

## **Morrisville Public Library Pandemic Operations Plan**

### **Narrative**

The purpose of this policy is to establish a procedure to be used in the event of an epidemic/pandemic or other public health emergency. This policy differs from a general emergency preparedness policy or procedure. In the case of an event such as a fire, storm, or utility outage, there is an assumption that staff will return to the building and normal library services will resume shortly after the event or crisis has ended. In the case of a public health emergency, recovery may be slow and limited staff, services, and hours may be necessary for an extended period of time. In the event of a pandemic or other serious health emergency, the library may be required to take measures to help slow the spread of the illness. These measures may include temporary closure of the library to the public and/or service restrictions such as limited hours of operation, reduced staffing, restricted access to areas in the library, increased health and safety measures for staff, cancellation of programs, special events, and meeting room reservations, etc.

### ***Essential Positions***

Essential workers are as defined by New York Library Association (NYLA). Employees who will be allowed in the building are individuals who are needed to check and maintain the building, perform bookkeeping duties, complete payroll and prepare for virtual programming. Essential employees will be asked to keep a record of their activities and time spent on those activities (i.e. webinars and collection development).

Non-essential workers Morrisville Public Library (MOPL) may furlough non-essential workers. Should a furlough take place, employees may opt to do the following:

- Take an unpaid leave of absence
- Apply for unemployment benefits

### ***Personal Protective Equipment (PPE)***

To ensure employees comply with protective equipment requirements, Morrisville Public Library (MOPL) will:

- provide employees with acceptable face coverings at no cost to the employee. MOPL will maintain sufficient supplies of PPE (gloves, mask, etc.). Inventory will be monitored weekly and replenishments will be ordered as needed by the Library Manager. PPE will be stored in a locked location with access given to the Library Manager (and/or designee by the Manager). Face coverings must be cleaned or replaced after use or when damaged or soiled. They may not be shared, and should be properly stored or discarded. Staff will be allowed to bring in their personally owned masks as long as they meet the CDC recommended guidelines. Staff will be required to launder their own reusable masks.
- limit the sharing of objects and discourage touching of shared surfaces. When in contact with shared objects or frequently touched areas, employees may wear gloves and should sanitize or wash their hands before and after contact. Items such as computers and other technologies or items that will be shared among staff will be wiped down with approved sanitizer wipes or solutions before and after each use by an individual.
- Hand sanitizer and soap will be readily available throughout the building. Signs encouraging proper hand washing will be posted throughout the Library.

### ***Documentation of Work Hours and Locations (Staff Exposures, Cleaning, and Disinfection)***

MOPL is committed to providing a safe and sanitary environment for its patrons and staff. Based on recommendations from the Madison County Health Department, other appropriate public health organizations, the Center for Disease Control (CDC) and local, state or federal government entities, the Library may increase the frequency or methods of cleaning and sanitizing the building, especially high traffic areas and surfaces.

MOPL will place a strong emphasis on prevention and individual responsibility for taking necessary precautions to help prevent the spread of infection. MOPL will provide its patrons and staff with convenient access to hand sanitizer, hand washing facilities, and disinfecting wipes. Signs will be posted throughout the building encouraging all to frequently wash and disinfect their hands to help minimize the spread of an infectious illness. The Library itself will endeavor to clean and disinfect surfaces as often as is reasonably practical. Computers designated for public use will have a protective film covering the keyboard. At the end of the patron's allotted time, staff will sanitize the computer station. Communal desks will be disinfected as well at the end of the employees' allotted time on the desk.

MOPL is requiring patrons, visitors, vendors, and community partners who visit the library to practice the following recommendations provided by Centers for Disease Control and Prevention (CDC) to help prevent the transmission of COVID-19 and other communicable diseases:

- wear an appropriate mask when coming to the Library (no exceptions). Masks must cover both the mouth and nose.
- practice social distancing and abide by the markings and signs throughout the Library.
- stay home when sick.
- wash hands often with soap and water for at least 20 seconds.
- avoid touching one's eyes, nose and mouth.
- cover one's cough or sneeze with a tissue, then disposing the tissue in the trash.
- avoid close contact with people who are sick.

To ensure employees comply with hygiene and cleaning requirements, MOPL will:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. The Library Manager (and/or a designee) will be responsible for keeping and maintaining the cleaning log. The log will be kept on the circulation desk with past logs in the Library Manager's office.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Signage will be posted in all restrooms and washing facilities with the CDC recommendations on hand-washing protocols. Hand soap and other sanitizing products will be kept at the Library and will be replenished as needed.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

### ***Social Distancing***

If directed by local, state, or federal health mandates to implement social distancing, the MOPL will follow such mandates, both within the library building, and, where appropriate, upon the library premises. Further, it shall be within the discretion of the Library, acting through its Library Manager and its Board of Trustees, to impose additional mandates as determined to be necessary to maintain appropriate social distancing and to protect the health, safety, and well-being of both patrons, volunteers, and staff.

### ***Employee Illness***

If an employee tests positive for COVID-19 or any other illness associated with a pandemic/epidemic, MOPL will cooperate with contact tracing efforts, including notification of potential contacts, such as other employees or patrons who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The employee's workstation will be thoroughly disinfected.

### ***Quarantine Protocol***

## **What to do if you were exposed to COVID-19 or suspect an infection:**

1. Do not return to work.
2. Contact the Library Manager.
3. Seek a medical diagnosis.
4. Request medical documents for submission to the Library Manager.

## **What to do in order to return to work:**

1. Communicate results to the Library Manager before coming back to work. Return will be based upon the latest CDC guidelines.
2. Do not return to work until you have been cleared by the Library Manager and provided any possible changes in scheduling.

## **Quarantine Scenarios**

**A** | *An employee with no symptoms gets tested because they come into contact with someone outside of their MOPL work shifts who is getting tested due to symptoms or possible exposure:*

1. The employee may request unpaid leave and dependent on the situation, the Library Manager can mandate leave.
2. The employee needs to inform the Library Manager of their test results. If results are positive, Madison County Department of Health (DOH) will be informed and the staff member cannot return to work until they are cleared.

**B** | *A staff member comes into contact with a symptomatic individual at MOPL while working their shift:*

1. Any staff with limited contact with the symptomatic person will be identified and contacted by the Library Manager or a designee of the Manager.
2. Any staff member who had prolonged contact, within 6 feet or in the same space for more than 15 minutes, with that person will be asked to stay home with full pay until they are told by the Library Manager or a designee of the Manager to return to work.
3. If the MOPL is notified that a symptomatic individual tests positive, then MOPL staff exposed to that employee will be contacted by the Library Manager or a designee of the Manager.
4. Employees may be told to get tested and quarantine by the DOH. If they are not directed to get tested, employees may choose to get tested on their own.

**C** | *An employee is contacted by the county contact tracers and told to quarantine:*

1. Employee must quarantine and follow the other Madison County DOH directives.
2. Employee must inform the Library Manager.
3. If the employee does not have symptoms, they can return to work at the completion of the quarantine period.
4. If the employee is experiencing symptoms, they must quarantine. If the employee takes a test and they get a positive result, they need to inform the Library Manager.

**D** | *An employee has traveled from a quarantine state:*

1. Do not return to work. Contact the Library Manager.
2. Follow NYS guidelines regarding testing and/or quarantining after traveling out of state.

**E** | *An employee is opting to be tested without having symptoms and having no contact with anyone who has symptoms or is positive:*

1. Employee will be allowed to report to work and function at MOPL as normal.
2. If the test results are positive for COVID-19, the employee must inform the Library Manager or their designee and follow the established protocol.

## ***Quarantining Items***

Public Health authorities may recommend quarantining recently returned items. Items will remain in quarantine for the prescribed period for that material, as per the Mid-York Library System protocol. Materials may remain on patrons' cards during the quarantine period, and if so, the MOPL staff will post the discharge date to reflect the return date.

To ensure material does not aid in the transmission of a communicable disease, MOPL requires that:

- All material be returned through the inside book bins.
- Materials will be quarantined for 7 days. Quarantine periods may be altered if guidance provided to the Mid York Library Systems should change.
- Staff wear appropriate PPE while handling materials.

## ***Communicating with the Public Due to Closure of the Library***

It is the policy of the Morrisville Public Library to notify its patrons, employees, volunteers, and community as soon as possible in the event of a library closure. If a reopening date is known that date should also be communicated.

Methods of communication to be used include, where possible, the following:

1. signage on the Library entrance
2. notice on the Library website
3. notice on the Library's social media platforms
4. announcements with news publications
5. notification to Mid-York Library System
6. emails and/or phone calls to staff, volunteers, and trustees
7. any other methods of communications that may come available

If there are delays beyond the expected reopening date, regular communication should occur, using the available methods outlined above.

## ***Criteria for Suspending or Limiting Library Programs***

MOPL will consider the following criteria to determine limiting or canceling Library-sponsored programs:

1. mandates, orders, or recommendations regarding group sizes recommended by local, county, and state officials
2. amount of staff available to run or assist with programs
3. room usage and availability (for example, program room use may be dedicated to storage or quarantining items)

Public use of the MOPL's program room and smaller rooms for non-library sponsored programs will be subject to the above criteria.

## ***Virtual Services***

MOPL will maintain continuity of library services to the greatest extent possible while working to provide a safe environment and complying with local, county, and state mandates. MOPL will strive to minimize the negative impacts on access to resources and services resulting from procedures adopted in response to a pandemic. The Library will work to preserve access to its online resources with the help and support of the Mid York Library System.