

Airborne Infectious Disease Exposure Prevention Plan

Approved July 14, 2021

Purpose

The purpose of this plan is to protect employees and the public against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

This policy applies to all employees of the Kinderhook Memorial Library, as well as trustees, contractors, volunteers, and persons conducting business with the Library. This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious diseases. The Library Director is designated to enforce compliance with the plan, and any questions or concerns regarding the plan should be reported to the Director.

Exposure Controls During a Designated Outbreak

A. Minimum Controls During an Outbreak

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the library:

1. General Awareness: Individuals may not be aware that they have an infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing of at least six feet.
 - Wash hands frequently throughout the day for at least 20 seconds using hot water and soap.
 - Exercise coughing and sneezing etiquette, keeping mouth and nose covered.
 - Wear face coverings, gloves and personal protective equipment (PPE) as appropriate.
 - Stop social etiquette behaviors such as hugging and hand shaking.
 - Avoid touching eyes, nose or mouth.
2. Stay at Home Policy: If an employee develops symptoms of the infectious disease, the employee should not be in the library. The employee should inform the Library Director and follow New York State Department of Health (NYSDOH) and Centers for Disease Control (CDC) guidance regarding obtaining medical care and isolating.
3. Health Screening: The library will screen all employees and essential visitors as described below. The library will not screen patrons.
 - a. The library will remotely, by phone or electronic form, screen employees scheduled to work in the library building before each shift for symptoms of the infectious disease. The library will not retain any employee health data.
 - b. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the Director. An employee showing signs or symptoms of the infectious disease should be removed from the library and should contact a healthcare professional for instructions.

- c. The Library Director will review all responses collected by the screening process on a daily basis and maintain a record of this review.
 - d. 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 the infectious disease.
4. **Face Coverings:** Employees and visitors will wear face coverings while in the library. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth and fit snugly, but comfortably, against the face. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
 5. **Hand Hygiene:** To prevent the spread of infection, employees and visitors should wash hands with soap and water for least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands before and after: touching eyes, nose or mouth; touching mask; entering and leaving the library; touching an item or surface that may be frequently touched by other people, such as door handles or telephones. Because hand sanitizers are less effective on soiled hands, wash hands with soap and water rather than using hand sanitizer when possible.
 6. **Physical Distancing:** Physical distancing will be followed as much as possible. Unnecessary gatherings should be avoided, and physical distance of at least six feet should be maintained while in the library. In situations where prolonged close contact with other individuals is likely, the following control methods should be utilized as appropriate: restricting or limiting patron or visitor entry; limiting occupancy; allowing only one person at a time inside small enclosed spaces; reconfiguring workspaces; physical barriers; signage; floor markings; telecommuting; remote meetings; preventing in-person gatherings; restricting travel; creating new work shifts and/or staggering hours; adjusting break times and lunch periods; delivering services remotely or through curbside pickup.

B. Advanced Controls During an Outbreak

For activities where the minimum controls alone will not provide sufficient protection for employees and the public, additional controls may be necessary.

1. **Library Closure:** The Kinderhook Memorial Library will close due to an infectious disease outbreak 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 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.

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

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 eight-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 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:

- Cancellation of all programs, special events, and meeting room reservations.
- 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.
- Reduce open hours if the number of employees falls below the temporary minimum level.
- 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.

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

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.

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.

2. School Closure: Should schools be closed due to an infectious disease outbreak, 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.
3. If the building remains open during an infectious disease outbreak, in addition to the minimum controls, the library will also take all precautions necessary and practicable to prevent the spread of the infectious disease, including proper air ventilation, installation of barriers or clear partitions, changing of layout or workstations to allow for social distancing, rearranging traffic flow to allow for one-way walking paths, and providing short breaks for handwashing and cleaning.

C. Exposure Control Readiness, Maintenance and Storage

Personal Protective Equipment (PPE) include devices like eye protection, face shields, respirators and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee.

Housekeeping During a Designated Outbreak

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must

be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions. The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required. Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can re-suspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed. Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

If an employee develops symptoms of the infectious disease at the library, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

Infection Response During a Designated Outbreak

If an actual, or suspected, infectious disease case occurs at the library, the following actions will be taken:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

Training and Information During a Designated Outbreak

The Library Director will verbally inform all employees of the existence and location of this plan, the circumstances under which it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter.)

When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics: 1. The infectious agent and the disease(s) it can cause; 2. The signs and symptoms of the disease; 3. How the disease can be spread; 4. An explanation of this Exposure Prevention Plan; 5. The activities and locations at our worksite that may involve exposure to the infectious agent; 6. The use and limitations of exposure controls 7. A review of the standard, including employee rights provided under Labor Law, Section 218-B. C. The training will be 1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off); 2. Appropriate in content and vocabulary to employees' educational level, literacy, and preferred language; and 3. Verbally provided in person or through telephonic, electronic, or other means.

Plan Evaluations During a Designated Outbreak

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.

Retaliation Protections and Reporting of Any Violations

No employer, or his or her agent, or person acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

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.