

Item: WLS Code of Ethics & Conflict of Interest Policy Revision

Background: Based on recent activity related to the recruitment of new members of the Westchester Library System (WLS) Board of Trustees, the Governance Committee reviewed the Code of Ethics and Conflict of Interest Policy (Policy #7).

Status: The Governance Committee met on February 16th to review and discuss an expanded version of Item 13 within the Code of Ethics and Conflict of Interest policy (Policy #7). The original and appended (*italicized bold*) text is as follows:

13. ~~Duty to Disqualify~~ ***Appearance of Conflict:*** It is incumbent upon any WLS trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of a conflict of interest exists. ***For purposes of this paragraph, service on the board of a member library does not in itself constitute the appearance of a conflict of interest. However, a WLS trustee who sits on the board of a member library should bring to the attention of the Executive Director and the WLS Board of Trustees any situation in which the interests of such member library might be, or appear to be, in conflict with those of WLS. In any such situation the WLS Board of Trustees may require such trustee to recuse him or herself from discussion and/or votes affecting such member library.***

Per regular procedure, these revisions were presented as an Information Item in February.

Recommended

Action: Official approval of the above-mentioned revisions to the WLS Code of Ethics and Conflict of Interest policy (Policy #7).

March 30, 2021

Item: New Health Emergency Plan Policies

Background: In July 2020, the New York State Legislature passed Bill # S8617B/A10832, which requires public employers to draft and publish a contingency plan in the event of a declared public health emergency involving a communicable disease (e.g., COVID-19).

New York Library Association (NYLA) also encouraged public libraries and association libraries to comply with this law, as their status lends a quasi-governmental appearance to the public.

Status: The Governance Committee met on February 16th to review and discuss a draft of a new Health Emergency Plan to address the requirements of the NYS legislation. Additionally, a new policy to govern remote work was drafted to align with the requirements of the Health Emergency Plan.

Per regular procedure, these policies were presented one meeting in advance in February 2021 as an Information Item. At that time, one correction was made to the Health Emergency Plan to make a provision in case Madison Properties, the current building management, was no longer available. The revised policy is attached. The Remote Work Policy did not have any changes.

Recommended Action: Official approval of the new WLS Health Emergency Plan and Remote Work Policy as submitted.

March 30, 2021

HEALTH EMERGENCY PLAN

PURPOSE

The Westchester Library System (WLS) has adopted this Health Emergency Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, COVID-19 or other communicable disease or pandemic illness.

The primary goals of WLS's Health Emergency 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

The Health Emergency Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting WLS's staff, trustees, volunteers, and/or community members.

ADMINISTRATION

The Executive Director as authorized by the Board of Trustees administers the Health Emergency Plan. This includes activating the plan, establishing an internal communications network and coordinating all response and recovery activities. If, for any reason, the Executive Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Chief Financial Officer.

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 WLS regardless of job classification or title.

- **Contractor:** Any individual performing paid services for the library but not an employee of WLS.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the Westchester Library System to perform their job, or tasks that are vital or necessary to the safety or operational needs of WLS.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the Westchester Library System, or tasks that are not vital or necessary to the safety or operational needs of WLS.
- **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.

ESSENTIAL EMPLOYEES OR DUTIES

In the event of a state-ordered reduction of in-person workforce, the Executive Director shall be designated as an Essential Employee and is permitted to be physically present at the Westchester Library System to perform tasks essential to their job or the operations of WLS including, but not limited to, maintenance to the facilities that could otherwise threaten or pose a risk to WLS'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 a specific employee or contractor at the discretion of the Executive Director. This employee or contractor is permitted to be physically present at WLS to perform only the designated essential tasks as assigned.

TELECOMMUTE/WORK FROM HOME

In the event of a state-ordered reduction of in-person workforce, the Westchester Library System's Remote Work Policy will be implemented.

All employees whose duties and routine tasks require the use of a computer and/or Internet access will be provided WLS-issued equipment necessary to perform those duties and tasks.

The Executive Director will provide instructions for downloading/installing any software for employees to perform their duties remotely. The Executive Director will also provide

instructions for transferring office phone lines to personal cell phones as applicable to the employee's job description.

IN-PERSON REPORTING

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

PERSONAL PROTECTIVE EQUIPMENT

PPE as required by local, state or federal laws or Executive Orders will be provided by WLS. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state or federal laws or Executive Orders and CDC and OSHA regulations.

WLS will provide any necessary training for mandated PPE including proper use and disposal.

WLS 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 storage location of PPE. The Executive Director will monitor PPE supply levels and replenish the supply as needed.

Failure of an employee 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:

- The employee must not report to the work site or they must leave the premises immediately, if already at work, and notify the Executive Director.
- The Executive Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.

- The Executive Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Executive Director and the employee will determine which areas of the work site are now considered “contaminated” and need to be immediately closed.

Cleaning Contaminated Areas

- The work site 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.
- The HVAC system will be temporarily turned off in the area(s) so that particles will not circulate throughout the facility.
- After the determined length of time, the area(s) used by the employee will be cleaned, vacuumed and disinfected including offices, workspaces, cubicles, bathrooms, common areas, shared equipment such as computers, tablets, keyboards and shared office supplies.
- The area(s) will be cleaned by Madison Properties (or current building management) using OSHA and CDC approved cleaning supplies and disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, the area(s) can be opened for use.
- Routine cleaning and disinfecting and logging of these activities as recommended will continue.

Contact Tracing

The Executive Director will adhere to local and state guidance regarding contact tracing. This 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(s) suspected or confirmed to have the communicable disease.

The Executive Director and the designated contract tracing team will keep the health status of employees confidential.

Compensation

WLS 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

- An employee who is exposed to the communicable disease or exhibits symptoms of the communicable disease 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.
- An employee who has a suspected or confirmed case must not report back to work until they have met all of the required criteria 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 as defined above will be considered a violation of WLS policy and may result in disciplinary action.

WLS 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/Employee Handbook for reporting an absence.

CONTINUATION OF OPERATIONS

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

- Assess the emergency declaration as it relates to the organization's facilities, materials, staff and community.
- Notify the appropriate persons, including employees and the Board of Trustees.

- Determine the next steps, with the information available, regarding:
 - Services or service points
 - Hours of operation
 - Personnel
- Draft a press release or statement to the public.
- Document in detail the sequence or timeline of events before, during and after the declared public health emergency.
- Prepare for recovery.

COMMUNICATION

Once approved by the Board of Trustees, this Health Emergency Plan will be published in a clear and conspicuous location at WLS and on the website. A copy will be provided to all employees.

ONGOING USE EVALUATION

This Health Emergency Plan was developed as required by law with the health and safety of WLS's employees and community as the top priority.

The Health Emergency Plan will be evaluated annually by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding Westchester Library System's Health Emergency Plan should be directed to the Executive Director.

ADOPTED by the Westchester Library System Board of Trustees __/__/2021

Remote Work Policy

“Remote Work” is work performed in furtherance of routine duties at places other than the Westchester Library System (WLS)’s business address.

WLS uses three types of Remote Work:

1. When determined per American with Disabilities Act (ADA) regulations to be a reasonable accommodation
2. Remote Work during an emergency as described in Section I below
3. Remote Work as part of a routine “Remote Work Program” as described in Section II below

Remote Work as a reasonable accommodation is governed by the ADA and New York State Laws.

SECTION I: REMOTE WORK DURING AN EMERGENCY

For purposes of this Policy, an “emergency” is determined solely by WLS.

Remote Work during an emergency is a temporary way to continue essential WLS operations and sustained service to member libraries. During an emergency, WLS may require employees to work remotely.

To the greatest extent possible during the emergency, WLS will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency. Further, typical eligibility requirements may be waived.

If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, an affected employee must notify the Executive Director by telephone as soon as possible. An employee who has been required to work remotely should not report to the WLS site, even if there are technical concerns, unless directed to do so.

SECTION II: REMOTE WORK PROGRAM

Working remotely can be beneficial for employees for a number of reasons. It can help employees balance their work/home life if they have long commutes, pre- or post-work activities, and can also enable employees to work from home when it is of benefit to WLS.

This program will be most successful for those employees who are self-disciplined and have a remote work environment free from distractions.

All remote work schedule/hours must be pre-approved by the Executive Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Executive Director. Errands, home maintenance, and all other non-work-related activities are prohibited during the employee's work hours unless approved by a supervisor and accounted for appropriately on the employee's timesheet.

Eligibility

The Executive Director will determine which roles within the organization are eligible for remote work. Recognizing that some roles require an employee to be present at WLS either at all times or on occasion, eligibility for remote work is not inherent to all positions.

Equipment and Tools

WLS will provide the necessary tools/equipment for the employee to perform their duties. This may include computer hardware, computer software, email, voicemail, and other equipment. The employee must have access to high-speed Internet (i.e., minimum speed requirement is 10 MBPS (megabits per second) download speed and 5 MBPS upload speed).

Office supplies may be obtained at the WLS Business Office. Out-of-pocket expenses for office supplies will not be reimbursed unless approved by the Executive Director in advance and in writing. The use of equipment and software provided by WLS for use at the remote work location is limited to the employee for purposes relating to WLS business. All WLS provided equipment, data, information, and resources remain the property of WLS.

If the employee is unable to log into computer system or otherwise connect to required software within one hour during the scheduled work time, the employee must inform their supervisor and return to the office, except in the case of an Emergency as described in Section I of this policy. Failure to do so will result in an absence.

Requirements

The employee will establish an appropriate work environment within their home for work purposes that is free from distractions. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

Employees must ensure that service provided to member libraries, vendors and partners is not adversely affected. Remote work productivity and performance must be effective, and this policy should not create inequity for other employees. If performance standards are not being met by the individual or department, as observed by the Executive Director, the necessary changes to an individual or department schedule will be made, including but not limited to returning the individual to a schedule and work location that best serves the business needs of WLS.

Consistent with WLS's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of WLS and member libraries and vendor information accessible from their home office. Steps may include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment.

Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the WLS timesheet.

Maintaining a Professional Work Environment

Employees who participate in the Remote Work Program are expected to create a positive and professional experience for the member libraries. It is each employee's responsibility to ensure they have established a work area in the home that is free from domestic noise and interruptions during the full length of their assigned work day to be able to deliver exceptional customer service and a high-quality interaction.

During the course of verbal or video communication with member libraries, vendors, partners or other professional/business related entities, domestic noise and interruptions include, but are not limited to: TV, radio and other electronic noise emitting devices; audible household member conversations or activities; pet noise.

Program Provisions

WLS reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

Performance Expectations & Evaluations

Employees participating in the Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee, the employee's supervisor and the Executive Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination. Participating employees will be required to meet in the office as necessary, appropriate, or requested. This includes, but is not limited to, attending training sessions, participating in meetings, reviewing work products and performance, and receiving assignments.

Liability and Worker's Compensation

The employee's home workspace will be considered an extension of the WLS's workspace. Therefore, WLS will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

During work hours and while performing work functions in the designated work area of the home, employees are covered by worker's compensation. WLS assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

WLS is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

In the event a job-related injury occurs during working hours at the employee’s home, the employee shall notify WLS as soon as possible, and in no event no later than 48 hours after the event occurred.

Income Tax

It will be the employee’s responsibility to determine any tax implications of maintaining a home office area for a not-for-profit employer. WLS will not provide tax guidance nor will WLS assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.

Adopted by the WLS Board of Trustees ___/___/2021

DRAFT

Item: Variance Requests for New York State Minimum Standards

Background: Each year the New York State Library Division of Library Development verifies that all libraries meet the Minimum Standards. This information is supplied by the libraries in their Annual Reports. General information about the NYS Minimum Standards is attached.

If a library does not meet the Minimum Standards, the payment of the Local Library Services Aid can be withheld, and ultimately their charter can be revoked, if no action is taken to come into compliance. Libraries must submit a Variance Request Form to explain their current status and plan for compliance.

Status: As of 12/31/2019, all WLS member libraries are recorded as being in compliance, with the following exceptions:

Library	Minimum Standard
Town of Pelham Public Library	#2 – Has a board-approved, written long-range plan of service

Attached is the Variance Request Forms submitted by the Town of Pelham Public Library.

Recommended

Action: Acceptance of the submitted Variance Request.

March 30, 2021

Return this form by email to
the New York State Library at:
MINSTAN@nysed.gov

Variance Request Form



Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

Instructions: Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 29, 1999). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. Library Information (Name of library, contact person, phone number)

Town of Pelham Public Library, Patricia Perito, 914-738-1234

2a. Request for Variance from Standard Number: 2

b. What is current status? (Please attach explanation.)

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

Patricia Perito 3/5/2021
Library Director Date

[Signature] 3/8/21
Library Board President Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
(Month/Day)
the _____ System.

System Director Date System Board President Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____
(Month/Day/Year)

___ Variance request is not approvable because:

Reviewed By: _____

MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c) *Variances.* If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION																
1	Is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;																
2	Has a board-approved, written long-range plan of service;																
3	Presents an annual report to the community on the library's progress in meeting its goals and objectives;																
4	Has board-approved written policies for the operation of the library;																
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;																
6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;																
7	<p>Is open the following scheduled hours:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Population</u></th> <th style="text-align: center;"><u>Minimum Weekly Hours Open</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 500</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">500 - 2,499</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2,500 - 4,999</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">5,000 - 14,999</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">15,000 - 24,999</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="text-align: center;">25,000 - 99,999</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">100,000 and above</td> <td style="text-align: center;">60</td> </tr> </tbody> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 - 2,499	20	2,500 - 4,999	25	5,000 - 14,999	35	15,000 - 24,999	40	25,000 - 99,999	55	100,000 and above	60
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																
Up to 500	12																
500 - 2,499	20																
2,500 - 4,999	25																
5,000 - 14,999	35																
15,000 - 24,999	40																
25,000 - 99,999	55																
100,000 and above	60																
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;																
9	Provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele-facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;																
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;																
11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.																



TOWN OF PELHAM PUBLIC LIBRARY

530 Colonial Avenue, Pelham, New York 10803 • (914) 738-1234 • pelhamlibrary.org

2b. What is current status? (Please attach explanation.) We are working on a plan to have this completed in a timely manner. We are working under our new Pandemic Plan for the time being and instituting financial controls per our audits and reports from our new Auditors PFK O'Conner Davies (PFK).

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.

The Library had started working on a plan and planned and executed a community-wide survey and focus groups. But we were diverted by many issues and projects.

In the meanwhile, the Library has included a past year evaluation and future year's goals in its annual budget request to the Town of Pelham (2018-present).

We would have been able to work on our Operating Plan; but when the COVID-19 pandemic hit and NYS went into PAUSE, we had to reverse course and plan and write a Phased Reopening Plan (attached) as well as complete the NY Forward Template (also attached). Since reopening our doors to the public in July 2020, we have been following these documents. Like most Libraries, we've had a lot to learn, adjust and react to this year.

In addition, the Town of Pelham hired new accountants, PKF O'Connor Davies, for the 2018 audit. The audit was not completed and issued until January of 2020, and then the 2019 audit started and was held up due to COVID-19. It was just released on January 20, 2021. During the course of both audits, various recommendations for improvements were made and the Library has had to focus on working to incorporate best financial practices.

Previously, the Library redesigned its website to enable it to work better with mobile devices, which are used by a large group of our patrons.

In addition, we also required an extension on our Library Construction Grant Project 0386-19-7986 for a restroom & sidewalk renovation, which was delayed when COVID-19 hit.



4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

The Town of Pelham Public Library Board of Trustees is committed to completing the Plan of Service, and the following committee meetings have been scheduled in 2021 in order to work on and complete a draft Plan of Service to present to the Board for approval by July 15, 2021.

Feb 2021:

Communications & PR – Trustees Breuninger, Gest, Robb
Program Committee -- Trustees Gest, Breuninger, Meyer

Mar 2021

Collections & Services – Trustees Mullen, Campbell
Finance & Budget Committee – Trustees Keaveny, Robb, Mullan

Apr 2021

Personnel – Trustees Campbell, Keaveny
Technology – Trustees TBD

May 2021

B&G -- Gimigliano, Fellner, Meyer
Policy & Legal – Trustees Campbell, Shampanier, Fellner

Jun 2021



TOWN OF PELHAM
PUBLIC LIBRARY

COVID-19 REIMAGINING & REOPENING PLAN

INTRODUCTION

The pandemic has forced our library building to close temporarily, but it has not closed our library. Services continue and have flourished online, developed and provided through the talents and creativity of the library's wonderful staff. As we commit ourselves to extending virtual services to patrons, we are thinking carefully about what a return to our building's spaces must consider and include. Curbside circulation service is now a concrete possibility (with appropriate approvals) and WLS staff and member libraries are planning a coordinated effort to begin contactless services including curbside and walk-up pick-up services as early as June 15. While we assess our immediate environment and discuss possible scenarios, there is uncertainty as to the timing of opening our building. We do know, however, that a return to physical spaces will look different from pre-COVID-19 times. First and foremost, we need to follow recommended best practices, as well the NYS Governor's reopening plan for the Mid-Hudson Region, for the well-being of our staff members and our patrons. These guidelines have informed the development of the stages of our reopening plan and will continue to guide our operations as we move forward.

This plan, the *COVID-19 Reimagining & Reopening Plan*, responds to our reality by outlining proposed stages of reintroducing people to our physical materials and spaces with best practices protocols in place. Each stage's details include proposed timelines; restrictions and extensions on services, hours, and places; prerequisite needs for supplies and materials; and plans for continuation of remote working. Criteria for how we will determine when we would be ready to move from one stage to another follows the Governor's New York State [Regional Monitoring Dashboard](#) and the [New York Business Re-Opening Tool](#) (519120 Libraries and Archives). It is assumed we may need to revert to earlier stages if new infections occur and government mandates to stay home are reinstated. It is also assumed that we will be working in concert with timelines, capabilities, and approvals of the Westchester Library System (WLS), the New York State Department of Health and the Town of Pelham. This document, therefore, will continue to be developed as we learn more and is subject to change. WLS recommends, to the extent possible, a coordinated response across all of Westchester County so that no single library is overwhelmed and reminds us:

- When staff feels safe, patrons feel safe and their trust in their libraries will grow.
- When staff interact with each patron in a meaningful way, it can take the place of lingering in the spaces and busy-ness.

Stage PAUSE: based on Governor's Executive Order

Core Services: Communication to Public and Digital/Virtual Resources and Programming

Context: Stay-at-home order is in place by state and local authorities. Physical distancing is recommended. Infection risks are still high.

- Physical location closed
- Staff provides virtual programs and services through remote access
- Public communication and access through expanded digital and social media content

Summary: Since the Library building closed, administrative services within the building continue only as needed to be sure the building's systems are functioning and maintained properly. The bookdrop is checked often and materials are set aside for 72-hour quarantine. Mail is processed and bills are paid. Some materials have been processed and cleaning has continued on a once a week basis. Phone and email are monitored offsite and staff continue to provide virtual story time, adult book clubs and other programs from home. Also, from home, Staff have moved reference and notary services online, communicate new programs and services through the Library's eNewsletter and eBlasts, and continue to select materials to purchase online and in print and meet often to discuss and plan for our staged reopening. Staff have also provided patron assistance on accounts and have issued new library cards.

STAGES OF REIMAGINING AND REOPENING

Stage 1: Preparing for Curbside and In-Building Services

Staff come in to prepare the building for curbside delivery and other Stage 2 library services.

Timeframe: 1-2 weeks before beginning of curbside delivery.

Anticipated date: Dependent on local and state approval.

Context: Partial reopening is allowed for service at 50% staff reduction following state and local authority approval and at a date according to the New York Business Re-Opening Tool (see <https://www.businessexpress.ny.gov/app/nyforward>.) Physical distancing, wearing face masks and handwashing or sanitizer for all staff is recommended as Infection risks are still high. Supplies are limited but manageable for the immediate future and restocking ability is uncertain.

Summary: Library buildings remain closed to the public. Staff starts working onsite under best practices procedures to prepare curbside delivery as well as spaces, collections and technology for re-opening the buildings. Some staff continue to work remotely as tasks allow. Thruway Glass Co. is installing *tempered glass* barriers; staff is making and putting up signage.

Stage 2: Contactless Services, Including Curbside and Walk-up Pick-up Introduced

Library has staff onsite to provide access to physical materials via contactless pickup including curbside and walk-up services as well as librarian's to help with reader's advisory by phone. Virtual programs and events, notarization and online summer reading programs will continue. External book drops are still open.

Anticipated Date: Consistent with New York State Business Re-Opening Tool in concert with Westchester Library System which is June 15. On July 1, loans and the transportation of materials between WLS-member libraries resumes, bringing more access to patrons.

Context: Physical distancing, wearing face masks and handwashing or sanitizer is mandatory for staff and patrons. We have enough supplies to comply with best practice recommendations for staff, but supply needs and availability are uncertain. The public is not allowed in the building and no public restrooms are available.

Summary: Our intention is to provide access to materials via contactless services only. Library hours are expanded if necessary, to provide access to materials without having lines and also to allow for materials to be selected, packed and scheduled for pickup. Specific hours for vulnerable patrons may be established. While working, there is limited face-to-face staff/public interaction. Staff assist through phone calls, and emails. Many staff continue to work from home as much as possible. Virtual programming and services are continued.

Stage 3: Limited In-Building Access for Patrons

Stage 3 represents a transition to in-building services and we may return to regular hours if feasible. Patrons may be allowed in the building for browsing library materials, checking-out library materials and using the photocopier. Programming continues virtually or in outdoor spaces provided social distancing is possible.

Anticipated Date: dependent on local and state assessment of risk as well as New York State Business Reopening Tool.

Context: Physical distancing, wearing face masks and handwashing or sanitizer is mandatory for staff and patrons. We have enough supplies to comply with best practice recommendations for public and staff, but supply needs and availability are uncertain .

Summary: Our intention is to provide access to materials (with possible new self-checkout options via the Capira app) as well as continue curbside and walk-up pickup services during specific hours. Other services are by appointment only. Patrons are not allowed to stay longer than one hour and social distancing is enforced. Most interior seating is removed from the public floor. Library occupancy will be limited to 25 percent (40).

Specific hours for vulnerable patrons may be established. While open, there is limited face-to-face staff/public interaction. Staff assist remotely through phone calls, and emails. Many staff continue to work from home as much as possible.

Stage 4: Patrons Given Access to Computers and Workspaces

Additional in-building services are added and we may return to regular hours if feasible or previously established. In addition to services in Stage 3, Patrons will now be allowed to make appointments for the computers for a specific period of time and bring their own devices to use in our work areas at a six-foot distance from each other. Programming continues virtually or in outdoor spaces provided social distancing is possible.

Anticipated Date: dependent on local and state assessment of risk as well as New York State Business Reopening Tool.

Context: Physical distancing is still recommended, but infections risks are declining. Supply needs are predictable and supplies are plentiful.

Summary: Our intention is to provide access to materials and technology as well as work spaces on a reduced basis. Library will continue to operate a reduced capacity, possibly at 25 percent occupancy based on recommendations at the time. Public restrooms may or may not be available. Specific hours for vulnerable patrons may be established. While open, there is limited face-to-face staff/public interaction. Staff continue to assist through phone calls and emails. Staff may continue to work from home as much as possible.

Stage 5: In-Person Programming at Safe Levels

Programs for children in grade school and older may be offered as well as adult and teen programming, but children must be able to understand and practice best practices for hygiene and physical distancing. Storytime for toddlers will likely stay online or be held outdoors. Program attendance will be capped and registration required in order to control numbers. This represents our “new normal” and we will likely be expected to offer both virtual and in-person events for the foreseeable future. In-person community engagement resumes, but online communication remains paramount.

Anticipated Date: dependent on local and state assessment of risk as New York State Business Reopening Tool.

Context: Infection threat is considered low or there is a vaccine.

Summary: Larger group gatherings of all ages for meetings or library programs are allowed. The staff makes off-sites visits and attends other outreach events. Visits to preschools resume.

COVID-19 LIBRARY BUILDING REOPENING: PROCEDURAL DETAILS

STAFF GUIDELINES

The health and well-being of library staff members and patrons is our highest priority. Therefore, the library will reinforce these best practices and guidelines with regard to preventative health measures throughout the phases of reopening the library.

Hygiene Practices: To help prevent the spread of germs at work.

- **Wear a mask.** Wear a clean mask every day. Multiple masks will be provided and, if reusable, staff will need to launder them at the end of each shift.
- **Clean your hands often.** Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.
- **Cover your mouth and nose when you sneeze or cough even when wearing a mask,** or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

- **Avoid touching your eyes, nose, or mouth.** Germs need an entry point, and the average adult touches their face once every three or four minutes.
- **Clean shared surfaces and equipment often.** Use disinfectants to clean commonly-touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons.
- **Stay home when you are sick.** When you are sick or have flu symptoms, stay home, get plenty of rest, check with a health care provider as needed, and notify your supervisor as needed. See the illness practices below for additional information.

Physical Distancing Practices: To minimize the spread of the disease among the staff. During the workday, staff members are requested to:

- **Avoid meeting people face-to-face in the building.** Staff are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.
- **Eliminate unnecessary travel** and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- **Do not congregate** in work rooms, staff rooms or other areas where people work or socialize. Keep six feet apart when possible.
- **Bring lunch and eat at your desk** or away from others (avoid staff room and crowded restaurants). Bring your own utensils and take home to clean or use disposable plates and utensils.
- **Request information and materials via phone and email** in order to minimize person-to-person contact. Have the materials and information ready for fast pick-up.
- All staff will be required to **answer a wellness questionnaire** before starting work each day.

For outside of workday activities, staff members are encouraged to the extent possible to:

- **Illness Practices:** Influenza (Flu) Fever, coughing, and difficulty breathing are just some of the symptoms associated with these viruses. Staff members exhibiting any of these symptoms or other signs of illness should stay home or will be asked to return home. Staff members should not return to work until all signs and symptoms are gone, including being fever free (temperature of 100.4) for at least 24 hours while free from medication.
- **COVID-19** - If a staff member has signs or symptoms indicating COVID-19 (fever or chills and/or symptoms of acute respiratory illness, as well as fatigue, head or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or diarrhea) the staff member will be asked to notify their supervisor and seek medical assistance. Staff members who have tested positive for COVID-19, may be asked to submit a doctor's note indicating they are fit to return to duty prior to returning to the library. Increased vulnerability to illness. Based on CDC recommendations and other guidance, staff members over a certain age and/or with underlying health conditions may not be allowed to return to work in the library buildings. E-work may be an option, if available.
- **FMLA Leave Expansion and Emergency paid Leave due to COVID-19:** Guidelines are linked here: <https://www.dol.gov/agencies/whd/fmla>
 - The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

- **NYS COVID-19 Paid Sick Leave:** Under legislation signed by Governor Cuomo, New York workers are guaranteed job protection and financial compensation while they are on a mandatory or precautionary quarantine order due to COVID-19.
<https://paidfamilyleave.ny.gov/system/files/documents/2020/03/covid-19-sick-leave-employees.pdf>

Best Practices:

Stage PAUSE

- Cleaning service prepares the building
- Staff are trained in best practices protocols
- Plexiglass or tempered glass is installed at service desks
- Seating is arranged to allow for physical distancing
- Returned materials are quarantined, checked-in and shelved
- Masks and gloves are available for staff who need them
- Hand sanitizer and wipes are provided throughout the library for staff for self-sanitation of hands and surfaces

Stage 1

- Staff meetings, if held in person, allow for 6 ft physical distance between participants
- Staff are scheduled to address the need for distancing in work spaces

Stage 2

- No new best practice introduced

Stage 3

- Hand sanitizer and wipes are provided throughout the library for staff and patrons for self-sanitation of hands and surfaces
- Staff are scheduled in order to address the need for distancing in work spaces and to reduce patron contact
- Team members monitor patron behavior to enforce compliance with best practices guidelines and/or government mandates
- 6 ft distance is marked from service points

Stage 4

- Staff meetings, if held in person, allow for 6 ft physical distance between participants
- Staff are scheduled to address the need for distancing in work spaces and reduce patron contact
- Meeting room set-ups are configured for smaller groups

Stage 5

- Return to regular best practices

SPACES, SERVICES AND PROGRAMS, COLLECTIONS, TECHNOLOGY

We will coordinate our core services reopening plans/tasks with WLS and other partner institutions.

Stage 1 PAUSE Tasks

Admin

- Ensure building equipment is maintained and functioning properly
- Prepare payroll
- Bank deposits are prepared and made and statements are reconciled
- Continue 2019 Audit and 2019 AUD until complete
- Virtual meetings with staff, trustees, Friends and PLDA
- Materials and supplies inventory maintained
- Attending virtual webinars and training

Spaces

- Cleaning Library spaces as needed
- Ordering, organizing and distributing required/recommended sanitation and Personal Protection Equipment (PPE) supplies in staff and public areas. PPE is masks and gloves.
- Materials and supplies inventory maintained
- Order and install spatter/sneeze guards (Town)

Services and Programs

- Promoting and expanding digital library (collections, technology, services, virtual programming)
- Outreach to Pelham Schools, Pelham Together and Civics
- Providing remote tech help with digital collections and online resources
- Verifying residency of new accounts
- Answering contactus emails and forwarding calls
- Researching and planning remote phone and chat service
- Updating patron records and phoning patrons without email
- Communications including newsletters, eblasts, website posts, Facebook posts

Collections

- Continue selection and ordering on digital and physical materials
- Receiving, invoicing, cataloging and processing new materials
- Working with WLS on holds processing setup and workflow for Stage 2
- Sorting bookdrop materials for sufficient quarantine
- Materials and supplies inventory

Technology

- Providing tech infrastructure and support for staff working remotely and onsite

- Evaluation of Covid-19 staged plan.

Stage 1 Tasks

Spaces

- Cleaning Main Library spaces
- Remove all seating from public spaces
- Prepare staff and public spaces for physical distancing
- Ordering, organizing and distributing required/recommended sanitation supplies in staff and public areas

Services and Programs

- Promoting and expanding digital library (collections, technology, services, virtual programming)
- Providing remote tech help with digital collections and online resources
- Verifying residency of new accounts
- Answering contactus emails and forwarded calls
- Researching and planning remote phone
- Scheduling staff for Stages 2-5
- Updating patron records with no email

Collections

- Continue selection and ordering on digital and physical materials
- Receiving, invoicing, cataloging and processing new materials
- Working with WLS on holds processing setup and workflow for Stage 2
- Check-in, sorting and shelving materials after sufficient quarantine
- Shelf-reading/organizing
- Materials and supplies inventory
- Allow checkout/pickup of existing materials available on hold shelf

Technology

- Providing tech infrastructure and support for staff working remotely and onsite
- Preparing public tech for Stage 2-5
- Evaluation of COVID-19 staged plan

Stage 2 Tasks

Spaces

- Areas/furniture that invite gathering that cannot be removed (such as couches in Children's Services Area, window benches, public PCs areas) are blocked off with caution tape or by other methods.
- Program Room is used for quarantine of returned materials and storage of furniture removed from Library's public spaces

Services and Programs

- Promoting and expanding digital library (collections, technology, services, virtual programming)
- Answering emails and forwarded calls
- Providing tech help with digital collections and online resources
- Developing and presenting virtual programming
- Verifying residency of new digital accounts
- Staff assist the public with self check-out and technology if physical distance can be maintained or if not assist through chat

Collections

- Allow checkout/pickup of existing materials available on hold shelf
- Pulling items on hold for Pelham cardholders
- Curating materials by request for pick-up and/or delivery
- Checking in materials from WLS deliveries (when service is restored) and other returns after sufficient quarantine
- Receiving, invoicing, cataloging and processing new materials
- Check-in, sorting and shelving materials after sufficient quarantine
- Cleaning discs
- Shelf-reading/organizing/weeding
- Materials and supplies inventory
- Receiving, invoicing, cataloging and processing new materials

Stage 3 Tasks

Services and Programs

- Service desks are staffed at the Library as practical
- Staff assist the public with self check-out and technology if physical distance can be maintained or if not assist through phone

Collections

- Curating materials by request for pick-up (Children/Families, Seniors prioritized)
- Checking in materials from WLS deliveries (when service is restored) and other returns after sufficient quarantine
- Receiving, invoicing, cataloging and processing new materials
- Check-in, sorting and shelving materials after sufficient quarantine
- Cleaning discs
- Shelf-reading/organizing/weeding
- Materials and supplies inventory

Stage 4 Tasks

Spaces

- Some furniture is reintroduced and placed at recommended physical distances.

Services and Programs

- Library programs are planned for small audiences 15 or fewer attendees (registration required to be able to enforce limits) Programs for children may be planned for ages 5-7 (with a caregiver) or for Grades 3 and up (children must be able to understand and comply with physical distancing and best recommended hygiene practices during the program).

Technology

- Offer 1-2 public PC express stations per hour
- Public PCs and copy/scan/print/fax stations are accessible with socially distant intervals at all locations

Stage 5 Tasks

Spaces

- Toys are reintroduced to the children's spaces.

Collections

- All collections services are fully restored.

Technology

- All public technology is fully accessible.

As we move through each stage of this plan, the plan will be re-evaluated and any new recommendations and guidelines will be implemented.



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

COVID-19 Reopening Safety Plan

Name of Business:

Town of Pelham Public Library

Industry:

Library; Education (NAICS: 519120)

Address:

530 Colonial Avenue

Contact Information:

(914)738-1234

Owner/Manager of Business:

Patricia Perito, Director

Human Resources Representative and Contact Information, if applicable:

same as above

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

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

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

In staff areas that do not allow for 6 ft of distance at all times, such as the kitchenette or back office area, temporary partitions will be erected and the appliances relocated to an area that is more open. Staff will be required to wear masks.

In public areas, staff and public are required to wear masks. Building occupancy will be limited and we will work by appointment as much as possible and follow reduced occupancy guidelines until restrictions are lifted. Patrons who do not practice social distancing will be asked to leave and refused service.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Staff will wear PPE in all areas and for deliveries, etc. and engagement will be kept at a minimum. Patrons and others who do not practice social distancing will be asked to leave and refused service.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Staff will eat at their desks and if employees do not have desks, they will eat individually in designated areas in the Library away from others. Staff will disinfect the area once they are through with their meal. Staff will throw out any trash immediately and will be instructed to use disposable utensils and plates or bring their own supplies home to wash, etc.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

Face masks: currently, the Library has over 500 reusable face masks and

Gloves: currently the Library has 300/150 pairs of gloves

We will work with the Town of Pelham and WLS who is looking to purchase PPE cooperatively.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Staff will be required to bring home reusable face masks to launder nightly. The Library also has disposable masks to issue to staff and staff will be required to dispose of the staff or bring the disposable masks home and get a fresh mask upon arrival.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Computer terminals and phones: Staff will be scheduled to move around less and be required to clean with disinfecting wipes after shift;

Printer and copier: Staff will be required to use disinfecting wipes on buttons after each use;

Microwave, toaster oven and refrigerator: Staff will be required to clean with disinfecting wipes after use.

Cash box: Only two staff will be handling to clean after use; Supplies will be locked and one person assigned to distribute;

Book cart handles will be cleaned with disinfecting wipes before and after each use.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

The cleaning log will be kept in the janitorial closet. It will be maintained by the contracted cleaner.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Signs are placed in the toilet rooms and by the sanitizer stations. Sanitizer stations will be by the circulation desk, reference desk and in the Lobby.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using **products** identified as effective against COVID-19?*

Disinfecting of countertops, door handles, light switches, etc will be completed with products identified as effective against COVID-19. Any contractor hired will be required to clean only with approved products and MDSS must be on file for all products used.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Irene Kobziar, or her designee, will be required to keep the list. The list will be stored in a marked binder by the time sheets.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate 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.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The Library Director, Patricia Perito, will be responsible for notifying state and local health departments.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Staff will be encouraged to stay home if they are sick. Upon arrival to work, staff will be required to fill out an assessment. Irene Kobziar and or Patricia Perito will organize and Patricia Perito will be required to keep documentation on file.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

Staff health screening will require a mask and gloves which supplies are onsite.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

The Library's cleaning service already have the required products needed to disinfect a contaminated area. Both Virex II 256 disinfectant and Clorox multi-purpose bleach cleaner are products registered in NYS against COVID-19 and will be used as required.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

The Library Director, Patricia Perito, will phone anyone who may have been exposed to an infected employee.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

All Library material will be returned through a book drop and quarantined for 72 hours before handling.

Materials will be checked out to patrons using curbside delivery.

Staff will be scheduled in two shifts to mitigate contact.

The Library is working with Westchester Library System for our resource sharing plan.

Please see our Phased Reopening and Reimagining plan for full details.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at [forward.ny.gov](https://www.forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://www.governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.