

East Williston Public Library
Communicable Disease Contingency Plan
Adopted on 2/24/21

In the event of a communicable disease disaster, the East Williston Public Library (the “EWPL”) will observe guidance issued by state and local governments and will work in concert with the Nassau Library System (the “NLS”) regarding the decision to keep the library open, whether for staff or patrons.

A. Essential Positions and Justification

The East Williston Library is staffed with part-time employees only. Of these, only one position is salaried, the Library Director. The library Co-Director, Program Coordinator, as well as all others are part-time hourly employees.

The COVID-19 pandemic has demonstrated that the EWPL can successfully service the needs of the East Williston community, its service area, even with the library doors closed for patrons and its staff predominantly working remotely. As such, the Board of Trustees of EWPL (the “Board”) finds that, in the event of a communicable disease disaster, the three employee titles below are essential in that the employees in these positions will need to be physically present in the library to perform their work. However, we do not believe that they will need to be physically present for the entirety of their shifts. Instead, the Board will make arrangements so that the time even essential employees must be physically present will be limited to the extent possible, while still continuing to service the East Williston community.

If faced with a communicable disease disaster, EWPL will rely on the following essential positions to service our community:

- Library Director – head of library operations; oversees and contributes to programming
- Library Co-Director, or other experienced staff with solid institutional knowledge – shares responsibility for library operations, including book selection and procurement
- Program Coordinator – researches, procures materials for, and puts on virtual or in-person programs; also performs page-type duties on library floor and at circulation desk

The EWPL Board of Trustees is confident that these positions will successfully interface with NLS, provide direction to any other staff working remotely, and deliver library materials and program content of value to our patrons.

B. Protocols for Telecommuting for Non-Essential Employees

Non-essential staff will be on-call in that they are ready, willing and able to work remotely to the greatest extent possible on projects as may be identified by library leadership during their working hours, and must complete such duties as assigned.

All EWPL staff are able to access library email, WordPress, social medial tools (e.g. Facebook, Instagram, YouTube), and Webex remotely from home computers. Staff and patrons will have access to the Nassau Digital Doorway/ Libby app, a free collection of downloadable media, that can be used to encourage reading by patrons of all ages and facilitate book clubs.

Furthermore, an EWPL laptop is available for use by essential and non-essential staff. The laptop will hold any key documents necessary for telecommuting and provide access to library email, webpage administration

software, social media, and Webex. It is also set up with access to NLS' SIERA book circulation system that, due to security protocols, can only be used while in the library.

The library's voicemail can be retrieved from outside (cell)phones and, in the event needed, the Village of East Williston will work with the phone service provider to enable call forwarding to an off-location phone number.

C. Staggering of Shifts for Essential Employees

With only three employees deemed essential, any working hours occurring on library premises could be staggered to work two at a time, as follows:

- Director + Program Coordinator
- Co-Director + Program Coordinator
- Director + Co-Director

However, the library's size and layout allow for sufficient social distancing of up to 3 employees at a time. Example: one in Director's office, one at circulation desk, one at a patron table working with laptop.

D. PPE Procurement and Storage Protocols, for Essential Employees

As part of weathering the COVID-19 pandemic, the EWPL has procured and is storing personal protective equipment and cleaning/ sanitizing products.

Assuming 2 pieces of PPE over a 6-month period for 3 essential employees working 4 shifts per week, the library would need to have on hand ~ 625 face masks and ~ 625 pairs of gloves. The library's current supply of these types of PPE exceeds the number required.

In addition to face masks and gloves, the EWPL is storing approx. 50 reusable face shields and a significant amount of sanitizer and cleaning products.

The library's budget for 2021/22 will include funds for replenishment and/ or enhancement of PPE. The Library Director(s) will monitor and adjust the PPE supplies, as needed, and the Board will continue to take into account PPE funding in developing subsequent annual budgets. The Library board will also continue to collaborate with the Board of the Village of East Williston in the event of any future PPE shortage in order to successfully secure the necessary PPE and protect our essential employees.

E. Protocols in Case of Employee Exposure to Communicable Disease

Any employee exhibiting symptoms of or having been exposed to the communicable disease in question will immediately report as such to the Library Director(s), and remain home. The Library Director(s) will, in turn, inform the Board of the exposure. The library and the employee will cooperate with the NY State Department of Health ("DOH") in relation to contact tracing efforts.

Depending on timing of exposure and last presence at the library and in accordance with guidance from the DOH, the library premises will be thoroughly cleaned and surfaces disinfected prior to resuming on-site work and patron access, if any. The Board may direct the Library Director(s) to temporarily close the library in addition to and beyond the duration of the cleaning efforts if such closure will lead to the expiration of the infectious agent and its toxins. During this time all employees will work remotely. The Library will communicate and collaborate with the Village of East Williston in cleaning efforts as the two share the same building.

Any sick leave or quarantine leave pay will be determined in accordance with the East Williston Public Library Personnel Policy, last amended on April 22, 2020.

F. Documentation of Work Hours and Locations

All staff, whether essential or non-essential, will document work hours by location on any given day/ shift, including any visits to stores or locations different than the library or employees’ homes. This will apply to the salaried Library Director as well, as the collected data is expected to aid any contact tracing efforts.

Working hour and location logs are to be submitted weekly to the Library Director(s), a process similar to one currently in place as all staff other than the Library Director are paid on an hourly basis.

G. Emergency Housing for Essential Employees

All current EWPL staff including the employees deemed essential reside in private homes in the Village of East Williston. Based on historical and current staffing, it is reasonable to expect that any future staff that may fill these essential roles will also reside in East Williston or one of the directly neighboring villages/ towns.

Given proximity of essential employees’ residences to the library, we do not anticipate the need for further work with the locality to identify nearby emergency housing sites. However, the Board will monitor this and re-evaluate, as needed.

H. Testing and Contact Tracing

The Board and the Library Director(s) will stay abreast of any testing and contact tracing requirements that may arise in the event of a communicable disease disaster and that may affect library operations and staff. We will work closely with the NLS and follow any state and local government guidance.