

Health Emergency Plan for the Mid-Hudson Library System

[APPROVAL DATE]

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Mid-Hudson Library System unit of CSEA Local 1000, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

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.

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As the authorized official of Mid-Hudson Library System, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Rebekkah Smith Aldrich

Signature: _____

Title: Executive Director

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, 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.

Scope

This plan was developed exclusively for and is applicable to the Mid-Hudson Library System. 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 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 amended laws 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 the date 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 and contractors, 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 S8617B/A10832, '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 S8617B/A10832, '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 Executive Director of the Mid-Hudson Library System, 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 Executive Director.

Upon the determination of implementing this plan, all employees and contractors of the Mid-Hudson Library System shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Mid-Hudson Library System member libraries will be notified of pertinent operational changes by way of the MHLS Notices listserv and the MHLS weekly newsletter. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Executive Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Executive Director of the Mid-Hudson Library System, 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 Executive Director of the Mid-Hudson Library System, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Mid-Hudson Library System is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential (on-site) functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Mid-Hudson Library System

The Mid-Hudson Library System has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential (on-site) functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

The on-site mission essential functions for the Mid-Hudson Library System have been identified as:

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

Essential Function	Description	Priority
Facility Maintenance	Facility oversight of both the MHLS Office Building and MHLS Auditorium are critical to protecting the physical assets of the organization.	1
Financial Management	Financial oversight of the organization's revenue and disbursements.	1
Information Technology	Monitor and maintain internal network and equipment	1
Delivery Operations	Provide regularly scheduled physical delivery among libraries	1
Public Policy	Provide latest news on public policy related to libraries	1
Interlibrary Loan	Facilitate resource sharing for correctional facilities	2

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. 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 Function	Essential Positions/Titles	Justification for Each
Facility Maintenance	<ul style="list-style-type: none"> Facilities Manager & Assistant Delivery Operations Manager Staff 	The Facilities Manager & Assistant Delivery Operations Manager ensures the healthy operation of the MHLS office building and ensures no major building system failures.
Financial Management	<ul style="list-style-type: none"> Financial Manager & Personnel Officer 	The Financial Manager & Personnel Officer ensures the financial management system is maintained.
Information Technology	<ul style="list-style-type: none"> IT Operations Supervisor Tech Support Staff 	The IT Operations Supervisor and their staff ensure the information technology (IT) infrastructure is maintained on behalf of all staff and member libraries.
Delivery Operations	<ul style="list-style-type: none"> Delivery Operations Manager Staff 	The Delivery Operations Manager oversees the physical delivery system.
Public Policy	<ul style="list-style-type: none"> Executive Director 	Provides administrative guidance.
Interlibrary Loan	<ul style="list-style-type: none"> Interlibrary Loan & Cataloging Specialist 	Facilitates resource sharing element of state-mandated Correctional Facilities program.

Reducing Risk Through Remote Work

Through assigning certain staff to work remotely we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees, as defined by this plan, and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work combined with a telecommuting agreement signed by the worker, supervisor and executive director
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

The Executive Director and Supervisors will collaborate to identify staff/positions that can effectively work remotely. The Executive Director will approve staff/positions eligible to work remotely. Supervisors will be responsible for assignments, work plans, and evaluation of remote work. The Executive Director, Assistant Director/Technology Operations Manager and IT Operations Supervisor will evaluate the equipment and

software needed and available for those staff/positions approved for remote work by the Executive Director. The IT Operations Supervisor will maintain a list of all equipment being used by staff for remote work and the Financial Manager & Personnel Officer will maintain a file of equipment liability waiver forms signed by staff assigned to work remotely.

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
- Gloves

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, we are including these supplies in this section as they are pertinent to protecting the health and safety of our 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 Mid-Hudson Library System has identified the following PPE and cleaning supplies as applicable to the needs of daily operations during a public health emergency: cloth masks, disposable masks, disposable gloves, hand sanitizer, disinfecting wipes, and disinfecting spray.

The following are current vendors whom the Mid-Hudson Library System has purchased the identified PPE from in the past and will continue to purchase PPE from in the future:

- W. B. Mason
- Davies Hardware Inc.
- Staples
- Amazon
- Home Depot

The Mid-Hudson Library System will store PPE supplies on the third-floor inventory rack. Access to PPE supplies will be limited to administration and the Facilities Manager.

The Mid-Hudson Library System has also deemed the health self-assessment as a PPE measure. Staff and visitors will be required to submit a health self-assessment in electronic or paper form before entering the building. These records will be maintained by the Financial Manager & Personnel Officer.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The MHLS Financial Manager & Personnel Officer must be notified and is responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 - 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol daily, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. In these circumstances, the Administrative Team will determine eligibility and the Facilities Operations Manager is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The Mid-Hudson Library System will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Financial Manager & Personnel Officer must be informed in these circumstances and is responsible for ensuring these protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Executive Director or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Health Insurance Portability and Accountability Act (HIPPA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Financial Manager & Personnel Officer must be notified in these circumstances and is responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean workspaces once a shift, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least daily.

- b. The Facilities Manager is responsible for assigning and supervising the cleaning of common areas.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee Leave

Employee leave will be governed by the board-approved personnel policies of the organization and honor state and federal pandemic-related leave acts. These policies may be altered based upon changes in law or regulation, as applicable.

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 Mid-Hudson Library System to support contact tracing within the organization and may be shared with local public health officials.

On-site and remote work is tracked via an electronic time management system. Whether or not an employee is working on-site or remotely is tracked via an online form filled out daily by employees.

Employees requesting a change in their daily work location or who need to come into the office for a day must follow the protocols provided by the Executive Director via a staff memo on September 14, 2020.

Housing for Essential Employees

This is not applicable to the Mid-Hudson Library System.