



# Pandemic Response Plan

## Introduction

This plan has been developed in accordance with the amended New York State Labor Law §27-c and New York State Education Law paragraphs k and l of subdivision 2 of §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, requiring 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.

If there is a pandemic, the East Greenbush Community Library may be required to operate on limited staffing or take unique measures to help slow the spread of illness, including service restrictions, limited hours of operation, or possible closure. Recovery from a pandemic may be slow as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the East Greenbush Community Library can be maintained for several weeks or more with limited staff and reduced business hours.

## Definition of Pandemic

A disease that is spread throughout a large area, country, or the world; an epidemic over a large region.

## Purpose

The primary goals of the East Greenbush Community Library's Pandemic Response Plan are to establish:

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

## Pandemic Response 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/or food, and 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.



### Plan 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

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- 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

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## Review Process

After the draft plan is reviewed by the Library Board of Trustees, it will be presented to employees at the East Greenbush Community Library. They will be given the opportunity to review the plan and encouraged to make recommendations, if any. The library will consider and respond to such recommendations in writing within a reasonable timeframe. After the Library Board approves the Pandemic Response Plan, a digital copy of the final version will be published on the library website homepage, emailed to all staff, and a printed copy will be posted in the staff room.

Preparedness, readiness and response actions will continue to be driven by rapidly accumulating scientific and public health knowledge. This requires agile decision-making based on ongoing situational assessments. Such assessments should be based on a risk/benefit approach considering the intensity of transmission, the regional health system's capacity to respond, and other relevant contextual considerations such as staffing/organizational capacity.

This document will be updated regularly, with board approval, based on government guidelines, positive test rates in Rensselaer County, and organizational capacity. The latest revision date will be shown at the top of each page.

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## Daily Infection Control Practices

- Proper handwashing throughout the day (at least 20 seconds each time with hot water and soap)
- Wear cloth face mask over mouth and nose
- Cover coughs and sneezes
- Avoid touching eyes, nose, mouth
- Avoid close contact with sick people
- If sick, stay home and limit contact with others to keep from infecting them
- Regularly disinfect commonly touched surfaces (counters, desks, tables, doorknobs, railings, keyboards, mice, phones, drinking fountains, etc.)

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### 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:

- Employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
- High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
- Maintenance staff is responsible for cleaning common areas, at least twice during each shift.
- Staff tasked with cleaning and disinfecting common areas will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water before being disinfected.
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
- Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Administration

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

### Definitions

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

- Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- Employee:** Any person employed by the East Greenbush Community Library regardless of job classification or title.
- Contractor:** Any individual performing paid services for the library but not an employee of the East Greenbush Community Library.
- Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the East Greenbush Community Library to perform their job, OR tasks that are vital or necessary to the safety or operational continuity of the library.

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- Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the East Greenbush Community Library, OR tasks that are not vital or necessary to the safety or operational continuity of the library.
- Communicable disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

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## Essential Employees or Duties

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

These essential tasks may be delegated to specific employee(s), board member(s) or contactor(s) at the discretion of the Director. These individuals are permitted to be physically present at the East Greenbush Community Library to perform only the designated essential services/tasks as assigned.

## Essential Services During all Phases

- Director/Fiscal Officer and Administrative Team
- Human Resources/ Benefits and Leave Administration
- Finance/ Accounts Payable/Receivable/ Payroll
- Community Relations/ Media Relations/ Public Education
- Facilities/ Safety and Security/ Buildings and Grounds
- Technology/ Network Operations/ Web Services
  
- Library Board/Finances/Facility

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## 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 the library.

Pandemic Response Plan  
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:

- The Director will identify staff who will work remotely
- The Director will work with Department Heads to supervise and assign remote work
- All employees whose duties and routine tasks require the use of a computer and/or internet access, will be provided library-issued equipment necessary to perform those duties and tasks by the Head of Digital Services after receiving approval from the Director.
- The Head of Digital Services will provide instructions for downloading/installing any software for employees to perform their duties remotely. The Head of Digital Services will also provide instructions for transferring office phone lines to personal cell phones as applicable to the employee's job description.
- The Head of Digital Services is responsible for technology troubleshooting and equipment accountability.

### In-Person Reporting

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

Implementing staggered shifts may be possible for personnel performing duties that can be performed outside of 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, East Greenbush Community Library will ensure that employees are provided with their typical or contracted minimum work hours per week.



## PERSONAL PROTECTIVE EQUIPMENT

- PPE as required by local, state, or federal laws or Executive Orders will be provided by the East Greenbush Community Library. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulations.
- The East Greenbush Community Library will provide any necessary training for mandated PPE including proper use and disposal.
- The East Greenbush Community Library will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the

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storage location of PPE. The Director will monitor PPE supply levels and replenish the supply as needed in accordance with the library's Procurement Policy.

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



## EXPOSURE TO COMMUNICABLE DISEASE

- If required by local, state, or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees.
- In the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the following procedures will be immediately implemented:
  1. The employee must not report to the library or they must leave the premises immediately, if already at work, and notify the Director.
  2. The Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
  3. The Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
  4. The Director and the employee will determine which areas of the library are now considered "contaminated" and need to be immediately closed.

### Cleaning Contaminated Areas

- The library will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- [FANS/HVAC SYSTEM] will be temporarily turned off in the contaminated area so that particles will not circulate throughout the facility.
- After the determined length of time, the area(s) used by the infected employee will be cleaned, vacuumed, and disinfected including their [OFFICE/WORK SPACE/CUBICLE], bathrooms, common areas, shared electronic equipment (computers, tablets, keyboards), and other office supplies.
- The area(s) will be cleaned by [NAME/COMPANY] using [CLEANING SUPPLIES/DISINFECTANTS] wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, it (they) can be opened for use.
- The library will continue routine cleaning and disinfecting and logging these activities as recommended.

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### Contact Tracing

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

### Compensation

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

### Returning to Work

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

### Mitigating Risk

- Reporting to work following a known-exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically cleared to return to work will be considered a violation of library policy and may result in disciplinary action.
- The East Greenbush Community Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.



## CONTINUATION OF OPERATIONS

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

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

SAMPLE STAFFING/CONTINUATION OF OPERATIONS PLAN

BOARD/STAFF TEAM/COMMITTEES/DEPARTMENTS	Essential Positions/Titles
Board of Trustees	<input type="checkbox"/> President (Chair) <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Director
Pandemic Team	<input type="checkbox"/> Director (Chair) <input type="checkbox"/> Community Relations Coordinator, Assistant to Director <input type="checkbox"/> Business and Operations Manager (Human Resources, Finance) <input type="checkbox"/> Head of Digital Services (Technology) <input type="checkbox"/> Facilities (Head of Resource Sharing/Facilities) <input type="checkbox"/> Head of Technical Services <input type="checkbox"/> Head of Circulation
Communications Committee	<input type="checkbox"/> Community Relations Coordinator, Assistant to Director (Chair) <input type="checkbox"/> Director <input type="checkbox"/> Head of Technical Services
Technology Committee:	<input type="checkbox"/> Head of Digital Services (Chair) <input type="checkbox"/> Director <input type="checkbox"/> Head of Adult Services <input type="checkbox"/> Head of Youth Services
Safety Committee:	Safety Committee Representation:

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	<input type="checkbox"/> Head of Resource Sharing/Facilities (Chair) <input type="checkbox"/> Director <input type="checkbox"/> Business and Operations Manager (Human Resources, Finance) <input type="checkbox"/> Head of Circulation <input type="checkbox"/> Building Maintenance Mechanic
Wellness Committee:	<input type="checkbox"/> Business and Operations Manager (Human Resources, Finance) (Chair) <input type="checkbox"/> Director <input type="checkbox"/> Community Relations Coordinator, Assistant to Director <input type="checkbox"/> Head of Youth Services <input type="checkbox"/> Head of Adult Services <input type="checkbox"/> Head of Circulation

**PHASE 1**

Predominantly animal infections; few human infections

**Library Preparedness Activities for Phase 1**

Department/Team/Committee	Role
Board of Trustees	Review situation reports from Director, review/amend Pandemic Response Plan, approve/amend policies and budget as needed
Pandemic	Monitor local, state, and federal news channels
Communications	Provide information to staff and public regarding pandemic terminology, proper hygiene, prevention, and mitigation, and how to prepare at home and work
Technology	Post information/updates from Director/Community Relations
Communications/Wellness	Use internal communication channels such as the Staff Intranet and Teams to distribute information
Facilities	Provide alcohol-based hand sanitizers and disinfectant wipes for keyboards/mice/telephones
Department Heads	Place sanitizing gel or hand wipes next to staff and public computers
Communications	Provide signage for staff and patrons regarding daily infection control practices

**PHASE 2**

Sustained human to human transmission/ sustained disease outbreaks in community which mark a significant increase in the risk for a pandemic. However, this does not mean that a pandemic is certain.

**Library Preparedness Activities for Phase 2 (all the above plus)**

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<b>Department/Team/Committee</b>	<b>Role</b>
Board of Trustees	Review situation reports from Director, review/amend Pandemic Response Plan, approve/amend policies and budget as needed
Pandemic	Increase level of monitoring of advisements
Communications	Notify staff and public of updates
Technology	Consider adding a CDC widget to the library homepage and Staff Intranet for access to the latest information
Technology	Post information/updates from Communications Committee
Safety/Wellness	Document a protocol in the event an employee is exposed to a known case of the communicable disease. Actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected. Includes any common area surface and shared equipment.

**PHASE 3**

Widespread Human Infection/ Pandemic imminent or underway. Pandemic has not reached the Capital Region.

**Library Preparedness Activities for Phase 3 (all the above plus)**

<b>Department/Team/Committee</b>	<b>Role</b>
Board of Trustees	Review situation reports from Director, review/amend Pandemic Response Plan, approve/amend policies and budget as needed
Pandemic	Remain on high alert for advisements from local, state, and federal sources
Wellness	Consult with library's healthcare vendors such as CAPITAL EAP, CDPHP, BlueShield, MVP, and Bouche & Clarke for recommendations and resources
Wellness	Policy on available leave in the event an employee must receive testing, treatment, isolation, or quarantine.
Communications	Formulate responses to potential patron and staff inquiries with input from Department Heads
Communications	Increase level of updates to staff and patrons
Technology	Post information/updates from Communications Committee
Safety	Determine need for additional supplies of surgical masks, disposable latex gloves, disinfecting supplies, sanitizing wipes, hand sanitizers, and air filters. Purchase safety equipment supplies. Document procurement protocols for PPE for essential employees and contractors. Quantity should be enough to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Details should be provided as for storage of equipment to prevent degradation and permit immediate access.

<b>PHASE 4</b> Pandemic Imminent within the Capital Region.	
<b>Library Preparedness Activities for Phase 4 (all the above plus)</b>	
<b>Department/Team/Committee</b>	<b>Role</b>
Board of Trustees	Review situation reports from Director, review/amend Pandemic Response Plan, approve/amend policies and budget as needed
Pandemic	Organize response efforts to minimize impact of pandemic
Pandemic	Remain on high alert for advisements from local, state, and federal sources
Pandemic	Consult with UHLS, other library systems, local government, health department
Pandemic	Determine need for a Command Center
Pandemic	Prepare for implementation of Pandemic Plan response
Pandemic	Determine whether to modify/limit procedures and services (gather input from Department Heads)
Communications/ Wellness	Encourage all sick people to stay home (patrons and staff)
Safety	Monitor staff for any unusual increases in absenteeism
Pandemic	Determine need for volunteers
Communications	Increase level of updates to staff and patrons
Technology	Post information/updates from Communications Committee
Safety	Determine need for social distancing measures
Safety	Distribute additional supplies of disposable latex gloves, cloth masks, disinfecting supplies, hand sanitizers etc.
Wellness	Continue to consult with library's healthcare vendors
Technology	Document protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute, including facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, software, data, office laptops or cell phones, transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.
Pandemic	Details on how the library intends to work with locality to identify sites for emergency housing for essential employees to further contain the spread of the disease.

<b>PHASE 5</b> Pandemic wide-spread within the Capital Region	
<b>Library Preparedness Activities for Phase 5 (all the above plus)</b>	
<b>Department/Team/Committee</b>	<b>Role</b>
Board of Trustees	Review situation reports from Director, review/amend Pandemic Response Plan, approve/amend policies and budget as needed
Pandemic	Determine whether to close or reduce hours of operation based on advice/directives from local and state health agencies.

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Pandemic	Monitor staff availability to determine if library may be adequately staffed to provide service
Pandemic	Determine if staff need to be temporarily reassigned
Pandemic	Follow established procedures for emergency closings
Pandemic	Implement physical/social distancing measures
Technology/Communications	Post information/updates from Communications Committee
Safety	Collect details for documenting precise hours and work locations, including off-site visits, for essential employees and contractors to be used for contract tracing
Safety	Determine need for all staff to assist in disinfecting high traffic areas and library materials returned by patrons
Safety, Technology, Pandemic	Provide training for essential job functions, staff health and safety
Wellness	Inform staff showing signs of illness that they will be expected to stay home during pandemic period
Wellness	Explore whether policies and practices, such as telecommuting and flexible work hours, can be expanded to increase the physical distance among employees and between employees and others
Wellness	Consider modified leave and attendance policies to require staff to stay home if they are ill, and to allow them to stay home to care for ill family members, or if schools or childcare facilities close

**Post Peak and Post Pandemic Periods**

**Post Peak period: Disease levels in most countries with adequate surveillance have dropped below peak levels, signifying that pandemic activity appears to be decreasing, particularly in the United States. However, it is uncertain if additional waves will occur. Pandemic waves can be separated by months.**

**Post Pandemic period: Disease activity will have returned to levels normally seen for disease. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.**

**Library Preparedness Activities for Post Peak/Post Pandemic 5 (all the above plus)**

<b>Department/Team/Committee</b>	<b>Role</b>
Board of Trustees	Review situation reports from Director, review/amend Pandemic Response Plan, approve/amend policies and budget as needed
Communications	Continue regular communications with public and staff
Pandemic	Continue to monitor staffing levels
Safety	Building may require thorough inspection
Safety	Building may require thorough cleaning
Pandemic	Reopen building, or increase hours of operations as staffing availability permits
Pandemic	Consider resuming services and programs
Technology	Post information/updates from Communications Committee
Pandemic	Review policies and procedures for revisions that could improve preparedness and response activities



## COMMUNICATION

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



## ONGOING USE EVALUATION

- This Pandemic Response Plan was developed as required by law, with the health and safety of the library's employees and community as the top priority.
  - The Pandemic Response Plan will be evaluated by the Director and Board of Trustees and amended as needed.
  - Questions or concerns regarding East Greenbush Community Library's Pandemic Response Plan should be directed to the Director.
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ADOPTED by the East Greenbush Community Library Board of Trustees 3/16/2021