

Infectious Disease Preparedness and Response Plan

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Purpose

This document establishes the protocols that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the Library must have procedures in place if the staff is unable to report to work. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness, including closing down by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines, and/or other social distancing measures.

Recovery from a pandemic may be slow, compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the Library can be maintained for several weeks or more with limited staff and reduced hours in the event of a pandemic.

Definitions

Pandemic Plan: A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building, or begin rebuilding, almost immediately after the event or crisis has passed. If there is a serious infectious disease outbreak, however, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Pandemic: A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new pathogen appears against which the human population has no immunity. If a pandemic were to occur today, we could expect the pathogen to spread rapidly due to the interconnected nature of the world and the high level of global travel. During a pandemic, up to 35% of employees may be absent at one time due to their own illness. Additional numbers may be absent for other reasons, as covered in the Kinderhook Memorial Library Personnel Policy. (Sources: World Health Organization: <http://www.who.int> and Centers for Disease Control and Prevention <http://www.cdc.gov>)

Employees and Staffing Level: For the purposes of this policy in the sections Minimum Staffing Level, Prioritization of Services, and Responsibility for Library Operations, the terms employees and staffing level pertain to part-time and full-time Library staff as defined in the Kinderhook Memorial Library Personnel Policy.

Daily Infection Control Practices

- Wash your hands frequently throughout the day for at least 20 seconds each time with hot water and soap.
- Cover your cough by using the sleeve of your garment. You may also cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after.
- Wash your hands after you cough or sneeze.
- Alcohol-based hand cleaners are also effective, but it is better to wash your hands with soap and water. Gels should be rubbed into hands until they are dry.
- Avoid touching your eyes, nose or mouth.
- Practice social distancing, keeping at least 6 feet between yourself and others.

- Wear a face mask when in close contact with others.
- Try to avoid close contact with sick people.
- If you get sick, stay home from work or school and limit contact with others to keep from infecting them.
- Regularly disinfect commonly touched surfaces, such as counters, desks, tables, doorknobs, railings, keyboards, mice, telephone handsets and drinking fountains.

Library Closure

The Kinderhook Memorial Library will close due to pandemic in the event that a mandate, order, or recommendation for closure is issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director or the Library Board President, the Kinderhook Memorial Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic Library service levels.

In the event of closure, it is imperative that the Library Director or designee follow the communication procedures and submit payroll. Due dates and holds pickup dates for Library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the Library is closed. The exterior book drop will be kept open and cleared periodically as long as possible.

School Closure Due to Pandemic

Should school be closed due to a pandemic, non-circulating children's materials will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Toys will be placed into storage and temporarily unavailable for use. Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

Communication

In the event of curtailed hours or closure necessitated by pandemic, effective communication is a priority. Information will be posted on the library's homepage, Facebook page, and voicemail message. Every effort will be made to keep the information current.

Minimum Staffing Level

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the Library during all open hours with a maximum 8 hour workday and 40 hour work week per employee. Thus, at least two employees must be available to be present at the Library every open day. The inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than five consecutive days will result in reduced hours or closing the library.

The level of excused absence of Library staff will determine the ability to carry out services and maintain open hours. Phases may include:

1. Cancellation of all programs, special events, and meeting room reservations.
2. Staff Library at minimum staffing level for a temporary period of time; employees may have shifts reassigned and lengthened to provide coverage during open hours.

3. Reduce open hours if the number of employees falls below the temporary minimum level.
4. Close the Library for one or more days if the number of employees further declines or only the minimum level can be met for five or more days.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the Kinderhook Memorial Library's paid leave policy. In the event of closure, Library employees who are sent home or not allowed to come to work, shall be compensated for their regularly scheduled hours.

Prioritization of Services

If reduced staffing, open hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. A minimum of two healthy employees will be assigned per shift to handle priority tasks, regardless of whether this is their typically assigned department, schedule, or responsibilities.

Priority responsibilities shall follow this order:

1. Direct patron assistance: check out, issuing Library cards, computer and reference assistance, facility and collection supervision/safety.
2. Patron related-tasks: check in, incoming delivery, shelving.
3. Workflow tasks: holds shelf action list, pull list.
4. Essential services: payroll, processing bills for payment, Library Board meetings.

If time permits, individual responsibilities outside of those described above shall be completed, with those duties with a deadline or significant impact being completed first. Employees should consult with the Director to determine staffing area assignments and which individual work tasks should take priority.

Employee Absences

The Kinderhook Memorial Library Personnel Policy outlines the sick leave policy; this policy shall be followed in the event of a pandemic outbreak. The Library complies with all state and federal emergency sick leave policies.

Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all Library operations shall fall to the Board President.

Proactive Infection Plan

Screening

The Library will screen all employees and essential visitors as described below. The Library will not screen patrons.

1. The Library will remotely, by phone or electronic form, screen employees scheduled to work in the Library building before each shift about any COVID-19 symptoms identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) Pandemic Preparedness in the Workplace and the Americans with

Disabilities Act including confidentiality of medical information. The Library will not retain any employee health data.

2. Screening will include the following questions:

Are any of the following statements true?

- I have experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days, OR
- I have tested positive for COVID-19 in the past 14 days, OR
- I have knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.

Library staff or essential visitors should immediately notify the Library director if the answers to these questions change during or outside work hours.

3. The Library director will review all responses collected by the screening process on a daily basis and maintain a record of this review.
4. The Library will maintain a log of all Library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

Employees with COVID-19 Symptoms

- The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member reports developing symptoms related to COVID-19 or testing positive for COVID-19.
- Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come in to the Library or to leave the Library and contact a medical professional or the local health department immediately.
- Areas used by the symptomatic employee will be closed off and cleaned and disinfected according to the CDC cleaning and disinfection recommendations.
- Staff that have had contact with an employee that has tested positive for COVID-19 will be notified based on direction from the local health officials while maintaining the infected staff member's right to the privacy of their health information.

Patrons that Test Positive for COVID-19

- The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a patron reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the library.
- If a Library patron who has visited the Library reports testing positive for COVID-19, the Library will notify local health officials. The Library will work with local health officials to notify staff and patrons that may have been in contact with the infected patron, while maintaining the patron's right to the privacy of their health information, and the confidentiality of Library records.

Telecommuting

In limited circumstances, the Library will consider allowing employees to perform assigned duties at an alternate workplace other than the Library during a portion or all of their working hours.

Telecommuting is a management option and not a universal employee benefit.

General Employment Rules of Telecommuting Employees

- A telecommuter's salary, benefits, and essential functions of their job do not change as a result of the telecommuting arrangement.
- The employee's supervisor will determine which job duties are and are not suitable for telecommuting.
- Performance evaluation requirements do not change.
- The employee must come to the Library or training/meeting site for any operational need as determined by the employer.
- Standards regarding confidentiality of information and security of the Library's equipment and documents must be maintained at the alternate workplace.
- Telecommuters must be accessible, via telephone and/or email, to the Library Director and coworkers during their scheduled work hours.

A telecommuting arrangement may be entered into for an unlimited or a limited duration of time, and may encompass either a portion of or all of an employee's working hours. The authorization to telecommute may be rescinded at any time by the Library Director.

Temporary Policy Changes

In response to guidance from the state or federal government or its agencies, should any existing Library policy need to be changed or adjusted due to extraordinary circumstances that would warrant an expedited approval process, the Operations Committee is authorized to make such changes on a temporary basis, with the approval of the Director and the Board President. Such temporary changes require the approval of the Board of Directors at its next meeting.