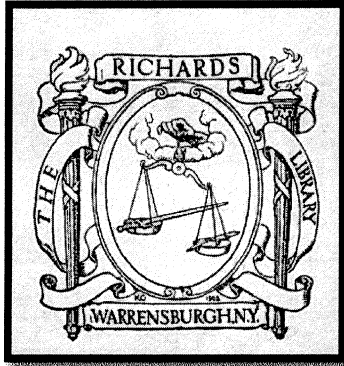


The Richards Library



Communicable Diseases & Infectious Viruses Policy

This policy is a consolidation of several policies which are either redundant or not broad enough in scope. Consolidated policies include:

- Covid 19 Policy
- Continuation of Operations Plan
- Richards Library Phased Re-Opening Plan
- General Procedures: Re-Opening Plan Richards Library Phase I, II, II, IV, V, VI & VII

Definition

A communicable disease is one that is spread by an infectious agent, such as bacteria, viruses, fungi or parasites. Most of these diseases can be passed from person to person, and are considered contagious or infectious.

This consolidated policy pertains to communicable diseases and infectious viruses identified by the CDC as potentially threatening to the public in general, with the capability of rising to the level of an epidemic or pandemic.

Immediate Action

Upon being notified or becoming knowledgeable that an actual or potential exposure of any communicable disease or infectious virus may exist affecting the operations of the Richards Library in any way whatsoever, the library director will **IMMEDIATELY contact the Warren County Department of Health** to obtain current information as to the current federal, state and local mandates, requirements, regulations and protocols.

Protocols for Employees Testing Positive for a Communicable Disease or Infectious Virus

- The infected employee will be required to leave the workplace immediately.
- The Richards Library will contact the Warren County Department of Health concerning the employee's illness, as is appropriate or required by current federal, state and local requirements and regulations.
- The Richards Library will disclose that an employee has tested positive with the said communicable disease or infectious virus with other employees. Only a minimum amount of personal information will be disclosed as is necessary to enable co-workers (as well as others who may have come in contact with the ill employee in the workplace, such as patrons or vendors) to assess their own personal health and potential exposure. Identification of the individual will remain confidential, even if the name of the ill employee is obvious due to the context of the situation.
- Current federal, state and local requirements and regulations will determine mandated quarantining as related to the individual who is ill, as well as any persons having close contact with, repeated or prolonged exposure to the ill person.
- All persons are entitled to assess their own personal health, and therefore Richards Library will grant leave to any employee desiring to voluntarily quarantine in order to safeguard his/her own health.
- According to the OSHA guidance, physical spaces where infected or potentially infected employees worked will be sanitized to reduce the potential of infectious agents remaining on work surfaces.
- Communicable diseases and infectious viruses are reportable when the worker is infected on the job. If evidence exists that an employee contracted the disease or virus in the workplace, the Richards Library will follow OSHA reporting obligations, as well as those of the local Department of Health.
- If an employee is mandated to quarantine per current federal, state or local requirements and regulations, Richards Library will require written authorization from the employee's healthcare provider that the employee qualifies to return to work. This medical authorization will be maintained in the employee's personnel file.
- Paid time off will be determined by current federal, state and local requirements and regulations at the time of quarantine.

Protocol for Precautionary Quarantine

- If an employee of the Richards Library has been notified that someone in his/her immediate household has tested positive for a communicable disease or infectious virus, that employee is required to notify his or her supervisor immediately.
- Said employee will be required to quarantine for a period of time per current federal, state and local requirements and regulations in order to minimize the risk of exposure to other employees, patrons and vendors.
- Paid time will be determined by current federal, state and local requirements and regulations at the time of quarantine.
- Richards Library will require written authorization from the employee's healthcare provider that the employee qualifies to return to work. In lieu of the written authorization, an individual may provide a negative test result from an authorized medical entity, which must be minimally dated three (3) days subsequent to the day of exposure.

- Medical authorizations and documentation will be maintained in the employee's personnel file.

Declaration of State of Emergency

In the event, that due to a widespread occurrence of a communicable disease or infectious virus, a state of emergency is declared by federal, state or local authorities, including the Centers for Disease Control and Prevention (CDC) or the Department of Health, requiring the closure of the library, Richards Library will conform to all federal, state and local rules, regulations and guidelines as mandated and/or suggested by the governing authorities, in conjunction with *The Richards Library Emergency Closure Policy*.

The following procedures are specific to temporary closures as a result of communicable diseases or infectious viruses. The primary goal of these procedures is to maintain the public health and safety of the staff and patrons.

- During a closure, some or all employees may be instructed or mandated not to come to work.
- It is the responsibility of the library director to notify all employees immediately upon the determination that closure of the library is necessary.
- Compensation to employees not working during a state of emergency or temporary closure is not guaranteed. Compensation will be determined following the procedures outlined in the *Richards Library Emergency Closure Policy*.

Continuation of Operations

In compliance with Chapter 168 of New York State Labor Law, Amendment 27-c the Richards Library herein describes the continuation of operations in the event of a declared public health emergency involving communicable diseases and infectious viruses.

(27-c.3.a) Essential Employees and Contractors Defined

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/her job. In so far as the Richards Library, the staff positions that fit this definition during a federal, state or local ordered reduction of in-person work force include the Library Director, cleaning and maintenance employees.

Library Director

The Library 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, as well as for the provision of services to patrons and community organizations.

Cleaning & Maintenance Employees

Deemed essential, cleaning and maintenance employees are responsible for the maintenance of the building and property of the Richard Library in a manner that is clean, safe and well-maintained. During periods of closure or reductions of in-person work force as a result of mandates of governing authorities, cleaning and maintenance employees will maintain their schedules in the performance of their duties, unless otherwise adjusted by the Library Director or the Board of Trustees based on necessity.

(27-c.3.b) Telecommuting Policy During Closure

In the continuation of operations during a temporary closure, Board of Trustees will grant permission, if conditions so necessitate, for the Library Director to telecommute. The library's telecommuting policy is as follows:

Telecommuting is a one-time-only arrangement whereby, during a crisis or emergency resulting in the closure of the library, the Director telecommutes because his/her job responsibilities must continue to be fulfilled to provide for continuity of operations when working on-site is not possible. Telecommuting is a means of providing for the fulfillment of important and essential functions.

Required equipment will be used by the Director based upon his/her knowledge and experience on what needs to be accomplished during the closure, including hardware and software. The Director will maintain the equipment provided by the library and accepts responsibility for the equipment. He/she will provide either replacement or repair for any damages sustained. Equipment supplied by the library is to be used solely for library purposes. The Director is required to sign-out all Richards Library property, either on his/her library card or sign-out sheet. By so-doing, he/she agrees to take appropriate action to protect the items from damage or theft, as well as agreeing to the return of the property when essential functions are once again capable of being accomplished on-site and telecommunication is no longer required.

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 paid using the library's business credit card, with transactions forwarded through normal accounting channels for processing.

The Director will establish an appropriate work environment within his/her home for work purposes. Security consistent with the organization's expectations of information security while working off-premises will be maintained by the Director, safeguarding organizational, member library, and patron information. If feasible, steps include the use of locked file cabinets and desks, regular password maintenance, locking the work station when not in use, and any other measures appropriate for the job and the environment.

The Director is expected to maintain his/her home workspace safely and free from safety hazards. Injuries sustained by the Director in a home office location and in conjunction with their regular work duties will be submitted as a claim to the library's workers' compensation policy. Approval of a workers' compensation claim is not guaranteed. The Director is responsible for notifying a member of the Board of such injuries as soon as practicable.

The Director is personally liable for any injuries sustained by visitors to his/her home worksite.

The Director will be required to accurately keep a record all hours worked and forwarded to the Library's accountant for payroll processing. Hours worked over those scheduled per workweek will not need advance approval, provided the hours worked are necessary in the continuation of operations during the time of closure or reduced work mandates by governing authorities.

(27-c-3.c / 27-cc.3.f) Re-Opening Safety Plan
Including Cleaning, Disinfection and Contract Tracing

At such time as the governing authorities determine that proceeding with the re-opening of the library is safe to maintain the public health and safety of the staff and patrons, Richards Library will follow the federal, state and local rules, regulations, guidelines and suggestions in the re-opening process. Requirements and mandates from the governing authorities will determine if total re-opening (full access to the public) is possible, or if a phased re-opening plan will be necessary. These requirements and mandates will be used to determine and carry out the following:

- The development of a plan for the re-opening of the library
- Initiation of staff procedures, including
 - Reduced work hours, if applicable
 - Required protective clothing or gear
 - Social distancing protocols
 - Quarantining of materials, if required
 - Cleaning and sanitizing of work areas, as well as public access areas
- Admission of the public
- Capacity levels, if applicable
- Controlled entry points, as necessary
- Documentation of names and contact information of all individual entering the premises as necessitated for contact tracing, if applicable
- Patron, vendor and general public protective clothing or gear required for entrance into the library
- Accessibility of the public to library services, including computer use, copying and faxing
- Accessibility of the public for collection browsing, in-house reading, research, etc.
- Use of bathroom facilities
- Protocols for violations by staff, patrons, vendors or the general public of the established re-opening plans, rules and guidelines

(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 the extent applicable to the needs of the workplace.” All essential employees identified by the Richards Library live within a reasonable distance from the library, and therefore there is no need for the implication of sites for emergency housing.

Approved October 5, 2021 by the Richards Library Board of Trustees