

Easton Library

Continuation of Operations Plan

In compliance with Chapter 168 of New York State Labor Law amendment 27-c the Easton 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 Easton Library, the staff positions that fit this definition during a state-ordered reduction of in-person work force include:

Library Director – The tasks completed by this staff position require access to office equipment and on-site documents. The person in this position assures the integrity of the physical plant. They would need to continue monitoring the building. For the continuity of operation of library services between other member libraries and SALS it is necessary to have access to the computers in the library building.

Appointed Trustee Treasurer - On occasion, the person in this position will need to be on-site to handle accounts receivable/ accounts payable, tasks that are essential to maintaining business continuity.

Library Assistant – On occasion a staff member will need to work on-site to complete tasks that cannot be done remotely (e.g., processing library materials for patrons)

As these staff need to be on site to perform their job functions, they will be asked to work periodically during a state or federal ordered reduction of in person work force. Should a declared system, local, state, or national emergency prevent all staff from entering the Easton Library, the Board of Trustees of the Easton Library will determine the best course of action.

The Easton Library has determined that limiting essential staff to two people satisfies the requirements for reducing overcrowding of the work site. There is no effect upon public transportation as none is available in the area.

(27-c.3.b) Telecommuting Policy

In the event that a library, library system, local, state, or national emergency prevents all staff from entering the Easton Library building, the Director and/or Board of Trustees will grant permission for non-essential staff (as defined by the law to be an employee who is not required to be physically present at a work site to perform his or her job) to telecommute. The library's telecommuting policy is as follows:

Easton Library Temporary Telecommuting Policy

In response to COVID-19, also known as the coronavirus, Easton Library, would like to support employees in caring for their health and reducing risk of exposure to others. This Policy establishes guidelines for temporary Telecommuting Provisions. Telecommuting is work performed in the continuance of routine duties at home or places other than the Easton Library.

Currently, Easton Library recognizes the following as reasons to work from home:

When there is a declared library, library system, local, state, or national emergency that prevents all or some staff from entering the library building.

When these scenarios arise, the Easton Library Board of Trustees, to the greatest extent possible, will grant permission for non-essential staff (as defined by the law to be an employee who is not required to be physically present at work site to perform his or her job) to telecommute. The ability to telecommute is a privilege and not a right or entitlement and is discretionary and subject to the Library's operational needs. Accordingly, Easton Library may alter this schedule or end the Telecommuting Provision at any time at its discretion.

Some Easton Library staff job responsibilities cannot be completed via telecommuting, or some staff members may not have the necessary technical connectivity at home to complete their job responsibilities. If staff must be on site to perform their job functions (i.e., using network computers, retrieving the mail), then these staff will be asked to continue working partially from the library. Other staff may not be able to telecommute as their job description can only be performed when the library is open to the public. While Telecommuting, employees' duties, obligations, responsibilities, and conditions of employment with the Library remain unchanged. Nothing in this Policy is intended to alter a covered employee's responsibilities, which are determined by the employee's supervisor. While Telecommuting, employees must continue to comply with all applicable Library policies and conduct rules and are expected to perform their responsibilities as they otherwise would under a standard working arrangement.

It shall be the responsibility of the Board of Trustees and the Director to consider, assess, and evaluate the implications and management of Telecommuting. If the above-mentioned scenarios do prevent staff members from entering the building, the Library Board of Trustees will determine the best course of action. Weekly hours of Telecommuting work will be set by the Board of Trustees and Library Director according to the Library's operational needs.

If possible, the Easton Library will provide the necessary tools/equipment for staff members to perform duties via telecommuting. This may include laptops and office supplies. Easton Library will not reimburse for broadband access, data, or cell phone use. Office supplies may be

obtained at the library. Out of pocket expenses for office supplies will not be reimbursed unless approved in advance. The use of equipment and software provided by the library for telecommuting is limited to the staff member on purposes relating to library business. All Easton Library provided equipment, data, information, and resources remain the property of the Easton Library.

The Easton Library is not liable for loss, destruction, or injury that may occur in or to the staff members' home. Nor is the library responsible for staff, family members, visitors or others that may become injured within or around the staff member's home.

Circumstances may change causing the Telecommuting Provisions to change or be discontinued. Easton Library may alter or cancel the teleworking agreement at any time, with or without cause or advance notice.

ADOPTED by the Easton Library Board of Trustees 1/25/2021

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

In all circumstances, Easton 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:

Temporary Safety Practices Policy

The Easton Library is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law.

We also consider it our duty to develop these measures to keep our services accessible currently.

Staff at the Easton Library have the authority to enforce these measures like any other of the Library's Rules.

Concerns about this policy should be directed to the library director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Easton Library Temporary Safety Practices

Scope of Temporary Safety Measures:

The Easton Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions.

Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders and health information.

Until the board votes to revoke this temporary policy, only the following activities will be allowed, and safety practices required during the phased reopening plan:

All are dependent on adequate supplies and staffing.

No public allowed in building: Library Service Level A

Staff is allowed in the building for extended periods with no public allowed in.

- Staff will work a modified schedule and will train on how to: clean/disinfect high touch areas in the library, proper use of PPE, log cleaning records, keep 6-foot physical distance, learn traffic patterns (tape on floor), process returns, process new items, daily health check call, and contact tracing information.
- At this time the staff can take care of mail and administrative tasks, work on setting up building in readiness for public access, re-organize and work out logistics of quarantining returned materials, work on collection development, and continue planning, and make sure signage is in place.
- At this point the drop box will be opened to accept materials back into the library.
- Our staff is small enough that we can easily work in the building while maintaining social distance. Masks will be used. Gloves needed only to empty book return. If staff do not wear gloves working with items, hands must be washed well for at least 20 seconds with soap and water after handling materials. Schedule can be made according to staff availability.

Open to Public with Precautions: Library Service Level B

Library open to public with precautions in place to enforce social distancing.

Maximum occupancy in the Fiction Room/Check Out area is 10 people (with a maximum of 2 staff behind the circulation desk).

- Staff will always be masked.
- Masks will be required of the public.
 - Any patron who is unable to wear masks due to health or physical conditions will not be allowed in the building but will be provided with alternative services. (i.e., a

staff member will bring the material(s) outside to waiting patron, or staff will make copies and deliver to patron waiting outside.)

- Normal operating hours and staff schedules in affect.
- The public will be allowed to come in the main entrance of the Library, but collections will be closed for browsing. Staff will always monitor the number of people in the building and may ask patrons to queue outdoors for a time if the maximum occupancy is exceeded.
- There will be no computer use at this phase. We will encourage physical distancing. The idea will be to encourage library use, but not lingering. Masks and distancing will be mandatory for all patrons. Hand sanitizer will be available.
- Any programming will take place virtually online. In-house access to magazines and newspapers will depend on current recommendations regarding viability of the virus on paper.
- Public will not be able to reserve the Meeting Room space during this time. Nor can any public group gatherings take place anywhere in the library. No toys or children's non-circulating items will be out for use until there is a vaccine available or public health officials give the all-clear on resuming normal activities.
- It will be requested that all returns be made to the outdoor book return box. Quarantine of materials required, therefore browsing will not be allowed and all items must be requested prior to check out. •There will be a limit of five items per patron.
- The staff will make fax, copies, via eprint and scans for patrons. Notary services available.
- No book sale donations will be accepted at this time.

Open to the Public with Precautions: Library Service Level C

Open to reduced capacity and limited computer use.

Browsing while maintaining physical distancing allowed. At this phase, the public will be allowed entrance to all areas of the library.

- There may still be a state mandate on the number of people allowed in the building based on the square footage of the building. •Computer use will be limited to 3 PCs (#1, #3, and #5). The best practice would be one person at a PC at any time, though an additional family/household member might be ok. If necessary, a time limit may have to be imposed or appointment made.
- Seating throughout the library will be limited and set up to encourage social distancing.
- Any programs will by necessity be extremely limited in scope or take place outside (while still maintaining social distancing) or continue virtually online.
- In-house access to magazines and newspapers will depend on current recommendations regarding viability of the virus on paper.
- In the Children's no toys will be out for use. Chairs will be removed to physical distance and to discourage lingering.
- It will be requested that all returns be made to the book return box.
- Staff will always be masked.
- Masks will be required of the public.

- Floor decals may need to be adjusted or removed at this stage. Barriers will still be needed but will probably need to be adjusted to be used more as protection for staff than as barriers to public access.
- A limit of 5 items per person.

Normal Operations: Library Service Level D

All normal operations resume.

Safety Practices

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices:

[Refer to the NY Forward Safety Plan](#)

ADA

In the event any safety requirement is not practicable based on a disability, please contact the library director to explore a reasonable accommodation.

Any patron who is unable to wear masks due to health or physical conditions will not be allowed in the building but will be provided with alternative services. (i.e. a staff member will bring the material(s) outside to waiting patron, or staff will make copies and deliver to patron waiting outside.)

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

Approved by Board of Trustees: 6/25/2020

(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 Easton Library does not anticipate needing to place its essential staff in emergency housing. Should a situation arise that these three staff members could not remain in their residence and complete their essential duties, The Easton Library would attempt to either delay or reallocate essential tasks until the essential staff can return to their duties.

ADOPTED by the Easton Library Board of Trustees 1/25/2021