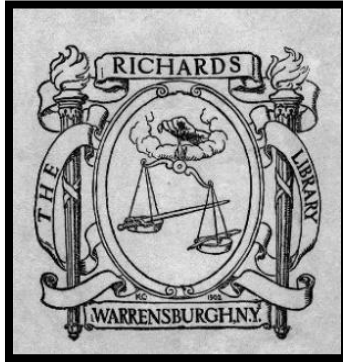


# The Richards Library Policies



## Continuation of Operations Plan

In compliance with Chapter 168 of New York State Labor Law amendment 27-c the Richards Library herein describes our plan for operations in the event of a declared public health emergency involving a communicable disease.

### **(27-c.3.a) Essential Employees and Job Description**

As defined in the law, “Essential” is a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. For Richards Library, the staff positions that fit this definition during a state-ordered reduction of in-person work force include:

#### **Director -- Overview**

The Director serves as the administrator of the Library under the supervision of the Richards Library Board of Trustees. The Director is responsible for the management of the Library Collection and equipment and for the provision of services to patrons and community organizations. This includes, but is not limited to, the recommendation of policy, creating and managing the library budget, administration of library programs and supervision of staff.

Responsibilities (includes but not limited to):

- Work in partnership with the Board of Trustees to develop and implement the Library’s Strategic Plan;
- Maintain involvement with SALS/Inter-library Loan Program, SALS/MVLS Joint Automation, Collection Development, Youth Services and SALS Directors Council;
- Develop and implement policies and annually review necessary revisions to policies in accordance with the Board of Trustees;

- Supervise the day-to-day management of library staff, facilities, buildings and grounds and collections;
- Acquire, maintain, replace and withdraw library materials/collection as needed;
- Collect and maintain statistical data (programs, number of attendees, circulation, network usage etc.), prepare and maintain monthly reports for review by the Board of Trustees;
- Initiate and coordinate exhibits, speakers, activities and programs for the Library that add value to the community;
- Seek grant opportunities that benefit the strategic plan of the library, prepare and submit grant applications and administer grant funds;
- Attend professional library meetings, conferences and workshops on behalf of the library;
- With the assistance of SALS, maintain public and staff computers and other devices. Provide technical services to the public relating to the use of said devices and use of software programs;
- Plan agenda of and attend all meetings of the Board of Trustees;
- Coordinate with the School District to put the annual library budget to vote by the community/public. Prepare the annual budget and present and defend budget requests to members of the public;
- Direct and control the expenditure of the annual budget within the constraints of the approved budget;
- Ensure the training of library staff;
- Responsible for personnel actions such as hiring, termination, assignment, and evaluations;
- Represent the Library at local, regional and state meetings/committees.

### **Contracted Cleaner/Cleaning Service—Overview**

- The Contracted Cleaner/Cleaning Service is obligated to perform cleaning twice a month. During a period of shut down due to a mandate/executive order issued by the governor of New York, the cleaner/service will maintain his/her/their schedule of cleaning with the following alterations:
  - The first cleaning of the month will include only the 3 bathrooms within the building;
  - The second cleaning of the month will include the 3 bathrooms within the building and a full cleaning of the rest of the building, which will include vacuuming all the carpets, dusting/cleaning of shelves, tables and furniture, and all common areas.

## **(27-c.3.b) Telecommuting Policy**

In the event that a system, local, state, or national emergency prevents all staff from entering the Richards Library building, the Director and/or Board of Trustees will grant permission for the Director, and the Director only, to telecommute. The library's telecommuting policy is as follows:

Emergency Telecommuting is a one-time-only arrangement whereby, during a crisis or emergency at Richards Library, the Director telecommutes because their 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 condition that presents a significant overall threat to Richards Library staff and facilities. Telecommuting is a means of providing for the fulfillment of important functions.

Required equipment will be used by the Director based upon their knowledge and experience on what needs to be accomplished during the Library's shutdown. This will mean the appropriate equipment needs, including hardware and software. The Director will maintain the equipment provided by the Library. Richards Library and the Director, accepts responsibility for damage or repair to the equipment and will provide either replacement or repair for said damage. Equipment supplied by the Library is to be used for business purposes only. The Director must sign-out all Richards Library property, either on their library card or sign-out sheet and agree to take appropriate action to protect the items from damage or theft.

Upon employment termination, all Library property will be returned to the Library unless other arrangements have been made. Richards Library will supply the Director with appropriate office supplies (pens, paper, etc.) as deemed necessary. Richards Library business expenses (mailing letters or packages, etc.) will be handled through the Library's business credit card and will be paid through normal accounting channels. The Director will establish an appropriate work environment within their home for work purposes. Security consistent with the organization's expectations of information security while working at the home office, the Director will be expected to protect organizational, member library, and patron information accessible from their home office. If possible or available, steps include the use of locked file cabinets and desks, regular password maintenance, locking the workstation when not in use, and any other measures appropriate for the job and the environment. The Director is expected to maintain their home workspace safely, free from safety hazards. Injuries sustained by the Director in a home office location and in conjunction with their regular work duties are typically covered by the Library's workers' compensation policy.

The Director is responsible for notifying a member of the Board of such injuries as soon as practicable. The Director is liable for any injuries sustained by visitors to their home worksite. Telecommuting is not designed to be a replacement for appropriate child care. If the Director's schedule, and assuming the Director has children, can be modified to accommodate child care needs, the arrangement's focus must remain on job performance and meeting the Library's demands. The Director is encouraged to discuss expectations of telecommuting with family members, if the Director has family members, before entering a trial period.

The Director will be required to accurately record all hours worked using Allied Time USA time-keeping system, if available. Otherwise, the Director must keep a record, handwritten or computer derived, to be made available to the Library's accountant. Hours worked over those scheduled per day, and per workweek, if the schedule demands it, will not need advance approval. Other informal, short-term arrangements may be made for the Director concerning family or medical leave to the extent practical for the Director and the Library and with the Director's health care provider's consent, if appropriate.

### **(27-c.3.c through 27-c.3.f) Re-Opening Safety Plan including Cleaning, Disinfection, and Contact Tracing Plan**

In all circumstances, The Richards Library will observe directions from local health officials for best practice for staff and public health safety if a staff member reports developing symptoms or tests positive for the communicable disease. The Library's reopening safety plan states:

The following are guidelines approved by the Board of Trustees of The Richards Library. These are effective 19 May 2020. The guidelines represented in this document are considered fluid and will be

reviewed and revised as updated information is received.

On 16 March 2020, The Richards Library was closed due to the COVID-19 Coronavirus pandemic, and by New York State Governor Andrew Cuomo and his Executive Order 202 declaring a state disaster emergency and Executive Order 202.6 declaring a 100% workforce reduction for non-essential personnel.

If and when the situation within New York State reaches a level that Governor Cuomo, on the advice of the State's Department of Health, decides to re-open the non-essential businesses within the State in a phased manner, the Board of Trustees of The Richards Library sets forth this plan and guideline for a Phased Re-Opening of The Richards Library. The primary goal of these guidelines and rules is to maintain the public health and safety of our staff and patrons.

### **PHASE I: A plan for re-opening is initiated by the Governor of New York State**

- Conditions for re-opening of non-essential businesses is issued by the Governor of New York State, as outlined in NY Forward, and disseminated to all pertinent entities;
- The Richards Library, being an Association Library, would be listed under Phase 4 of the NY Forward guidelines, under the category of Education;
- When, at such time, that a date is set for Phase 4 to commence;
- The Staff of The Richards Library will initiate the following procedures:
  - ❖ At least 7 days prior to an opening date, the Staff, designated as Team "A" of The Richards Library will report to the Library to prepare to re-open;
  - ❖ Work days will be from 10 AM-6 PM while wearing protective gear and practicing social distancing protocols;
  - ❖ Teams will report on a rotational basis. The Director, along with 1 member of the staff, Team "A" (see schedule listed in Phase II), will commence intake of all materials that have cleared quarantine and place into quarantine all newly returned materials for a period of 96 hours to ensure they, the materials, are safe to be transported to other libraries and/or to be placed back within the collection;
  - ❖ Staff Team "B", will report on following week, to open the Library on a limited basis and continue to monitor the quarantined materials until all said materials have been rendered safe and ready for processing as well as servicing the Library needs of the members of the public;
  - ❖ Materials that are to be returned to their home libraries will be put in transport containers and set aside to be picked up and delivered via the SALS Delivery Service, once that service has been re-activated;
  - ❖ Staff Teams will then do cursory cleaning, sanitizing, and other Library duties during the course of their work schedule. It is further decided that the contracted cleaning service report to the Library to do a complete cleaning of the building prior to re-opening as will the contracted carpet cleaning service.

### **PHASE II: Re-Opening the Library to the public on a limited basis**

#### **Days, Hours, Work Schedule and Safety Guidelines for the Staff:**

- The Library will open, the following week, on a limited basis which would include days and hours;

- The Library will open on Mondays, Wednesdays and Fridays between the hours of 10 AM-3 PM for the Public to pick up requested materials by appointment; Team “A” will work until 6 PM;
- The Library will be open to Team “A” ONLY on Tuesdays and Thursdays between the hours of 10 AM-6 PM; No Public entry;
- The Library will also be CLOSED on Saturdays and Sundays;
- The Rotation of Staff Teams is as follows:
  - ❖ Team “A”, Library Director and Staff Member; Team “B”, 2 Staff Members; Substitute/Fill-In;
  - ❖ Team “A” will be on duty all week, while Team “B” is off; Team “B” will work the next week while Team “A” is off and the pattern is repeated until such time that the Library expands its current operating days and times (See Phase III).
- The Teams will, in the course of their duties, will have the option to wear a face shield, protective mask and gloves when handling materials and/or dealing directly with members of the Public or each other; the Team members must wear at least a face covering and gloves;
- Social distancing protocols must be maintained by Teams, as much as physically possible, which means that 1 Team member will be posted at the Circulation Desk to accomplish normal duties, while the other Team member will circulate throughout the Library performing other duties;
- Team “B” will work a modified schedule as follows: Monday-Wednesday-Friday: 10 AM-6 PM, where the Public will be granted limited entry between the hours of 10 AM-3 PM; Tuesdays and Thursdays, the Library will be closed to the Public but 1 Member will work from 10 AM-3 PM on Tuesdays; on Thursdays 1 Member will work 10 AM-3 PM while the other Member will work 10 AM-1 PM.

### **Admission of the Public to the Library**

- At this time, there will be **no full access** into the Library for members of the public to utilize the Public Access Computers OR browse the collection in the Library;
- Members of the public will have limited access at its Main entry point at the Library Avenue entrance for pick-up or dropping off of materials. Library staff will erect a service point at this entry location which will conform to social distancing protocols;
- Members of the public can return books at the Book Drop (Library Avenue) **anytime**; the returned books will be placed in 96-hour quarantine prior to being checked in to the collection or transported to the materials’ home library;
- Members of the public can order books via the catalog on the Library’s Web Page ([www.therichardslibrary.com](http://www.therichardslibrary.com)) OR call the library to have a member of the Staff order their material(s).
- Materials may be requested from all member libraries in the Southern Adirondack Library System and the Mohawk Valley Library System;
- Members of the public will receive a notification from the Team on duty that requested materials have arrived and an appointment time will be scheduled for pick-up. If they have books or other borrowed materials that they need to return, they may do so at this appointed time. These returned materials will be placed in 96-hour quarantine prior to being checked-in and then returned to the collection or their home library;
- If members of the Public miss their scheduled appointment, they must schedule another time **UNLESS** there is an opening later that same day, at which point they will be re-scheduled for that time;

- Members of the public must, until further notice, wear ***at least*** a protective mask of some sort (medical-style mask, bandana, scarf, etc.) that covers their nose and mouth;
- Those members of the public that do not have a protective mask ***will not*** be allowed to pick up their requested materials; the Library ***will not*** issue to the public temporary masks to be worn at the entry points of the Library;
- ***IF***, a member of the public can not wear a mask due to a medical/physical issue, then it is suggested that they have a member of their family, who is also a part of their household, to pick-up/drop off materials. The Library is not set up for an alternative pick-up/drop off site within the building, due to lack of space;
- Gloves are optional for use by the public, but it is ***highly*** recommended;
- All members of the public ***must*** maintain social distancing protocols at the entry points of the Library and will be courteously reminded to do so;
- At this time, ***IF*** members of the public need to gain access to the internet, they may use their phones, tablets or laptops to connect to the Library's Wi-Fi, which is available 24/7, at any nearby location adjacent to the exterior of the Library;
- Copying and faxing services are suspended at this time;
- Any member of the public who refuses to follow these guidelines will be asked to leave the Library and possibly incur a suspension of privileges;
- It will be determined, at a later date, when members of the public will have access to the Library to browse the collection, use the Public Access Computers and utilize other services as they become available;
- There will be ***NO*** public use of bathrooms.

### PHASE III

#### Expansion of Library Services: Computer Use, Copying and Faxing

- The Board of Trustees of The Richards Library and the Director will decide to expand the hours and services of the Library, and these changes will be instituted at a date to be determined:
  - ❖ The Library will be opened on Tuesdays and Thursdays and the appropriate staff work schedule will be revised; the Team concept no longer applies and all staff members will work the same week but different days; see revised schedule;
  - ❖ Mondays, Wednesdays and Fridays are still patron book pick-up days, from 10 AM-5:30 PM, by appointment only; staff assigned to those days will still work till 6 PM on those days and all public safety and health precautions are still in effect;
  - ❖ Tuesdays and Thursdays are now designated as Computer and Fax/Copy Days; the hours of operation will be from 10 AM-4 PM;
  - ❖ For Computer use, patrons will be allowed to use only 2 computers, Computers 1 & 4, for a maximum time of 60 minutes per day, per person and they must call to reserve a computer; At this time, ***NO*** school aged children will be allowed into the Library or be allowed to use the computers;
  - ❖ Patrons must wear a face covering that covers their mouth and nose at all times and all public safety and health precautions are still in effect as is social distancing protocols; gloves are optional, ***BUT*** recommended;
  - ❖ Prior to fully entering the Library and proceeding to the Public Access Computer area, patron's temperature will be taken and if their temperature is 100° or greater, they will be asked to leave and seek medical attention; If their temperature is below 100°, they will be instructed to use supplied hand sanitizer and proceed to the computer area;

- ❖ Faxing and copying requests, which will be a “walk-in” service, will be handled at the Entry Control Point located at the Library Avenue entrance; patrons must still wear a face covering that covers their mouth and nose;
- ❖ Patrons will bring what they need to have copied or faxed, hand it to a member of the staff, who will make the appropriate amount of copies or send the fax for the patron; staff members will wear the appropriate face covering and wear gloves, since money will be exchanged at the end of the transactions; Team members will use sanitizer after all money transactions;
- ❖ Patrons will remain at the Entry Control Point until their requests are completed, pay the required amount and exit from the Library;
- ❖ Book returns will still be 7 days a week at the Library Avenue entrance and all returned material will be quarantined for 96 hours until they can be checked-in, and returned to the collection or to their library of origin;
- ❖ There will be **NO** public use of bathrooms.

## PHASE IV

### Expansion of Library Services: Patron Browsing, Copying and Faxing

- The Board of Trustees of The Richards Library and the Director will decide to expand the services of the Library, and these changes will be instituted at a date to be determined:
  - ❖ The Library will now be open to patron browsing on Monday, Wednesday and Friday with no change to the work schedule as instituted during Phase III;
  - ❖ Patrons will be allowed to browse the collection, by appointment only, on the above stated days, from 10:20 AM-5:30 PM;
  - ❖ **ONLY** 3 patrons will be allowed into the Library to browse for a period of 15 minutes per allotted time slot;
  - ❖ Book pick-up appointments will still proceed on these days and according to the already established appointment schedule with all procedures established in Phase III in place;
  - ❖ Copying and faxing will also be allowed on these days and all procedures established in Phase III will remain the same;
  - ❖ Patrons must wear a face covering that covers their mouth and nose at all times and all public safety and health precautions are still in effect as is social distancing protocols; gloves are optional, **BUT** recommended;
  - ❖ Prior to entering the Library to browse, patron’s temperature will be taken and if their temperature is 100° or greater, they will be asked to leave and seek medical attention; If their temperature is below 100°, they will be instructed to use supplied hand sanitizer and begin browsing; patrons must still wear a face covering that covers their mouth and nose;
  - ❖ Patrons will follow directions to browse fiction, non-fiction and other areas, as well as the procedure to check-out materials and exit the Library;
  - ❖ Patrons will enter the Library at the Library Avenue entrance and exit through the Elm Street entrance;
  - ❖ There will be **NO** public use of bathrooms.

## PHASE V

### Expansion of Library Services: Library Access for Children

- The Board of Trustees of The Richards Library and the Director will decide, at a date to be determined, to expand services to allow children access to the Library, and institute the following rules/guidelines:
  - ❖ Children, being a minimum age of 4, and not to exceed the age of 13 years old, will be able to browse the Library collection on Monday, Wednesday and Friday, from 10:20 AM-5:30 PM, by appointment;
  - ❖ **ALL** children must be accompanied by a parent/guardian at **ALL** times;
  - ❖ Children **must** wear a face covering that covers their mouth and nose at **all** times and all public safety and health precautions are still in effect as is social distancing protocols with their parent/guardian;
  - ❖ Prior to entering the Library to browse, the children and their parent/guardian's temperature will be taken and if either of their temperature is 100° or greater, they will be asked to leave and seek medical attention; If their temperature is below 100°, they will be instructed to use supplied hand sanitizer and begin browsing;
  - ❖ All directions and procedures will apply to the children as well as their parent/guardian as stated in Phase IV; No more than 3 patrons, which would include any parent and child(ren) which would lead to a total of 3, will be allowed in the Library during any appointed time slot; EXAMPLE: a parent with 2 children, between the minimum and maximum age, would be a total of 3 people allowed into the library for a particular appointed time slot;
  - ❖ A **maximum** of 2 children will be allowed per parent/guardian;
  - ❖ **ALL** children and parent/guardian will be allowed 15 minutes to browse with no sitting allowed in the Library;
  - ❖ There will be **NO** public use of bathrooms;
  - ❖ There will be **NO** alteration to the book pick-up days and time as well as no change to the copying and faxing services extended in Phase IV.

## PHASE VI

### Expansion of Library Services

- **IF**, at a future date, the Governor of New York State, the New York State Department of Health and other associated Federal and Public Health departments conclude that the current health crisis, the COVID-19 Coronavirus pandemic, has reached a level that it is safe to resume “normal” day-to-day activities, the Library will, if it is deemed safe, resume its regular, pre-COVID-19 crisis hours and work schedule. That date has been determined to be 1 June 2021, at which time, the Library will resume its pre-COVID-19 weekly schedule as follows: M-W-F: 10 AM-6 PM; T-Th: 10 AM-8 PM; Sat: 9 AM-Noon and Sun: CLOSED. At this time, children and teens will be allowed, again, to utilize the Library, while following current health precautions as deemed necessary by the CDC, NYS and Public Health organizations.
- The Library staff will still practice certain protocols that ensure they maintain a healthy work environment and protects their personal health; such as:
  - ❖ Maintain social distancing protocols;
  - ❖ The wearing of masks and/or face shields, for staff and public may still be required, depending on guidelines issued by Federal, State and Local Public Health organizations, including the Center for Disease Control (CDC); Patrons who have been vaccinated will not be required to wear face masks while those patrons that have NOT been vaccinated must continue to wear face masks.



- ❖ Wash hands frequently and/or use hand sanitizer;
- ❖ Cough or sneeze into the crook of one's arm;
- ❖ Disinfect common areas used by the public and staff regularly during the course of the day;
- ❖ Use Common Sense and Best Practices when dealing with the Public and be aware of one's current health situation; when in doubt, call in for a sick day and contact your health provider.

It is noted by the Board of Trustees of The Richards Library that any modification to the above plan and its phases within, can and will be modified to correspond to the current CDC, State and Local Public Health Departments Best Practices as the health emergency evolves.

### **(27-c.3.g) Sites for Emergency Housing**

The law requires “a protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees to the extent applicable to the needs of the workplace.” The only essential worker identified by The Richards Library, the Director, has no need for this to be implemented, since the current Director lives within a reasonable distance, approximately 5 minutes travel time, from the Library and will have no need for emergency housing.

**ADOPTED by the Richards Library Board of Trustees 6 April 2021  
Amended and Approved by the Board of Trustees 1 June 2021**