

XVI. Infectious Disease Control Policy

Revised: 08/02/2021

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 Employee support is expected and appreciated 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

Attachment A: Operating Plan for Limited Services

Attachment B: New York HERO Act Exposure Prevention Plan

Review and Revision History:

Adopted: 06/01/2020

Revised: 07/06/2020

Revised: 08/02/2021

XVI. Infectious Disease Control Policy - Attachment A

OPERATING 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.

Review and Revision History:

Approved: 06/01/2020

Revised: 07/06/2020

XVI. Infectious Disease Control Policy - Attachment B

New York Hero Act Exposure Prevention Plan

Issued: August 02, 2021

1. APPLICABILITY

This Plan establishes enhanced controls to be implemented in the event of a declared airborne infectious disease outbreak, as required by the 2021 New York Health and Essential Rights Act (HERO) Act. This plan applies to all employees and trustees of Stewart B. Lang Memorial Library. The Library Director is designated to enforce compliance with the plan and will act as the designated contact unless otherwise noted in this plan.

2. EXPOSURE CONTROLS DURING DESIGNATED OUTBREAKS

2.1 Minimum Controls

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

2.1.1 General Awareness: Individuals may not be aware that they have the infectious disease and can spread it to others. Employees and visitors 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, and
- Wash hands properly and often.

2.1.2 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 the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating. If a member of the employees' household develops symptoms of the infectious disease, the same process should be followed as above.

2.1.3 Health Screening: Employees and all visitors will be screened for symptoms of the infectious disease upon their arrival. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. 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.

2.1.4. 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. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged. Any and all visitors will abide to these requirements as well for the duration of their visit.

2.1.5 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 member or visitor 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;
- Delivering services curb-side pickup or ensuring social distancing practices are followed during deliveries;
- Quarantining member library materials and returns;

2.1.6 Hand Hygiene: To prevent the spread of infection, employees and visitors 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, gas pumps, shopping carts, or electronic cashier registers/screens

Because hand sanitizers are less effective on soiled hands, whenever possible wash hands rather than using hand sanitizer when your hands are soiled.

2.1.7 Cleaning and Disinfection: See Section 3 of this plan.

2.1.8 Respiratory Etiquette: Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees and visitors should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.

2.1.9 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 HR department if you fall within this group and need an accommodation.

2.2 Advanced Controls

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

2.2.1 Elimination:

- Not accepting returned member materials,
- Closing office – all staff works remotely.

2.2.2 Engineering Controls: Appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent.

- General Ventilation: No air recirculation
- Natural Ventilation: Opening outside windows and doors.
- Modify common area layouts, by rearranging or removing fixtures, so that employees are socially distant from each other.
- Install additional clock stations that are spaced so that staff are able to clock in/out without using other staff's computers, reducing the number of people in an area as well as number of people touching the same surfaces.

2.2.3 Administrative Controls: Policies and work rules used to prevent exposure, based on operations and changing circumstances surrounding the infectious disease.

- Daily health screenings of all persons entering the office;
- Increasing the space between workers;
- 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;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for hand washing and cleaning;
- Reduce occupancy by limiting the number of employees/members/visitors permitted in the store at any one time;
- Deny admission to individuals who do not wear face coverings;
- Provide disinfecting wipes for employees/members and encourage them to wipe off surfaces that they touch, such as door handles to minimize worker exposure;
- If accepting returned library materials, quarantine upon receipt;

2.2.4 Personal Protective Equipment (PPE): If deemed necessary, 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 PPE are anticipated to be used:

- Disposable masks/face coverings
- Disposable gloves
- Hand sanitizer
- Disposable sanitizing wipes
- Other PPE as requested or needed

2.3 Exposure Control Readiness, Maintenance and Storage

All materials needed to implement selected controls will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak. Any expiration dates will be properly considered.

3. HOUSEKEEPING DURING DESIGNATED OUTBREAKS

- 3.1 Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, water faucet handles, computers, phones, or other equipment/electronics must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.
- 3.2 Disinfectants and other cleaning materials will be selected based on recommendations by the CDC and the 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) by the New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA).
- 3.3 Normal housekeeping duties and schedules will 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, increased disinfection of high traffic areas will be conducted at the end of each day by staff.
- 3.4 Liners will 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. There will be designated trash containers for used masks/face coverings, disposable gloves, and tissues/wipes.
- 3.5 If an employee develops symptoms of the infectious disease at work, the area will be isolated 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

4. INFECTION RESPONSE DURING DESIGNATED OUTBREAKS

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

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

5. TRAINING AND INFORMATION

- 5.1 The Library 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 New York State HERO Act.
- 5.2 When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
 - The infectious agent and the disease(s) it can cause;
 - The signs and symptoms of the disease;
 - How the disease can be spread;
 - An explanation of this Exposure Prevention Plan;

- The activities and locations at our worksite that may involve exposure to the infectious agent;
- The use and limitations of exposure controls
- A review of the standard, including employee rights provided under Labor Law, Section 218-B.

5.3 The training will be:

- 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.
- Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
- Verbally provided in person or through telephonic, electronic, or other means.

6. PLAN EVALUATIONS

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.

7. RETALIATION PROTECTIONS AND REPORTING OF VIOLATIONS

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

Review and Revision History:

Issued: 08/02/2021