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.

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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

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Description of Change</th>
<th>Implemented by</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/9/21</td>
<td>Page 11-12: “Positive, Exposed, and Quarantined Staff” section updated to clarify work-from-home and comply with NYS DOH rules regarding returning to work after a positive test.</td>
<td>ED, BOT</td>
</tr>
<tr>
<td>4/13/21</td>
<td>Page 13: Addition to Safety Plan section about programming.</td>
<td>ED, BOT</td>
</tr>
<tr>
<td>4/13/21</td>
<td>Page 18-23: Phases graphs and descriptions updated to reflect new metrics and details.</td>
<td>ED, BOT</td>
</tr>
<tr>
<td>8/20/21</td>
<td>Page 18-19: New Continuation of Services Plan includes phases chart that reflects new CDC guidance and metrics.</td>
<td>ED, BOT</td>
</tr>
<tr>
<td>9/14/21</td>
<td>Page 18: Restrooms now “restricted” in “high” and “substantial” phases, instead of “suspended.”</td>
<td>ED, BOT</td>
</tr>
<tr>
<td>12/14/21</td>
<td>Pages 4, 14, 15, 16, 18: Multiple items updated related to revised CDC guidance regarding vaccination, quarantine, cleaning, and other pandemic protocols.</td>
<td>Interim Director, BOT</td>
</tr>
<tr>
<td>3/8/22</td>
<td>Page 4, 10, 11, 12, 15, 17, 18: Multiple items related to new CDC guidance regarding community transmission levels.</td>
<td>Interim Director, BOT</td>
</tr>
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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. 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
Library operations continue to be impacted due to the outbreak of COVID-19, the disease caused by the coronavirus (SARS-CoV-2), that began in early 2020. This included closing all buildings, shutting down physical operations, and moving to an entirely virtual service model, which began on March 14, 2020. A Continuation of Service Plan (“COSP”) was approved by the Board of Trustees in the May 2020 meeting. The library reopened to the public, with restrictions in place, in June 2020. The Continuation of Service Plan was folded into the more in-depth Pandemic Operations Plan on January 12, 2021. The library continues to move through the phases outlined in the COSP based on CDC metrics that were revised on Feb. 25, 2022 due to a decrease in cases, increase in vaccinations, and nationwide transition to a diminished stage of the pandemic.

Scope
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 and HR 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.
- 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. It will be updated when warranted based on new data, practices, and guidance. The Plan was developed to largely reflect the circumstances of the current COVID-19 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, such as closure of the library buildings and provision of services virtually.

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:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Provides all hardware and software for the organization.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Maintains the library’s network and phone system.</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>Maintains physical plant, cleaning/disinfection and landscaping.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Secures buildings and fleet.</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>Processes bills, payments, and payroll.</td>
<td>1</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Maintenance to physical personnel files.</td>
<td>2</td>
</tr>
<tr>
<td>Administration</td>
<td>Inspection of buildings, collections, and access to equipment.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>File maintenance and retrieval.</td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td>Collection maintenance.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Inspection of buildings, collections, and access to equipment.</td>
<td></td>
</tr>
<tr>
<td>Public Information</td>
<td>Access to printers and production equipment.</td>
<td>4</td>
</tr>
</tbody>
</table>
**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 in the event that the buildings are closed due to a high rate of the virus in Albany County, or multiple staff illnesses or quarantine. Note that while some functions and associated personnel may be essential, some of these functions can be conducted remotely and do not need to be identified in this section.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Essential Positions/Titles</th>
<th>Justification for Each</th>
</tr>
</thead>
</table>
| Information Technology | IT Manager  
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 II  
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 during times of very high rates of infection in Albany County, 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. The text of this section of the policy is 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 library’s Telecommuting Policy. The pertinent section from that policy is listed 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 COVID-19 pandemic has demonstrated that supply chains were not able to keep up with increased demand for these products early months. 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 – within six feet for a cumulative total of 15 minutes or more over a 24-hour period – with someone who is confirmed infected):
1. Potentially exposed employees or contractors who do not have symptoms and are up-to-date on COVID-19 vaccinations do not need to quarantine. They should wear a mask around others and watch for symptoms for 10 days after exposure. If they develop symptoms, they should isolate, get tested, and wear a mask.
   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 employee’s supervisor must be notified immediately.
2. An exposed employee or contractor who is not up-to-date on COVID-19 vaccinations should quarantine for five days and get tested. After quarantine, wear a mask around others and watch for symptoms for 10 days.
   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 employee’s supervisor must be notified immediately.
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 test positive for (a communicable disease that is the subject of the public health emergency) or exhibit symptoms, regardless of their vaccination status, should stay home for at least five days and may leave isolation after being fever-free for 24 hours without fever-reducing medication and if symptoms are improving. They must then wear a mask for 10 days around others. (Or, adhere to the most current recommendations of the CDC for the specified communicable disease.)

2. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and/or have consulted with a healthcare provider.

3. 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.

4. Human Resources must be informed in the above circumstances and is responsible for ensuring that COVID protocols are followed.

[Guidance Source: Quarantine and Isolation, CDC, Jan. 27, 2022]

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 or designee must be notified in these circumstances and is responsible for ensuring these protocols are followed.

SAFETY PLAN

Note: The procedures outlined in the Safety Plan are to be followed when the library is in the “high” phase of community COVID transmission. Some of these practices will be relaxed or eliminated in the "low" and "medium" phases.

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 six feet distance between personnel, unless safety or core function of the work activity requires a shorter distance. Personnel must wear acceptable face coverings at all times unless they are alone in a closed room or in designated spaces.
- 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, occupancy will be kept at under 50% of maximum capacity.
- 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 six feet of 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.

Programming
To ensure that attendees comply with distancing and safety rules:

- Registration is required for all in-person indoor and outdoor programs.
- Registrants required to check in at the event.
- Attendance is limited due to the size of space and social distancing requirements.
- Sanitizing stations are available at each event.
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)
- 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 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.

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. Facilities Foreman Michael Baldwin, or his designee, 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 Facilities Foreman Michael Baldwin or his designee.

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.
- 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 during the substantial and high phases.

E: Screening
  1: Screening Staff
  All staff must fill out a COVID-19 symptom self-check before the start of each shift. Assessment responses must be reviewed every day and such review must be documented.
  
  ● If staff are feeling unwell and/or can answer “yes” to any of the daily screening questions, they should stay home and contact their supervisor and HR Manager or their designee. If staff choose to stay home, they will have to use sick time or other paid time off.
  ● If staff have been ordered to quarantine by the Department of Health, they must do so and are required to follow their recommendations to determine when they are allowed to leave quarantine. This information must be communicated to the HR Manager or their designee. Time off due to a quarantine will be eligible for paid NYS COVID-19 leave.
  ● If staff have been exposed (contact within six feet of an infected individual for a cumulative total of 15 minutes or more over a 24-hour period) to COVID-19 at work, there are two paths depending on if the exposed person is fully vaccinated. Both paths follow current CDC guidelines.
    ○ Fully vaccinated individuals: Do NOT need to quarantine after contact unless they have symptoms. They should get tested 5-7 days after exposure, even if they don’t have symptoms, and wear a mask indoors in public for 14 days following exposure or until they test negative.
    ○ Unvaccinated individuals: Need to stay home (quarantine) for 14 days after last contact with the infected person. They should also watch for symptoms, including fever (100.4 degrees), cough, shortness of breath, or other COVID-19 symptoms. If possible, they should stay away from people they live with, especially those who are at higher risk of getting very sick from COVID-19. Any time off from work will have to be covered by sick leave or other paid time off accruals. If they test positive for COVID-19 and are required by DOH to quarantine, time off will be eligible for paid NYS COVID leave.

  The HR Manager or their designee will help the employee navigate the guidelines and leave requirements. All directives from DOH regarding quarantine must be followed.

  2: Screening Vendors
  All vendors will be required to follow all masking protocols and CDC health and safety guidelines.

3) 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
During a public health emergency, there may be periods when it is 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. When required, staff are also expected to complete a COVID-19 symptom self-check before the start of each shift.

During these times, staff entering library property before 6 am or after 6 pm 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 (TBA*) 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.

*As of Dec. 14, 2021, the Executive Director position is vacant. There is an Interim Director (Metzger) in place.

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 SERVICES

Updated 3/8/22

The library administration continues to rely on the Centers for Disease Control (CDC), which provides clear guidance and metrics for operating public-facing institutions. We have made adjustments based on new guidance from the CDC (Feb. 25, 2022 update), as well as lessons learned locally, updated recommendations from scientific studies, and the growing number of vaccinated people in the city of Albany.

As we enter into the third year of the pandemic, these adjustments allow us to resume a more normal state of library service while keeping provisions in place in the event we need to return to a more restrictive environment due to a rise in COVID-19 in our community.

The chart on this page shows the CDC’s COVID-19 Community Level chart, which is what APL uses to determine the appropriate phase of library service. Once the CDC moves Albany County into a new level, we will monitor the metrics to ensure that the numbers stay in that new level for a consecutive week. At that point, we will begin to implement the service changes for that new phase, which may take up to two weeks.

On the next page, you will see the library’s Continuation of Service Plan, which details the library services that are impacted during each of the CDC levels of COVID transmission in our community.

| COVID-19 Community Levels – Use the Highest Level that Applies to Your Community |
|-------------------------------------------------|-----------|----------|----------|
| New COVID-19 Cases Per 100,000 people in the past 7 days | Indicators | Low | Medium | High |
| Fewer than 200 | New COVID-19 admissions per 100,000 population (7-day total) | <10.0 | 10.0-19.9 | ≥20.0 |
| | Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average) | <10.0% | 10.0-14.9% | ≥15.0% |
| 200 or more | New COVID-19 admissions per 100,000 population (7-day total) | NA | <10.0 | ≥10.0 |
| | Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average) | NA | <10.0% | ≥10.0% |

[Source: COVID-19 by County, CDC]
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<th>Mask Continuation of Service Plan: Community COVID Level &amp; Impacted Library Services</th>
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