and scope of cleaning.

If a staff member develops symptoms or tests positive for the communicable disease, increased extensive disinfection protocol will be used. If an employee tests positive, the library will follow CDC guidelines for cleaning and disinfecting. The building will close for 24 hours before intensive cleaning and disinfection begin. If multiple employees are confirmed to be positive, the library may close for a period of at least 72 hours. Cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, and shared workstations. If it has been more than 7 days since the person with the suspected/confirmed case used the facility, additional cleaning and disinfecting is not necessary.

Extra cleaning supplies will be stored in the janitorial closet, which is accessible to all employees.

#### C. Communication

Signage will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols. Information updates will also be provided to employees via email, meetings, and by phone. Information updates for patrons will be posted on the Library's website and social media, and on signs throughout and outside the Library.

#### D. Screening and Testing

The Galway Public Library will observe directions from local health officials for best practices for staff and public health safety if a staff member reports developing symptoms or tests positive for the communicable disease.

The employee health screening log will provide a list of employees/volunteers who are working on site by date. This log will be maintained by the Director or senior staff on site each day. Questions will be asked during the screening about symptoms, positive tests received, and close contact with positive cases. The library will not keep a log of patrons who enter the building.

Staff that develop symptoms or test positive for the communicable disease should immediately notify the Director. The staff in question will be directed to not enter the building. If they are already in the building, they will be sent home.

Once notified of an employee's positive test, the Director will immediately notify the Saratoga County Department of Health for directions and to assist with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Areas used by the symptomatic person will be cleaned and disinfected according to CDC cleaning and disinfection recommendations (See section B. Cleaning, Sanitizing, and Disinfecting).

If a staff member tests positive for the communicable disease or shows symptoms of it and is not tested, they may only return to work after completing the CDC-recommended quarantine period. The same is true for a staff member who has had close contact with a person with the disease and is symptomatic.

The Galway Public Library provides staff with personal, sick, and vacation time should staff need to take time off due to a communicable disease or need to quarantine. The Library will offer additional leave as required by state or federal laws during a communicable disease outbreak.

### **Staged Reopening Plan -**

If the library needs to reduce hours of operation or is forced to close, a staged reopening will occur. This plan is designed to limit contact between staff members and between staff and the public in an effort to maintain safety. The duration of each stage of this plan will depend upon necessity and guidelines provided by government officials and the Southern Adirondack Library System (SALS). This reopening plan requires flexibility on the part of staff and the public to adapt to changing needs and requirements of government officials and the current crisis. Progression may go forward or revert back stages as necessary for conditions. At each stage, the staff work schedule may be modified/decreased depending upon library task needs, staff availability, and efforts to limit staff contact to reduce health risks. Staff may still do additional work at home as necessary to complete required tasks.

#### *Stage 1: Staff, Board Members, Select Volunteers Only – No Public Allowed in the Building*

Following the recommendations and requirements of government and public health officials, the Library Director will establish a re-opening date for the Galway Public Library, in coordination with the Board of Trustees. To prepare for this opening date, staff will report to the library building to work a schedule determined by the Library Director. Staff will perform tasks including, but not limited to, cleaning, processing returns, answering messages from the public, administrative tasks, quarantining materials,

reorganizing furnishings and preparing the building for public access, collection development, and preparation for virtual programming.

Return of materials by patrons will take place in the outdoor book drop box. Returned items will be quarantined according to SALS guidelines. All returned items will be removed from the outdoor drop by staff wearing gloves and masks. This return process will be continued throughout each stage of the reopening until quarantining is no longer required. Used book donations are not accepted until Stage 5.

#### *Stage 2: Curbside Service – No Public Allowed in the Building*

At this stage, services will be provided at curbside only; the public will not be allowed in the building. Patrons can call, email, or place hold requests through the catalog to reserve materials and to schedule pickups. Messages will be checked every day we are open. All patrons will be called once their requested item is available to schedule a pickup time. Pickup times will be limited to certain hours each day to allow staff time to complete other necessary tasks. Pickups will take place outside in front of the library. Pickup times will be written on hold slips and stored with the items, and a daily schedule of appointments will be maintained. When a patron arrives for their pickup, they should call to alert the clerk, and staff will bring checked out items and place them in the trunk or backseat of the vehicle to maintain distance protocols. Staff will be masked and will wash their hands after each pickup.

#### *Stage 3: Open to the Public, Limited – Public Allowed in the Building; Stacks Closed.*

Public access to the building will be limited to the foyer, one restroom, and the area by the circulation desk only. Other areas will be restricted and blocked off. Due to the small space by the circulation desk and recommendations from the government concerning capacity limits, patrons may need to wait in a queue or wait outside to access the building. Staff will monitor the number of people in the building. Pick up of requested materials can be done either at the circulation desk or at curbside as in stage 2. Additional services now available (for staff to complete to limit contact on machines) are: faxing, copying, and printouts via eprint. Notary services will be available by appointment. The public can access the PC catalog to place requests, or they can continue to request items as they did during stage 2.

Curbside services will be available until the crisis is over. Those who are immune-compromised or elderly are encouraged to use curbside service or contact the library for special arrangements. Staff schedules will be determined by the library director but may include some work from home to limit staff contact. Staff will be provided with masks and gloves, and social distancing guidelines will continue to be followed.

Public meeting space will not be available, nor will library programs be held on the premises.

#### *Stage 4 – Open to the Public with Precautions - Limited Browsing; Stacks Open*

Patrons may enter the building and access all areas of the collection. No public seating is available, but one public computer is available for patron use. All programming will be virtual.

#### *Stage 5 - Open to the Public with Fewer Precautions – Public Seating Open*

Two public PCs will be available for patron use, on opposite ends of the table to maintain distance. Library seating will be separated to encourage social distancing, but patrons are allowed to sit and stay for a period of time. Any in-person library programs will limit the number of participants. Programs

may occur outside or continue to be held virtually as well. The public will not be allowed to reserve rooms to use at this time.

No toys or children's non-circulating items will be out for use until public health officials give the all-clear on resuming normal activities.

*Stage 5: Normal Operations* – all normal operations resume.

**Emergency Housing Protocols -**

The law requires “a protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees to the extent applicable to the needs of the workplace.”

The Galway Public Library does not anticipate needing to place essential staff in emergency housing. Should the situation arise that the staff cannot remain in their own homes and complete essential duties, the Galway Public Library will reach out to local officials and non-profits for assistance.

Adopted by the Galway Public Library Board of Trustees on 2/17/2021.