

***Clifton Park-Halfmoon Public Library***  
**Pandemic Operations Plan**

Date of Plan Approval: December 13, 2021

*This plan has been developed in accordance with NY Labor Law §27-c.*

## PROMULGATION

This plan has been developed in accordance with the amended New York State Labor Law §27-c.

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

As the Director of the Clifton Park-Halfmoon Public Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law §27-c, to address public health emergency planning requirements.

Signed on this day: March 15, 2021

By: Alexandra Gutelius

Signature:



Title:

Library Director

# Table of Contents

- Promulgation ..... 2
- Purpose, Scope, Situation Overview, and Assumptions ..... 4
- Concept of Operations ..... 7
- Essential Positions..... 7
- Reducing Risk Through Remote Work and Staggered Shifts ..... 8
  - Remote Work Protocols..... 8
  - Staggered Shifts ..... 10
- Personal Protective Equipment ..... 10
- Staff Exposures, Cleaning, and Disinfection..... 11
- Library Reopening Safety Plan ..... 11
- People ..... 11
  - Workplace Activity ..... 11
  - Physical Distancing..... 12
  - ADA Accommodations ..... 12
  - Meetings/Trainings ..... 12
  - Signage and Social Distancing Markers – Staff Areas ..... 12
  - Signage and Social Distancing Markers – Public Areas ..... 13
- Places ..... 13
  - Protective Equipment ..... 13
  - Services ..... 14
  - Hygiene and Cleaning ..... 14
  - Shared Workstations..... 14
  - Circulation Workroom ..... 15
  - Book Carts ..... 15
  - Personal Workstations ..... 15
  - Library Materials ..... 15
  - Public Areas of the Library ..... 15
  - Common Staff Areas ..... 16
  - Communication..... 16
- Processes..... 17
  - Screening and Testing ..... 17
  - Tracing and Tracking ..... 18

Cleaning and Disinfecting.....	18
Contractor/Service Provider Protocol.....	18
Employee and Contractor Leave.....	19
Documentation of Work Hours and Locations .....	19
Housing for Essential Employees .....	19
Administrative Succession Plan .....	20
Continuation of Service.....	20
modifications/updates.....	22

## **PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS**

### **Purpose**

This plan has been developed in accordance with amended New York State Labor Law §27-c. This law requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### **History**

In March 2020, the outbreak of COVID-19 caused the Library to close the physical location effective March 16, 2020. Virtual services were provided and Library Reopening Services and Library Safety Plans were developed, allowing for a gradual reopening of services based on federal, state and local guidance. A Pandemic Response addendum to the

Library's Disaster plan was approved by the Board of Trustees on March 19, 2020 providing Library employees the ability to work from home during the pandemic.

The Library Reopening Services Plan (initially approved 5/18/2020), the Library Safety Plan (initially approved 6/15/2020), and the Cluster Guidance Plan (approved 12/29/2020) have been incorporated into the Pandemic Operations Plan (the Plan) and approved by the Library Board of Trustees on March 15, 2021.

## **Scope**

The Pandemic Operations Plan (the Plan) was developed for the Clifton Park-Halfmoon Public Library. This Plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees, patrons, and contractors, and the continuity of our operations that we have promulgated this Plan.

## **Situation Overview**

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This Plan has been developed in accordance with law, to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#).

The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

## Planning Assumptions

This Plan was developed based on information, best practices, and guidance available as of 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, contractors, patrons, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per Labor Law § 27-c, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per Labor Law §27-c, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

## CONCEPT OF OPERATIONS

The Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of implementing this Plan, employees of the Clifton Park-Halfmoon Public Library shall be notified by email, with details provided as soon as possible and necessary, with additional information and updates provided on a regular basis. Library patrons will be notified of pertinent operational changes by way of website updates, email and social media postings. Other interested parties, such as vendors and contractors will be notified by phone and/or email as necessary. The Director will maintain communications with the public and constituents as needed throughout the implementation of this Plan.

The Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## ESSENTIAL POSITIONS

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of the Clifton Park-Halfmoon Public Library. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Position/Title	Justification
Administration <ul style="list-style-type: none"><li>➤ Director</li><li>➤ Assistant Directors</li></ul>	Overseeing day-to-day library operations Retrieve files Access to physical personnel files
Business Office <ul style="list-style-type: none"><li>➤ Business Manager</li><li>➤ Account Clerk</li></ul>	Retrieve files Process and pay invoices Retrieve and distribute mail

	Access to physical personnel files
Communications/PR ➤ PR Specialist	Access to printing equipment
Information Technology ➤ Senior IT Technician (Head of IT) ➤ IT Support Specialists	Hardware and software updates and maintenance. Equipment distribution Maintain network operation
Public Service ➤ Department Heads ➤ Librarians ➤ Clerks ➤ Pages	Phone/email support Check materials in and out Materials and ILL processing Reshelving Generate patron bills
Facilities ➤ Facilities employees	Day to day inspection and maintenance of building Cleaning and disinfection of building

## 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 work site.

### Remote Work Protocols

Non-essential employees able to accomplish their functions remotely will do so to the greatest extent possible. A Telecommuting Policy was approved in November 2020 as a viable, flexible work option. Employees working remotely will follow the Telecommuting Policy under its Emergency Telecommuting provision. Details are included below:

**Emergency Telecommuting.** This is a one-time-only arrangement whereby, during a crisis or emergency situation at the Library, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other situation that presents a significant overall threat to the Library staff and facilities.

## **Equipment**

On a case-by-case basis, the Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The supervisor and IT Department will serve as resources in this matter.

Equipment supplied by the library will be maintained by the library. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment. The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Library is to be used for business purposes only. The telecommuter must sign an inventory of all Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Library property will be returned to the Library, unless other arrangements have been made.

The Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Library may reimburse the employee for other business expenses (mailing letters or packages, etc.) that are reasonable incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## **Security**

Consistent with the Library's expectations of information security for employees working at the Library, telecommuting employees will be expected to ensure the protection of library business and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, any other measures appropriate for the job and the environment.

## **Safety**

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee while working at a remote location and in conjunction with his or her regular work duties may be covered by the Library's workers' compensation policy. Telecommuting employees are responsible for notifying their supervisor of such injuries as soon as practicable. The Library is not liable for any injuries sustained by visitors to the employee's remote worksite.

## **Caregiving**

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

### **Time Worked**

Telecommuting employees will be required to accurately record all hours worked using the Library's timekeeping system. For those who are not exempt from the overtime requirements of the Fair Labor Standards Act, hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site, but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Staggering shifts requires:

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

Staggered scheduling will be at the discretion of Department Heads. Telecommuting requests will follow the Library's Telecommuting Policy.

## **PERSONAL PROTECTIVE EQUIPMENT**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

- 1) Identification of need for PPE based upon job duties and work location
- 2) Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- 3) Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Library will procure all equipment following its purchasing policy. Supplies will be purchased in bulk and stored at the library. The Library will maintain a 30-day supply of PPE and cleaning supplies. All facilities staff will have immediate access to supplies. Facilities staff will monitor the inventory of PPE and cleaning supplies.

## **STAFF EXPOSURES, CLEANING, AND DISINFECTION**

New York requires that each business or entity develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. The Library's Safety Plan addresses staff exposures, cleaning, and disinfection, and is included below.

### **LIBRARY REOPENING SAFETY PLAN**

The Library Reopening Safety Plan is based on guidance provided by New York State, and adapted to meet the needs of the Clifton Park-Halfmoon Public Library. As additional guidance is provided, this plan will be reviewed and updated periodically.

#### **People**

##### **Workplace Activity**

- During Stages 1 and 2 of the Library Reopening Services Plan, staffing levels will be limited to only those employees who are necessary for the services being offered.
- During Stages 3 and 4 of the Library Reopening Services Plan, staffing levels will be limited to those employees required to support library services to the public.
- Other employees will continue to work from home.

## **Physical Distancing**

- During Phase II (Stages 3 & 4 of the Library Reopening Services Plan), each area of the library will be limited to no more than 50% of the maximum occupancy set by the Town of Clifton Park Building and Development Department.
- Employees and patrons will maintain a 6 ft. distance from each other whenever possible.
- Where physical distancing is impossible, employees must wear a face covering that covers both their mouth and nose<sup>i</sup>. Employees must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in common staff areas.
- Tightly confined space will be occupied by only one employee at a time (e.g. network room, supply room in TP).
- Employees must wear a face covering at all times when in the library except if they are alone, seated in an office or room with the door closed.
- Seating in the break room will be limited to ensure social distancing.
- Patrons will be required to wear a face covering when in the Library building. Patrons shall not be permitted to enter the library without a face covering<sup>i</sup>, if medically able to tolerate one, and are over the age of two.

## **ADA Accommodations**

- Employees will not request medical or other documentation from a patron who declines to wear a face covering<sup>i</sup> and will provide alternate methods service including but not limited to:
  - Curbside pickup of library materials
  - Telephone reference and reader's advisory service
  - Technical support via email or telephone
- Patrons needing disability accommodations while the Library is operating under conditions to reduce the transmission of COVID-19, should call Alex Gutelius, Library Director at 518-348-7512 or write to [cphdirector@sals.edu](mailto:cphdirector@sals.edu) or Alex Gutelius 475 Moe Road, Clifton Park, NY 12065.

## **Meetings/Trainings**

- Staff and department meetings will be held via Zoom.
- When in person meetings or trainings are required, employees must maintain a 6 ft. distance from each other and wear face coverings.

## **Signage and Social Distancing Markers - Staff Areas**

- Employees must adhere to social distancing markers in areas such as the ADP time clock and health screening station.
- Signs and tape will be put in place to reduce bi-directional foot traffic where possible.
- Signs and distance markers will be posted in commonly used areas (circulation desks, ASK desk, YS Desk, Piracci Board Room)
- Only one person at a time will be allowed in the elevators

## **Signage and Social Distancing Markers - Public Areas**

- Signage will be posted outside the Library on the doors and on a sidewalk sign with instructions for ordering and pickup and hours of operation.
- Curbside pickup procedures will be no-contact, and social distancing markers will be placed outside the Piracci Board Room.
- Patrons will pick up materials one at a time while other patrons wait six feet away.
- In the early stages of the Services Reopening Plan, library materials return bins will be placed outside the Piracci Board Room for patrons to return materials and social distancing markers will be placed to keep a 6 ft. distance between patrons. Once the majority of the back log of materials are returned, the regular library book drops will be utilized. Returned materials will be quarantined.
- Patrons will be reminded to wear face coverings<sup>i</sup> when picking up or returning library materials.
- Social distancing markers and/or signage will be placed in the public elevator (Stage 4). Elevator occupancy will be limited to one person or one family group at a time.
- Social distancing markers and stanchions will be used to guide patrons when lining up at a service desk.
- Signage and floor markings will be used to encourage one directional traffic in and out of the library and in book aisles.
- Signage will be placed on the doors of restrooms reminding patrons to practice social distancing.
- Signage will be posted inside and outside of the Library, consistent with DOH COVID-19 guidance, reminding employees and patrons to:
  - Cover nose and mouth with a mask or cloth face covering.
  - Properly store, and when necessary, discard PPE.
  - Adhere to physical distancing instructions.
  - Report symptoms of or exposure to COVID-19 to supervisor.
- Follow hand hygiene and cleaning guidelines.
- Information will be posted informing patrons how to request ADA accommodations.

## **PLACES**

### **Protective Equipment**

- Reusable face coverings will be provided to employees for their use. Face coverings will be [worn properly](#), and discarded or washed properly. Employees are responsible for [washing their own face coverings](#). Employees may also wear face coverings of their own including homemade cloth face coverings as long as it covers their mouth and nose.
- Disposable gloves will be provided to employees when cleaning or handling materials, or on request.
- PPE will not be provided to patrons.

- Vendors and delivery people will be required to wear a face covering when entering the library building. The Library will not provide PPE to vendors or delivery people.
- Employees will be given training on how to put on, take off, clean (as applicable) and discard PPE.
- Patrons will be required to wear a cloth face covering<sup>1</sup> when entering the library building and the face covering must remain in place at all times while in the building. Patrons shall not be permitted to enter the library without a face covering, if medically able to tolerate one, and are over the age of two.
- Plexiglas shields will be installed at all service desks (Welcome, ASK, Circulation and YS).
- Plexiglas shields will be installed between the public computer workstations.
- Plexiglas shields will be installed at all staff workstations including the Circulation Adult Services, Youth Services, Technical Processing, Local History, and IT work rooms.

### **Services**

- Vending machines will be disabled through at least Stage 4.
- Water fountains will be disabled through at least Stage 4.

### **Hygiene and Cleaning**

- Cleaning logs will be maintained, documenting the date, time and scope of cleaning.
- The cleaning logs will be periodically reviewed by the area supervisor .
- The cleaning logs will be kept in the following locations:
  - Circulation workroom bulletin board
  - Piracci room at sink
  - ASK desk between workstations
  - YS desk between workstations
  - Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).
- Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the library including public service desks.
- Staff will be required to wash their hands at the beginning and end of their shift and when removing gloves or face coverings.

### **Shared Workstations**

- Shared workstations at the circulation and reference desks will be cleaned between after each shift.
- Items to be cleaned include but not limited to:
  - keyboard
  - plastic edge of monitor
  - mouse
  - phone
  - desensitizer
  - case un-locker
  - receipt printer
  - counter area

### **Circulation Workroom**

- Frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
  - Printers
  - Copiers
  - Bathroom door handles
  - Push bars for the exit doors

### **Book Carts**

- Staff will wipe down the handles of book carts after moving the cart

### **Personal Workstations**

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up).
- Employees are responsible for cleaning off their desk after each shift and storing non-essential items in cabinets or drawers.
- Employees with personal workstations will be responsible for cleaning their workstation on a daily basis.
- Items to be cleaned include but not limited to:
  - keyboard
  - plastic edge of monitor
  - mouse
  - phone
  - receipt printer
  - counter area

### **Library Materials**

- When library materials are returned, they will be quarantined before being checked in and reshelved.
- Employees will wear gloves when handling returned materials.
- Sanitizing wipes will not be used unless materials are dirty.

### **Public Areas of the Library**

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets and paper towel dispensers in the public restrooms are touch free.

- The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using products identified as effective against COVID-19.
- Frequently touched surfaces in the public restrooms will be wiped down at mid-way through each day when the library is open to the public by facilities staff.
- Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the library is open to the public by facilities staff. Nanoseptic will be applied to door handles, push bars and elevator buttons.
- At the end of each shift, staff on the ASK Desk and YS Desk will wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- At the end of each desk shift, staff on the Circulation desk will wipe down the edge of the service desk accessible to public and the credit card terminals.
- Handles on the baskets and carts used by patrons will be wiped down at least once a day.

### **Common Staff Areas**

- Employees using the break room must wipe down surfaces after using them including but not limited to:
  - Fridge door handle
  - Microwave
  - Faucets
  - Kettle handle
  - Coffee machine buttons
  - Water cooler buttons
  - Counters
  - Lunch table

### **Communication**

- Information updates will be provided to employees via the Intranet, email, signage and during staff meetings.
- Information updates for patrons will be posted on the Library's website, social media, via Constant Contact, and through press releases.
- Employees will be given scripts to help when providing patrons with instructions regarding the mandatory use of face coverings while in the building.
- Signage will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfection protocols.
- A log will be maintained of contractors or service providers who will be working at the Library. Contractors and service providers must follow the procedures outlined in the addendum on page 9.

- The employee health screening log and on site attendance logs will provide a list of employees who are working on site by date. These log will be maintained by the Business Office.
- The Library will not keep a log of patrons who enter the library.
- If an employee tests positive for COVID-19, the Library Director or Business Manager will notify the Saratoga County Department of Health and follow their directions for notification of other employees or visitors to the building.

## PROCESSES

### Screening and Testing

- Prior to beginning an on-site shift, a mandatory health screening is required for employees on the days they are working at the library.
- Employees will be required to complete a questionnaire that determines if the employee has:
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19
  - tested positive for COVID-19 in the past 14 days or
  - has experienced any symptoms of COVID-19 in the past 14 days
    - according to [CDC guidance](#) the term symptomatic includes employees who have the following symptoms or combination of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- 
- Employees who screen positive for COVID-19 symptoms will not be allowed to enter the library and will be sent home with instructions to contact their healthcare provider for assessment and testing. The Library will notify the Saratoga County Health Department about the suspected case.
- The Library will follow the [most up-to-date guidance from the DOH](#), regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.
- [The Library will follow the most up-to-date travel advisory guidance from the DOH.](#)
- The screening logs will be reviewed regularly to ensure employees are adhering to the screening requirements. Supervisors will periodically review the logs for their own department/staff members.

### **Tracing and Tracking**

- The Library Director or Business Manager will notify the Saratoga County Department of Health and DOH upon being informed of any positive COVID-19 test result by an employee.
- Library administration will cooperate with the local health department to trace all contacts in the library and will notify the health department of all employees or vendors who entered the library dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintaining confidentiality as required by law.
- Supervisors will notify employees that they may have been exposed to COVID-19. Employees will follow the protocols outlined above under Screening and Testing.

### **Cleaning and Disinfecting**

- If an employee tests positive for COVID-19, the library will follow [CDC guidelines](#) for cleaning and disinfecting.
- The building may close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed COVID-19 used the facility, additional cleaning and disinfecting is not necessary.

The Safety Team will be responsible for continuous compliance with all aspects of the site safety plan. Please contact Alex Gutelius [cphdirector@sals.edu](mailto:cphdirector@sals.edu) or 518-348-7512 with questions or concerns.

### **Contractor/Service Provider Protocol**

- Meeting with Contractors or service providers should take place virtually as often as possible, to ensure the protection of both employees and visitors.
- When business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, a health screening form must be completed before enter the library.
- Alternatively, a contractor/service provider may supply a one-time documentation that their organization requires daily health screenings. Submit this documentation to the Business Manager.
- Employees who have arranged for a contractor or service provider to enter the library must complete the Contractors/Service Provider log and attach the health screening form to the log (located in the Maintenance Office). If there is any YES response to the screening checklist, visitation or contractor work is forbidden.

- Contractors and service providers that work onsite should limit exposure to employees to the extent feasible by:
  - Ensuring contractors/service providers take a direct route to work area and do not unnecessarily interact with employees.
  - Practice social distancing at all time.
  - Wear a face covering.
  - Practice expected hygiene regarding washing hands

## **EMPLOYEE AND CONTRACTOR LEAVE**

Public health emergencies are extenuating and unanticipated circumstances in which the Clifton Park-Halfmoon Public Library is committed to reducing the burden on our employees. With respect to the *Families First Coronavirus Response Act* passed in response to the COVID-19 pandemic, the Clifton Park-Halfmoon Public Library will offer the benefits provided for under the law while it remains in effect to any employee who qualifies for them.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

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

## **DOCUMENTATION OF WORK HOURS AND LOCATIONS**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Clifton Park-Halfmoon Public Library to support contact tracing within the organization and may be shared with local public health officials.

Employees are expected to follow their assigned schedule. Employees are expected to complete the screening questionnaire on the days they are working at the library building, and sign in and out when arriving for and leaving their shifts.

## **HOUSING FOR ESSENTIAL EMPLOYEES**

It is unlikely that housing will be required for essential library employees. However, in the rare circumstance when housing would be required, hotel rooms are expected to be the most viable option.

## **ADMINISTRATIVE SUCCESSION PLAN**

There may be cases where members of the administration may not be able to carry out their duties in relation to their position at the Clifton Park-Halfmoon Public Library. This is the established line of succession for the administration.

- If the Director (Gutelius) is unable to fulfill the duties of the office, the Assistant Director for Public Service (Foster) will temporarily take the duties of the Director.
- If the Assistant Director (Foster) is unable to fulfill the duties of the office, the Assistant Director for Planning and Communications (Stewart) will temporarily take the duties of the Director.
- They will fulfill these duties until the Director returns from their leave of absence or the Board of Trustees appoints an interim Director or new Director.

## **CONTINUATION OF SERVICE**

The Library will take a staged approach to reduction and reintroduction of service, based on the prevalence of COVID-19 in the community and organizational capacity.

Based on the Center for Disease Control's (CDC) guidance and metrics for operating public-facing institutions, we will continue to provide quality library services while keeping staff and patrons safe. The Library will track metrics for up to 14 days before adjusting the level of library service.

This link provides up-to-date information on current Metrics:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

Continuation of Service Plan: COVID-19 Metrics and Impacted Services

	Low	Moderate	Substantial	High
<b>Metrics</b> → Cases → % Positive	→ 0-9.99/100,000 → 0-4.99%	→ 10-49.99/100,000 → 5-7.99%	→ 50-99.99/100,000 → 8-9.99%	→ ≥100/100,000 → ≥10.0 %
<b>Services</b>	<ul style="list-style-type: none"> <li>• Browse &amp; Borrow Collections</li> <li>• In-person Reference</li> <li>• Indoor Seating</li> <li>• Computers &amp; Copy Room</li> <li>• Computer Assistance</li> <li>• Study Rooms</li> <li>• Meeting Rooms</li> <li>• Curbside Pickup</li> <li>• Appointments</li> <li>• Indoor, Outdoor &amp; Virtual programs</li> <li>• Grab &amp; Go projects</li> </ul>	<ul style="list-style-type: none"> <li>• Browse Borrow Collections</li> <li>• In-person Reference</li> <li>• Indoor Seating</li> <li>• Computers &amp; Copy Room</li> <li>• Computer Assistance</li> <li>• Study Rooms</li> <li>• Meeting Rooms</li> <li>• Curbside Pickup</li> <li>• Appointments</li> <li>• Indoor, Outdoor &amp; Virtual programs</li> <li>• Grab &amp; Go projects</li> </ul>	<ul style="list-style-type: none"> <li>• Browse &amp; Borrow Collections</li> <li>• In-person Reference</li> <li>• Indoor Seating</li> <li>• Computers &amp; Copy Room</li> <li>• <i>Limited</i> Computer Assistance</li> <li>• Study Rooms</li> <li>• *Meeting Rooms</li> <li>• Curbside Pickup</li> <li>• Appointments</li> <li>• Outdoor &amp; Virtual programs</li> <li>• <i>Select indoor programs (e.g. ELL, movies, small clubs, presentations)</i></li> <li>• Grab &amp; Go projects</li> </ul>	<ul style="list-style-type: none"> <li>• Browse &amp; Borrow Collections</li> <li>• In-person Reference</li> <li>• Indoor Seating</li> <li>• Computers &amp; Copy Room</li> <li>• <i>Limited</i> Computer Assistance</li> <li>• Study Rooms</li> <li>• *Meeting Rooms</li> <li>• Curbside Pickup</li> <li>• Appointments – <i>Zoom &amp; phone preferred</i></li> <li>• Outdoor &amp; Virtual programs</li> <li>• <i>Limited indoor programs at Library's discretion</i></li> <li>• Grab &amp; Go projects</li> </ul>
<b>Masks</b>	Optional if fully vaccinated	Optional if fully vaccinated	<i>Required for all</i>	<i>Required for all</i>
<b>Food – LIGHT SNACKS</b>	<ul style="list-style-type: none"> <li>• Allowed in library</li> <li>• Allowed for programs</li> </ul>	<ul style="list-style-type: none"> <li>• Allowed in library</li> <li>• Allowed for programs</li> </ul>	<ul style="list-style-type: none"> <li>• Allowed in library</li> <li>• <i>Not allowed for programs</i></li> </ul>	<ul style="list-style-type: none"> <li>• Allowed in library</li> <li>• <i>Not allowed for programs</i></li> </ul>
<b>Suspended Services</b>	All services available	<i>Very large indoor programs (200+ i.e. author visits, concerts) are suspended</i>	<ul style="list-style-type: none"> <li>• <i>Room A-B cannot be reserved by the public</i></li> <li>• <i>Indoor program attendance capped</i></li> <li>• <i>No Programs in the C.A.R.</i></li> <li>• <i>No School tours</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Room A-B cannot be reserved by the public</i></li> <li>• <i>Indoor program attendance capped</i></li> <li>• <i>No Programs in the C.A.R.</i></li> <li>• <i>Hands-on, indoor programs (e.g. story time &amp; craft) suspended</i></li> <li>• <i>No School tours</i></li> </ul>
<b>Staffing</b>	Full	Full	Full but subject to local, state, or federal mandates	
<b>Library Hours</b>	70 hours/week	70 hours/week	70 hours/week	70 hours/week

NOTES for Staff:

The Administration and the Safety Committee will regularly monitor metrics to determine if additional guidance or restrictions are necessary.

“Limited Computer Assistance” can include factors like time, social distance, mask compliance of patron, etc.

“Indoor program attendance capped” will differ depending on the room.

- Room A-B should not have more than 60-75 (or fewer) patrons under ‘Substantial’
- Room A-B should not have more than 20-30 patrons under ‘High’
- Other rooms would obviously have fewer patrons – based on size and type of program

At the discretion of the Library Director of the Library Board, the Clifton Park-Halfmoon Public Library may close, reduce its operating hours or limit services temporarily in the event that:

- There are not sufficient employees to maintain basic service levels.
- Public visitation is too low to warrant keeping the Library open.
- Any other condition exists which prevents the Library from operating safely and effectively.

## MODIFICATIONS/UPDATES

Initial Adoption Date: 3/15/2021

Modified Date	Description of Modification
4/19/2021	Updated screening questions in accordance with new travel guidelines: updated the DOH quarantine health advisory link most recent guidance.
December 13, 2021	Library Reopening Service Plan has been moved to an appendix; Continuation of Service metrics that were based on NY Forward guidance have been replaced with metrics based on current CDC guidance.

---

<sup>i</sup> Masks or face coverings must be worn properly, with both the mouth and nose covered.