

PANDEMIC OPERATIONS PLAN

Albany Public Library | January 12, 2021



Albany **Public** Library

www.albanypubliclibrary.org

This plan has been developed in accordance with NY Labor Law §27-c.

PROMULGATION

This plan has been developed in accordance with New York State Labor Law section 27-c.

This plan has been developed with the input of CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. Local 1000 AFSCME, AFL-CIO, as required by Section 27-c.

Nothing in 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 Library.

--

As the Executive Director of Albany Public Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law section 27-c, to address public health emergency planning requirements.

Signed on this day: January 12, 2021

By: Scott Jarzombek

Signature:  _____

Title: Executive Director

RECORD OF CHANGES

Date of Change	Description of Change	Implemented by

TABLE OF CONTENTS

➤ Promulgation	1
➤ Record of Changes	2
➤ Purpose, Scope, Situation Overview, and Assumptions	4
➤ Purpose	4
➤ Scope	4
➤ Situation Overview	4
➤ Planning Assumptions	5
➤ Concept of Operations	5
➤ Mission Essential Functions	6
➤ Essential Positions	7
➤ Reducing Risk Through Remote Work and Staggered Shifts	8
➤ Remote Work Protocols	8
➤ Staggered Shifts	9
➤ Personal Protective Equipment	9
➤ Staff Exposures, Cleaning and Disinfection, and Human Resources Role	10
➤ Staff Exposures	10
➤ Cleaning and Disinfecting	11
➤ Human Resources Role	11
➤ Safety Plan	11
➤ Employee and Contractor Leave	15
➤ Documentation of Work Hours and Locations	16
➤ Housing for Essential Employees	16
➤ Administration Succession Plan	16
➤ State of Emergency Policy	17
➤ Continuation of Service	18
➤ Moving Forward due to Decrease in Community Spread	18
➤ Moving in Reverse due to to Increase in Community Spread	19
➤ Phases in Detail	20

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. This law 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.

HISTORY

Due to the outbreak of COVID-19, the disease caused by the coronavirus (SARS-CoV-2), library operations have been drastically reduced. This includes shutting down of physical operations and moving to an entirely virtual service model. The initial closure of all buildings, and shifting to virtual services, started March 14. At its meeting on April 14, the Board of Trustees agreed to extend that closure at least until its next meeting on May 12. A Continuation of Service Plan (“COSP”) was approved by the Board of Trustees at its May meeting. The Continuation of Service Plan was folded into the Pandemic Operations Plan on January 12, 2021. The library continues to move through the phases outlined in the COSP based on positive test rates in Albany County, government guidelines, and organizational capacity.

Scope

The COSP, now this Pandemic Operation Plan (the “Plan”), was developed exclusively for and is applicable to Albany Public Library. 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 law 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 Labor Law §27-c, "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 Labor Law §27-c, "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 Albany Public Library, his/her designee, or his/her 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 Albany Public Library shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Library patrons will be notified of pertinent operational changes by way of e-mail, social media channels and postings at all library facilities. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Public Information Officer will maintain communications with the public and constituents as needed throughout the implementation of this Plan.

The Executive Director, his/her designee, or his/her 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, his/her designee, or his/her successor will direct the resumption of normal operations or operations with modifications as necessary.

MISSION ESSENTIAL FUNCTIONS

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

Essential 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 Albany Public Library

The Albany Public Library 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 functions are prioritized according to:

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

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

The mission essential functions for Albany Public Library have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the organization. Maintains the library's network and phone system.	1
Facilities	Maintains physical plant, cleaning/disinfection and landscaping. Secures buildings and fleet.	1
Business Office	Processes bills, payments, and payroll.	1
Human Resources	Maintenance to physical personnel files.	2
Administration	Inspection of buildings, collections, and access to equipment. File maintenance and retrieval	3
Public Service	Collection maintenance. Inspection of buildings, collections, and access to equipment.	3
Public Information	Access to printers and production equipment.	4

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
Information Technology	Network Administrator Senior Technology Support Specialist Support Specialist	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support. Equipment distribution.
Facilities	Facilities Manager Facilities Foreman Building Maintenance Worker Custodial Worker II Custodial Worker I	The Manager establishes all priorities of the facilities operation with the Foreman. The Foreman performs the day to day inspection of maintenance and cleaning duties at all sites. The maintenance worker and custodial staff perform the daily maintenance, cleaning and disinfection of the facilities.
Business Office	Budget Manager Account Clerk	Receive, process and pay invoices.
Human Resources	Human Resources & Finance Manager Human Resources Specialist	Access to physical personnel files.
Administration	Executive Director Assistant Director Administrative Assistant	Retrieve files. Signing of invoices and checks. Retrieve and distribute mail. Access to physical personnel files.
Public Service	Heads of Branches Branch Managers Community Engagement Clerks Library Clerks	Location specific inspection. Empty book drops. Collection maintenance Equipment and resource distribution.
Public Information	Public Information Officer Public Information Specialist	Access printing equipment.

REDUCING RISK THROUGH REMOTE WORK AND STAGGERED SHIFTS

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Staff working remotely will follow the library's Telecommuting Policy under its Emergency Telecommuting provision. Language provided below:

Emergency Telecommuting - is a one-time-only arrangement whereby, during a crisis or emergency situation at APL, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other situation that presents a significant overall threat to APL staff and facilities. Telecommuting is a means of providing for fulfillment of important functions.

Equipment

On a case-by-case basis, APL will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs; including hardware, software. The business office and IT departments will serve as resources in this matter.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. APL accepts no responsibility for damage or repairs to employee-owned equipment. APL reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all APL property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

APL will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. APL may reimburse the employee for other business expenses (mailing letters or packages, etc.) with preapproval from the APL business office. The employee will establish an appropriate work environment within his or her home for work purposes. APL will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of organizational, member library and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, locking their workstation when not in use and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. APL will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for

notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using APL's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Staggered Shifts

Implementing staggered shifts and redundancy scheduling may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Albany Public Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

- Identification of positions for which work hours will be staggered
- Approval and assignment of changed work hours
- Approval of telecommuting

Staggered scheduling will be at the discretion of the Heads of Branches and Department Heads. Redundancy shifts will be at the discretion of Heads of Branches. Staff who believe they will not be able to work due to obligations or health, will reach out to the Human Resources Department. We will work with all staff to make sure that their concerns are addressed. Telecommuting requests will follow the libraries Telecommuting Policy. Language provided below:

"Fill out and sign the APL Telecommuting Application Form. Complete the Telecommuting Self-Assessment. Complete the Safety Checklist. Your supervisor will set up a time to meet with you and review these materials to determine if telecommuting would be appropriate. If so, your application will move to the administrative level to determine the level of support (equipment, etc.) you will need and a final determination will be made."

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
- Face shields
- Gloves
- Disposable gowns and aprons

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 library will procure all equipment following its purchasing policy. Supplies will be purchased in bulk and stored on location. The library will maintain a two-month supply of PPE and cleaning supplies. All facilities staff will have immediate access to supplies. PPE will be monitored by the Facilities Manager and Facilities Foreman.

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 10 days if they have received a negative test and 14 if they have not, 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. Human Resources and the employees supervisor must be notified immediately.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
- 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. 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.
5. Human Resources must be informed in these circumstances and who is responsible for ensuring these protocols are followed.

Cleaning and Disinfecting

- 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, Human Resources or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Human Resources Manager must be notified in these circumstances and is responsible for ensuring these protocols are followed.

Human Resources Role

A | An employee with no symptoms gets tested because they come into contact with someone that has been diagnosed with Covid-19.

1. The employee may request and be granted time to work from home up to 63.3% of their biweekly hours. The employee may request and be granted other leave paid or unpaid.
2. Staff member needs to inform Human Resources of their test results. If results are positive, Albany County DOH will be informed and the staff member cannot return to work until they are cleared by HR.

B | When a staff member tests positive for Covid-19 and the Department of Health deems that there could be potential exposure for additional staff: Any staff with limited contact with the symptomatic or diagnosed person will be identified and contacted by Human Resources. (Dates from potential exposure come from DOH.)

1. Any staff member who tests positive for Covid-19 and anyone who had prolonged contact, within 6 feet or in the same space for more than 15 minutes, with that person will be asked to work from home with full pay until they are told by HR to return to work.

2. Staff who have been in prolonged contact will be notified by email from HR as soon as the department is notified about a confirmed case within the library from either the affected employee or the DOH. The relevant branch manager and head of branch or department supervisor will be copied on this message.
3. After affected individuals have been notified of exposure, then everyone at APL will be sent an email from HR that identifies the building that person works in.
4. Any employee that has been deemed not in prolonged contact with a person diagnosed with Covid-19, but who shares a workspace with this person, will be allowed to work in a separate area or from home until the area has been thoroughly clean and sanitized.
5. Employees who have been diagnosed with Covid-19 must provide a negative Covid-19 test before they are cleared to return to work in their buildings. There is no cost to get tested by Albany County.

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

1. The employee must quarantine and follow the other Albany County DOH directives.
2. Staff member must inform HR.

D | An employee has traveled from a quarantine state:

1. Do not return to work.
2. Contact HR and your supervisor.
3. Follow NYS guidelines regarding testing and/or quarantining after traveling out of state.
4. If a portion of your quarantine time falls within your regularly scheduled work-from-home time, then you may work from home that week at full pay.

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

1. Employees will be allowed to report to work and function at APL as normal.
2. If the test results are positive for COVID-19, the employee must inform HR and follow the established protocol.

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.

SAFETY PLAN

New York State is requiring that each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. While many of the aspects of this requirement are already covered in the Albany Public Library's: Pandemic Operations Plan: Guide to Reopening During COVID-19, the remaining issues need to be clearly stated.

This document, an Addendum to the CONTINUATION OF SERVICE PLAN: Guide to Reopening During COVID-19, addresses these aspects.

1) People

To ensure that employees comply with physical distancing requirements, Albany Public Library will:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

In cases where 6ft distance between individuals is not possible, we will ensure employee safety by:

- Providing the appropriate PPE.

General Guidelines For Non Staff

We are requiring patrons, visitors, vendors, community partners, and consultants 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 viruses:

- Wear appropriate masking when coming to the Library (no exceptions)
- Practice social distancing.
- Stay home when you are sick.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid close contact with people who are sick.

2) Places

A: Protective Equipment

To ensure employees comply with protective equipment requirements, Albany Public Library will:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. APL maintains sufficient supplies of PPE, Gloves, masks etc. and will have supply at all times in all the branches. (Gloves will be disposable) 250 reusable and 250 disposable masks have been procured initially and will be replaced via established supply chains.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Staff will be required to launder their own reusable masks and will store them in their individual lockers or workspaces. Staff can request additional masks if theirs become damaged or soiled. Staff will be allowed to bring in their personally owned masks as long as they meet CDC recommended guidelines.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. Items such as computers and other technologies that will be shared among staff will be wiped down with approved sanitizer wipes or solutions before and after each use by an individual.

B: Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, Albany Public Library 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. Michael Baldwin: Facilities Foreman is responsible for keeping and maintaining the cleaning log and it will be kept in the Foreman's office at Pine Hills
- 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 each Library Building in the assigned janitorial closets.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed. Cleaning schedules will be maintained and kept on file with Michael Baldwin: Facilities Foreman.

C: Communication

To ensure the business and its employees comply with communication requirements, Albany Public Library will:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so. Mary Coon will coordinate the log at the Washington Avenue and Arbor Hill/West Hill buildings. Rebecca Lubin will coordinate the log at the Delaware and Howe buildings. (And North Albany should it open) Deanna DiCarlo will coordinate the log at the Pine Hills and Bach buildings. All logs will be kept at the Circulation Desks in the front of each building.
- If a worker tests positive for COVID-19, Albany Public Library will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. If a worker tests positive for COVID-19, an employee from the Human Resources department of Albany Public Library will contact state and local health departments.

D: Material

To ensure material does not aid in the transmission, Albany Public Library will:

- All material will be returned through the book drops.
- Books will be quarantined according to what phase the library is in.
- All material will be handled by staff wearing the appropriate PPE.

E: Screening

1: Screening Staff

ALL staff must fill out a COVID-19 symptom self-check before the start of each shift.

(1) Experiencing COVID-19 symptoms in the last 14 days.

(1A) positive COVID-19 test: Employee must quarantine for 10 days since symptoms first appear and have no fever for 24hrs without fever reducing medication and other symptoms have improved (Please note that loss of taste and smell may persist for longer periods)

(2) close contact with confirmed or suspected COVID-19 case Employees must notify HR and begin quarantine for 10 days without a test or 7 days with a negative test.

Assessment responses must be reviewed every day and such review must be documented.

2: Screening Vendors

ALL vendors must fill out a COVID-19 symptom self-check sheet upon entering APL buildings.

(1) COVID-19 symptoms in past 10 days,

(2) positive COVID-19 test in past 10 days, and/or

(3) close contact with confirmed or suspected COVID-19 case in the past 10 days.

(4) negative test with a 7 day quarantine period.

Assessment responses must be reviewed every day and such review must be documented.

5) Other

To ensure that we stay up to date on the guidance that is being issued by the State, Albany Public Library will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

EMPLOYEE AND CONTRACTOR LEAVE

Public health emergencies are extenuating and unanticipated circumstances in which Albany Public Library is committed to reducing the burden on our employees and contractors.

With respect to the *Families First Coronavirus Response Act* passed in response to the COVID-19 pandemic, the Albany Public Library will offer the benefits provided for under that law while it remains in effect to any employee who qualifies for them.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Albany Public Library, and as such are not provided with paid leave time by Albany Public Library, unless required by law.

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 Albany Public Library to support contact tracing within the organization and may be shared with local public health officials.

All staff are expected to follow the schedule assigned to them using When To Work. Staff are to track their hours using the Paylocity timesheet function. Staff are also expected to complete a COVID-19 symptom self-check before the start of each shift.

Staff entering library property before 6am or after 6pm must get permission from their supervisor. If a staff member needs to enter a building they are not assigned they must get permission from their supervisor. This must be noted in the When to Work schedule.

HOUSING FOR ESSENTIAL EMPLOYEES

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Albany Public Library's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Albany Public Library will coordinate with Albany County to help identify and arrange for these housing needs. Human Resources is responsible for coordinating this.

ADMINISTRATION SUCCESSION PLAN

There may be cases where members of the administration may not be able to carry out their duties in relation to their position in Albany Public Library. This is the established line of succession for the administration.

- If the Executive Director (Jarzombek) is unable to fulfill the duties of their office, the Assistant Director (Metzger) will temporarily take the duties of Executive Director.
- If the Assistant Director (Metzger) is unable to fulfill the duties of the Executive Director, the longest tenured Head of Branches (Coon) will temporarily take the duties of Executive Director.
- If the longest tenured Head of Branches (Coon) is unable to fulfill the duties of Executive Director, the second longest tenured Head of Branches (Lubin) will take temporary duties of Executive Director.
- If the second longest tenured Head of Branches (Lubin) is unable to fulfill the duties of Executive Director, the third longest tenured Head of Branches (DiCarlo) will take temporary duties of Executive Director.
- They will fulfill these duties until the Executive Director returns from their leave of absence or the Board of Trustees appoints an interim Executive Director or a new Executive Director.

STATE OF EMERGENCY POLICY

Albany Public Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees. If a state of emergency is declared a local, state, or federal official or emergency action is deemed necessary by the Library's Board of Trustees, the library's goal is to follow the health, safety, and operation guidelines enacted or recommended by those governments. To achieve this goal, the library may need to temporarily override some of its established policies in accordance with the type, severity, and duration of the current state of emergency.

POLICY:

In a state of emergency, this policy will take precedence and override conflicting policies in order to preserve and ensure the safety of the library's staff and patrons.

The following are examples of policies that may be impacted:

- Albany Made Creative Lab
- Behavior
- Internet Use
- Room Use
- Service to Children
- Group Visits from Schools, Daycare, or Other Organizations
- Tutoring

Restriction of library services and operations will be determined in accordance with any applicable executive orders from the state and local government and executed by the library executive director in coordination with the Board of Trustees.

During a state of emergency, the administration is to create a continuation of services plan that outlines these restrictions and describes a plan for possible alternate service delivery methods. This Plan will be implemented once passed by the Board of Trustees and reviewed at each scheduled and emergency board meeting.

Administration will communicate necessary operational changes to the staff, patrons, and the public as quickly as possible and as safety allows.

CONTINUATION OF SERVICE

The library will take a phased approach to restriction of and reintroducing services based prevalence of a COVID-19 in the community and organizational capacity. Below is the phased approach for the COVID 19 epidemic. This will change based on public health guidance.

Moving Forward Due to Decrease in Community Spread

- Decisions on moving forward will be based on the 7-day rolling average of percent positive Covid test results provided by New York State for Albany County and reported on the [New York Forward dashboard](#).
- If the 7-day rolling average hits the first number in the next phase and stays at or below it for 14 days, the library will move forward into that new phase as long as we have organizational capacity to do so.
 - *Example: While in Phase 2B, the 7-day rolling average would have to hit 2.0% and stay at that number, or lower, for 14 days to trigger a move forward to Phase 3A.*
- We will stay in each phase for a minimum of two weeks.

Phases Moving Forward due to Decrease in Community Spread of COVID-19									
Phase	Pause	Phase 1		Phase 2		Phase 3		Phase 4	
Stage	I	A	B	A	B	A	B	A	B
Positive Test Rate	14.1% or higher	14.0-10.1%	10.0-6.1%	6.0-3.1%	3.0-2.1%	2.0-1.1%	1.0-.51%	.50-.26%	.25% or Lower
Services Provided									
	VIRTUAL LIBRARY SERVICE Book drops open	STAFF IN BUILDING 72-hour material quarantine	ALTERNATIVE DELIVERY OPTIONS FOR MATERIAL 72-hour material quarantine	OPENING OF SELECTED LOCATIONS WITH PATRON IN-BUILDING USE BY APPOINTMENT ONLY 72-hour material quarantine	OPENING OF SELECTED LOCATIONS WITH STRICT HEADCOUNT Suspension of redundancy scheduling for operations and services staff- 48-hour material quarantine	OPENING OF ALL LOCATIONS WITH HEADCOUNT 48-hour material quarantine	REGULAR HOURS RESUME WITH HEADCOUNT 24-hour material quarantine	UNRESTRICTED REGULAR HOURS 24-hour material quarantine	EASING PATRON RESTRICTIONS No material quarantine

Moving in Reverse Due to Increase in Community Spread

- Decisions on moving in reverse will be based on the 7-day rolling average of percent positive Covid test results provided by New York State for Albany County and reported on the [New York Forward dashboard](#).
- If the 7-day rolling average hits the first number in the next phase and stays at or higher than it for 14 days, the library will move backward into that new phase as long as we have organizational capacity to do so.
 - Example: While in Phase 2B, the 7-day rolling average would have to hit 3.1% and stay at that number, or higher, for 14 days to trigger a move back to Phase 2A.
- We will stay in each phase for a minimum of two weeks.

Phases Moving in Reverse due to Increase in Community Spread of COVID-19									
Phase	Phase 4		Phase 3		Phase 2		Phase 1		Pause
Stage	B	A	B	A	B	A	B	A	
Positive Test Rate	.25% or lower	.26-.50 %	.51-1.0%	1.1-2.0%	2.1-3.0%	3.1-6.0%	6.1-10.0%	10.1-14.0%	14.1% or higher
Services Provided	EASING PATRON RESTRICTIONS No material quarantine	UNRESTRICTED REGULAR HOURS 24-hour material quarantine	REGULAR HOURS RESUME WITH HEADCOUNT 24-hour material quarantine	OPENING OF ALL LOCATIONS WITH HEADCOUNT 48-hour material quarantine	OPENING OF SELECTED LOCATIONS WITH STRICT HEADCOUNT -Reactivation of redundancy scheduling for operations and services staff- 48-hour material quarantine	OPENING OF SELECTED LOCATIONS WITH PATRON IN-BUILDING USE BY APPOINTMENT ONLY 72-hour material quarantine	ALTERNATIVE DELIVERY OPTIONS FOR MATERIAL 72-hour material quarantine	STAFF IN BUILDING 72-hour material quarantine	VIRTUAL LIBRARY SERVICE Book drops open

NOTES | Source: [Covid Act Now](#)

1. Positive test rate, also known as test positivity, is the percentage of all tests performed that come back positive. Positive test rate is an important indicator to determine whether or not there is widespread testing in a given community. As the number of tests increase, the test positivity rate is expected to decrease, because tests will not be restricted to highly symptomatic cases and will capture more people with few or no symptoms.
2. The World Health Organization recommends a positive test rate of less than 10%.
3. The countries most successful in containing COVID-19 have positive test rates of 3% or less.
4. A 1% positive test rate indicates a maximal return to normalcy that is viable prior to herd immunity via widespread vaccination. Community transmission is well monitored and virus flare-ups are contained rapidly. Most high-risk/low criticality functions can resume.

PHASES IN DETAIL

PAUSE: VIRTUAL LIBRARY SERVICES

- Buildings closed and in-person service suspended.
- The library provides reference and research by phone and online.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- Book drops open with limited materials processing.

PHASE 1A: STAFF RETURN TO BUILDINGS

- All library branches remain closed to the public.
- Reduced scheduling allowing for staff redundancy.
- Hard limit on number of staff in each building.
- Book drops open for returns.
- Libraries receive delivery of materials from the UHLS system.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff expected to complete job-specific duties and tasks.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- 72-hour quarantine for material.

PHASE 1B: ALTERNATIVE DELIVERY OPTIONS FOR MATERIAL

- Library materials provided to patrons via curbside pickup at limited locations. Some branches remain closed to the public.
- Patrons may request material online or by phone.
- Book drops open for material returns.
- Library facilities remain closed to the public.
- Libraries receive delivery of materials from the UHLS system.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff expected to complete job-specific duties and tasks.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- 72-hour quarantine for material.

PHASE 2A: OPENING OF SELECTED LOCATIONS WITH PATRON IN-BUILDING USE BY APPOINTMENT ONLY

- Select library branches open for limited services by appointment only. Some branches remain closed to the public or only provide curbside pickup.
- In-person library transactions by appointment only at select locations with reduced hours.

- Book drops open for returns.
- No in-person programs.
- No meeting room use.
- No study room use.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials provided through curbside pickup.
- Libraries receive delivery of materials from the UHLS system.
- Patrons may request material online or by phone.
- Library facilities remain closed to the public.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff will be expected to complete job-specific duties and tasks.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- 72-hour quarantine for material.

PHASE 2B: OPENING OF SELECTED LOCATIONS WITH STRICT HEADCOUNT

- Select library branches open with a strict headcount of the number of patrons allowed in the buildings. Some branches may continue operating by appointment.
- Limited hours of operation for public services.
- In-person library programming on a limited basis with hard caps for program attendance and number of programs offered at each building.
- Outdoor programming only.
- Programming open to city of Albany residents only.
- No programs inside the building.
- No meeting room use.
- No study room use.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials provided through curbside pickup.
- Libraries receive delivery of materials from the UHLS system.
- Patrons may request material online or by phone.
- Library bathrooms will remain closed to the public.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff expected to complete job-specific duties and tasks.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- 48-hour quarantine for material.

PHASE 3A: OPENING OF ALL LOCATIONS WITH HEADCOUNT

- All library branches open with a strict headcount for number of people allowed in each building.
- Limited hours of operation for public services at the branches.

- In-person library programming on a limited basis with hard caps for program attendance and number of programs offered in each building.
- Outdoor programming only.
- Programming open to city of Albany residents only.
- No programs inside the building.
- No meeting room use.
- No study room use.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials will be provided with a curbside pick up.
- UHLS will provide delivery service.
- Patrons may request material online or by phone.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- 48-hour quarantine for material.

PHASE 3B: REGULAR HOURS RESUME WITH HEADCOUNT

- Regular library hours resume at all branches.
- Library locations open with a strict headcount for the number of people allowed in buildings.
- In-person library programming on a limited basis with hard caps for program attendance and number of programs offered in each building.
- Outdoor programming only.
- Programming open to city of Albany residents only.
- No programs inside the building.
- Public bathrooms opened.
- No meeting room use.
- No study room use.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials will be provided with a curbside pick up.
- UHLS will provide delivery service.
- Patrons may request material online or by phone.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff will be expected to complete job-specific duties and tasks.
- The library will provide reference and research online and by phone.
- The library will provide online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- 24-hour quarantine for material.
- Opening of public restrooms.

PHASE 4A: UNRESTRICTED REGULAR HOURS

- Patrons may be allowed into buildings without a headcount.
- In-person library programming on a limited basis with hard caps for program attendance and number of

programs offered at each location.

- Outdoor programming only.
- Programming open to city of Albany residents only.
- No programs inside the building.
- Meeting room use limited to groups of no more than 10 people.
- Public restrooms open.
- No study room use.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials will be provided with a curbside pick up.
- UHLS will provide delivery service.
- Patrons may request material online or by phone.
- The library provides reference and research online and by phone.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.
- 24-hour quarantine for material.
- Public restrooms open.

PHASE 4B: NEW NORMAL OPERATIONS

- Indoor library programming on a limited basis with hard caps for in-person program attendance and number of programs offered in each building.
- Meeting room use on a limited basis with hard caps for in-person meeting attendance and the number of meetings offered in each building.
- Study room use by appointment.
- Social distancing of computers and equipment.
- Self-checkout stations.
- No quarantine for material.
- Public restrooms open.