

XVI. Infectious Disease Control Policy

Revised: 07/06/2020

1. POLICY

The Stewart B. Lang Memorial Library will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the Library during any such event to strive to operate effectively and ensure that all essential services are continuously provided and that employees and patrons are safe within the workplace.

The Library is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Where conflicts exist, applicable local, state or federal government orders supersede this policy.

2. PREVENTING THE SPREAD OF INFECTION IN THE WORKPLACE

- 2.1 The Library will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, tables, computer equipment, and door handles.
- 2.2 The Library Director and Board of Trustees will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.
- 2.3 All employees will be expected to cooperate in taking steps to reduce the transmission of infectious disease in the workplace.
- 2.4 The best strategy is frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.
- 2.5 The Library will also provide alcohol-based hand sanitizers to staff members and place them in common areas.
- 2.6 Unless otherwise notified, normal attendance and leave policies will remain in place.
- 2.7 Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example:
 - a. Employees might want to arrange for alternative sources of child care should schools close and/or speak with the Director about the potential to work from home temporarily or on an alternative work schedule.
 - b. Telecommuting (work-from-home) requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to the Director for consideration.
- 2.8 Employees should stay home when ill. Many times, with the best of intentions, employees report to work even though they feel ill. The Library provides paid sick time and other benefits to compensate employees who are unable to work due to illness.

2.9. During an infectious disease outbreak, employees are expected to follow applicable directives and guidelines from federal, state and local governments, and should not report to work while they are ill or experiencing symptoms. Employees who report to work ill will be sent home in accordance with these health guidelines.

3. REQUESTS FOR MEDICAL INFORMATION AND/OR DOCUMENTATION

3.1 If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider.

3.2 In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work.

3.3 As always, we expect and appreciate your cooperation if and when medical information is sought.

3.4 The Library's policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances and only as required by law.

4. ENHANCED SAFETY PRACTICES

4.1 In the event of an infectious disease outbreak, the Library may implement social distancing guidelines to minimize the spread of disease among the staff and patrons. During the workday, employees and patrons may be requested and encouraged to:

a. Avoid meeting people face-to-face. 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.

b. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting space, and remain at least six feet from each other if possible. If closer contact is unavoidable, consider wearing face masks.

c. Avoid person-to-person contact such as shaking hands.

d. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

e. Do not congregate in work rooms, break rooms, meeting rooms or other areas where people socialize.

f. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

4.2 The Library may also implement additional temporary changes in library services and operating practices, depending on the nature and severity of the disease outbreaks and/or as directed by regulatory authorities.

ATTACHMENTS:

Reopening Plan for Limited Services (Revised 07/06/2020)

Adopted: 06/01/2020

Revised: 07/06/2020

REOPENING PLAN FOR LIMITED SERVICES

Revised: 07/06/2020

1. POLICY

The year 2020 has brought unprecedented challenges as a result of the worldwide COVID-19 pandemic. In response to the pandemic, libraries throughout New York State were directed to close. The Stewart B. Lang Memorial Library closed on March 15, 2020.

The timing and phasing of library reopening is subject to local, state and federal laws, rules and executive orders, as well as directions provided through the State Education Department and the Finger Lakes Library System (FLLS). Reopening will be authorized in phases and is contingent on the continuing effectiveness of efforts to manage the pandemic.

In preparation for a gradual re-opening, the Stewart B. Lang Memorial Library has adopted this Plan to keep our community and staff safe while offering limited services. The Plan was originally approved by the Library Board on 06/01/2020, and allowed curbside pickup of library materials. This revision, which addresses additional service stages beyond curbside pickup, was approved by the Library Board on 07/06/2020, and will remain in effect until modified or revoked by the Board.

Concerns about this Plan should be directed to the Library Director or President of the Library Board. Patrons who have special needs that might conflict with the Plan may contact the Library Director to explore possible accommodations.

Authority to adopt these measures is found in the library's charter and bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law.

2. STAFF PROCEDURES

- 2.1 Library reopening will begin with only staff in the building, preparing the library to start offering limited services. Occupancy will be limited as required.
- 2.2 The Director and staff will be required to self evaluate before reporting to work each day, and stay home if they feel sick.
- 2.3 The Director will perform a daily health screening assessment (questionnaire) for each staff member before they are allowed enter the library, and will maintain a screening log.
- 2.4 Staff will log in and out for their work day on individual time sheets that will be kept behind the circulation desk.
- 2.5 Staff will practice social distancing (6 ft minimum) and will wear masks when social distancing is not possible, when emptying the drop box, and when interacting with patrons during curbside pickup. Staff will practice frequent hand washing or use of hand sanitizers.
- 2.6 Personal protective equipment (masks and gloves) will be provided to staff for their use daily, and used PPE will be disposed of properly in a designated trash receptacle. Unused PPE will be kept sanitary in a zipper-locked plastic bag until needed.
- 2.7 Cleaning and disinfecting supplies will be provided and readily available to staff. Wipes and disinfectant spray will be positioned near frequently touched objects (copy machine, telephone, fax machine, etc.) so that they may be wiped down after each use.

- 2.8 Desktops and staff work surfaces will be kept clear of nonessential items. Pens, pencils and other similar items will be provided to each staff member and will not be shared. Staff may bring their own food and drink; sharing of food will not be permitted, and any leftovers will be removed at the end of each shift
- 2.9 At the end of each work day or shift change, staff will thoroughly clean library surfaces including the circulation desk, keyboards, mouse, door knobs, bathrooms and other areas of common use. This information will be noted on a cleaning log that will be kept at the circulation desk and updated at each cleaning cycle.
- 2.10 Furniture and equipment that could encourage gathering and socializing will be removed from the main floor patron-accessible areas. Toys, puzzles and other items that multiple people might handle will also be removed to the extent practical.
- 2.11 Appropriate signage and social distancing markers will be posted (taped) around the library and on the floor, especially near the circulation desk.
- 2.12 New acquisitions will be cataloged and made available for patron reservation.
- 2.13 The outside drop box will be made available for return of items previously signed out.
- 2.14 Books returned through the drop box will be collected by library staff and moved directly to a basement quarantine area. Patron access to the basement will not be allowed.
- 2.15 Materials that have passed sufficient time in quarantine (72 hours unless otherwise directed) will be checked back in and shelved or placed in their respective areas.
- 2.16 Any overdue fines that accrued during the quarantine period will be waived. New fines will also be waived at least through the end of 2020.
- 2.17 If a staff member is suspected or confirmed to have COVID-19, normal activities will be discontinued while the library is cleaned and sanitized in accordance with CDC requirements.

3. CURBSIDE PICKUP PROCEDURES

- 3.1 When authorized by governing authorities, the library will begin offering curbside pickup. During this initial stage patrons will not be allowed inside the library.
- 3.2 While on library property, patrons and visitors will be expected to have face masks, observe social distancing, and wear their face masks when required.
- 3.3 Curbside pickup will be offered only at the rear library entrance. The front door will not be used for curbside pickup.
- 3.4 Hours of operation for curb-side pickup will be limited, as determined by the Director and in compliance with any directions provided by the governing authorities.
- 3.5 Patrons may place hold(s) on available item(s) through the FLLS online catalog, or by calling or emailing the Library
- 3.6 Until FLLS reinstates interlibrary loan services, patrons may only place holds on items available at Cato, and the permitted number of sign-outs of existing and new Cato materials may be limited as determined necessary by the Director.
- 3.7 When notified that requested items are available, patrons will come to the library parking lot during open hours and notify the on-duty staff of their arrival by calling, ringing the rear entrance doorbell, or knocking on the door.

- 3.8 The on-duty staff will then bring their items out to them. Staff and patrons will be required to wear face masks during the delivery process.
- 3.9 Patrons may also call, email or text the library to schedule pickup, check holds status, confirm hours open, and for any other inquiry they may have.
4. ADDITIONAL LIMITED SERVICES
- 4.1 The Board hereby authorizes the Director to begin offering additional limited services:
- when the Director and staff are comfortable with allowing patrons inside the building;
 - when permitted by governing local, state and federal laws, rules and executive orders; and
 - after due consideration of guidance provided by the State Education Department, the FLLS, and other member libraries.
- 4.2 The relevant provisions of Section 2 (Staff Procedures) and Section 3 (Curbside Pickup Procedures) will continue to be observed.
- 4.3 Limited services to be offered may include:
- Continuing availability of curbside pickup as described in Section 3 above;
 - Grab-and-go inside pickup of previously reserved materials;
 - Pre-scheduled use of library computers by a limited number of patrons;
 - Limited browsing and sign-out of shelved materials, as detailed below;
 - Interlibrary loan services when available through FLLS; and
 - Other services as deemed appropriate by the Director in consultation with the Board.
- 4.4 Hours of operation may be adjusted as determined appropriate by the Library Director.
- 4.5 Total building occupancy (patrons and staff) will be limited as required. The Director may permit entry of larger family groups if determined prudent and safe.
- 4.6 Patrons and visitors will be expected to refrain from entering the building if they are exhibiting COVID symptoms or have been in contact with anyone who has tested positive or exhibited symptoms.
- 4.7 Occupancy limits may mean that some people will need to wait outside until authorized to enter. While waiting outside on library property, patrons will be expected to observe social distancing and wear masks when required.
- 4.8 To control traffic flow, building access will be through the back door only.
- 4.9 A visitor log will be maintained at the circulation desk with contact information recorded for all visitors who enter the building.
- 4.10 While inside the building, patrons and visitors will be required to wear their own masks, observe social distancing, and comply with all posted signage, markings and instructions.
- 4.11 Staff will wear masks and observe social distancing when assisting patrons.
- 4.12 Social interactions will be discouraged, and specific time limits may be imposed so that other patrons are not unduly inconvenienced.
- 4.13 Cleaning regimens may be augmented as needed to reflect the increased number of people entering the building.

- 4.14 When patrons are again allowed to browse the library shelves, potential contamination of materials will be controlled in one or more of the following ways:
- Patrons will be required to use hand sanitizer before browsing or touching shelved material;
 - Patrons will be provided with gloves and required to wear them while handling materials;
 - A staff member will handle the shelved materials for them; or
 - Patrons will be required to place all handled items into a bin for quarantine by library staff before being placed back on the shelves.
- 4.15 If setbacks in pandemic management should occur, the governing authorities may direct that libraries again reduce the level of services provided. The Library will comply with any such directions received.

5. COMMUNICATION

Patron instructions, hours of operation, and contact information will be posted at the library entrances. Posted information will include the following:

Phone: 315-626-2101
Email: librarian@langlibrary.org
Text the Director: 315-237-1215

This Reopening Plan will be posted at the Library and on the library's website and Facebook page. The Plan may also be distributed via other means as deemed necessary by the Director.

Approved: 06/01/2020

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