

Clifton Park-Halfmoon Public Library
Airborne Infectious Disease Exposure Prevention Plan

Date of Plan Approval: February 28, 2022

This plan has been developed in accordance with the NY Health and Essential Rights Act (HERO Act) and New York State Labor Law §218-b and §27-d.

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I. Purpose

This plan has been developed in accordance with the NY Health and Essential Rights Act (HERO Act) and New York State Labor Law §218-b and §27-d. The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation of this plan to the designated contact

Effective September 6, 2021, the Commissioner of Health designated COVID-19 as a highly contagious communicable disease that presents a serious risk of harm to the public health. Due to that designation, this plan is now put into effect.

II. Responsibilities

This plan applies to all employees of the Clifton Park-Halfmoon Public Library at 475 Moe Road, Clifton Park, NY 12065.

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Alexandra Gutelius	Director	518-348-7512
Jim Foster	Assistant Director	518-348-7514
Lou Ann Stewart	Assistant Director	518-348-7571
Lisa Oddo	Business Manager	518-348-7572

III. Exposure Controls During a Designated Outbreak

A. Minimum Controls During an Outbreak

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the library:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking;
 - Wash hands properly and often.
2. **“Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform their supervisor and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor

throughout their shift and report any new or emerging signs or symptoms of the infectious disease to their supervisor. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available. Screening may include written or verbal questioning, non-invasive visual inspection and/or temperature checks.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible.

The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.

Effective February 10, 2022: Employees will wear appropriate face coverings in accordance with guidance from State Department of Health or the Centers for Disease Control and Prevention, as applicable. Consistent with the guidance from the State Department of Health, if indoor areas do not have a mask or vaccine requirement as a condition of entry, appropriate face coverings are recommended, but not required. It is also recommended that face coverings be worn by unvaccinated individuals, including those with medical exemptions, in accordance with federal CDC guidance. New York State and the State Department of Health continue to strongly recommend face coverings in all public indoor settings as an added layer of protection, even when not required.

5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods:

- restricting or limiting patron entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;

- signage;
 - floor markings;
 - telecommuting;
 - remote meetings;
 - preventing gatherings;
 - restricting travel;
 - creating new work shifts and/or staggering work hours;
 - adjusting break times and lunch periods;
 - delivering services remotely or through curbside pickup;
 - providing programs virtually or outdoors.
6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
- Touching your eyes, nose, or mouth;
 - Touching your mask;
 - Entering and leaving a public place; and
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, keyboards, phones, cash registers.
 - Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.
7. **Cleaning and Disinfection:** See Section IV of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the Business Office if you fall within this group and need an accommodation.

B. Advanced Controls During an Outbreak

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of activities where adequate controls could not provide sufficient protection for employees. Examples include:
 - Quarantining returned materials.
 - Limit browsing.
 - Limit seating.
 - Closing the building and providing curbside service only.

2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
 - i. General Ventilation, for example:
 - a. Increasing the percentage of fresh air introduced into air handling systems;
 - b. Avoiding air recirculation;
 - c. Utilize air filters with rating of Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s). If MERV-13 or higher filters are not compatible with the HVAC system(s), use filters with the highest compatible filtering efficiency for the HVAC system(s);
 - d. If fans are used in the library, arrange them so that air does not blow directly from one worker to another. Remove personal fans as necessary but keep heat hazards in mind and address in other methods if appropriate; and
 - e. Air purifiers.

 - ii. Natural Ventilation:
 - a. Opening outside windows and doors; and
 - b. Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. (Note: This method is appropriate only if air will not blow from one person to another.)

 - iii. Automatic disinfection systems such as ultraviolet light disinfection systems;

 - iv. Modify layouts, by rearranging or removing shelving and furniture, so that employees and patrons are socially distant from each other and from patrons, unless physical barriers are in place;

- v. Use physical barriers to separate employees from patrons, such as at service desks. Physical barrier options may include plexiglass or similar material, or other impermeable dividers or partitions;
- vi. Use rope-and-stanchion systems to keep patrons from congregating near entrances and work areas. Post signs or floor markers instructing individuals waiting in line to allow for physical distancing;
- vii. Consider alternatives such as touch-free methods or staggering times for workers to clock in/out; and
- viii. Install self-checkout kiosks for patrons to utilize.

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used include the following:

- Increase the percentage of fresh air introduced into the HVAC system.
 - Increase the frequency of filter changes (system uses MERV-13 filters).
 - Continue to use air purifiers in shared workspaces.
 - Remove furniture to reduce the amount of seating for patrons.
 - Use plexiglass at service desks.
 - Use stanchions to direct patron traffic.
 - Install self-check machines.
3. Administrative Controls: Policies and work rules used to prevent exposure. Examples include:
- Increasing the space between employees;
 - Disinfecting procedures for specific operations;
 - Employee training;
 - Identify and prioritize job functions that are essential for continuous operations;
 - Cross-train employees to ensure critical operations can continue during worker absence;
 - Limit the use of shared work stations;
 - Post signs reminding employees of respiratory etiquette, masks, handwashing;
 - Rearrange traffic flow to allow for one way walking paths;
 - Provide clearly designated entrance and exits;

- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;
- Reduce occupancy by limiting the number of patrons permitted in the library at any one time;
- Provide remote alternatives for patrons, such as curbside pickup and digital resources;
- Minimize handling of cash and credit cards; consider waiving fines;
- Rearrange traffic flow, assign one-way aisles, and leave every other register unoccupied to create distance between employees;
- Deny admission to individuals who do not wear face coverings; Provide masks or offer alternative services such as curbside;
- Provide disinfecting wipes, or other appropriate methods of sanitization, for patrons and encourage them to wipe off, or otherwise sanitize, surfaces that they touch, such as public computers and desks to minimize employee exposure;
- Consider quarantining returned materials;
- Do not allow eating or drinking in the work area; and
- Do not handle patron reusable bags.

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

- Increasing the space between employees;
- Disinfecting procedures for specific operations;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared work stations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one way walking paths;
- Reduce occupancy by limiting the number of patrons permitted in the library at any one time;
- Provide remote alternatives for patrons, such as curbside pickup;
- Deny admission to individuals who do not wear face coverings; Provide masks or offer alternate services such as curbside;
- Provide disinfecting wipes for patrons and encourage them to wipe off surfaces that they touch, such as public computers and desks to minimize employee

- exposure;
 - Consider quarantining returned materials;
 - Do not allow eating or drinking in the work area
4. Personal Protective Equipment (PPE) are devices like eye protection, face shields, and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace. The following is a list of PPE that are anticipated to be used:
- Disposable gloves
 - Disposable surgical masks
 - Face shields

C. Exposure Control Readiness, Maintenance and Storage

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak. We will regularly review supplies and replace any that have expired.

IV. Housekeeping During a Designated Outbreak

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Cleaning staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection.

See [cdc.gov](https://www.cdc.gov) for more guidance.

- C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.
- D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

V. Infection Response During a Designated Outbreak

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the library and follow NYSDOH/CDC guidance.
- Follow local, state, and federal authority guidance to inform impacted individuals.

VI. Training and Information During a Designated Outbreak

- A. The Director or Assistant Director will verbally inform all employees of the existence and location of this Plan, the circumstances under which it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
1. The infectious agent and the disease(s) it can cause;
 2. The signs and symptoms of the disease;
 3. How the disease can be spread;
 4. An explanation of this Exposure Prevention Plan;
 5. The activities and locations at the library that may involve exposure to the infectious agent;
 6. The use and limitations of exposure controls;
 7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.
- B. The training will be:
1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
 2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
 3. Verbally provided in person or through telephonic, electronic, or other means.

VII. Plan Evaluations During a Designated Outbreak

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.

Document the plan revisions below:

Initial Adoption Date: 8/16/2021

Modified Date	Description of Modification
September 20, 2021	Plan activated due to declaration by Commissioner of Health (page 2); removed reference to ADP app (page 7); minor grammatical and spacing edits.
February 28, 2022	Updated language regarding masks.