SACHEM PUBLIC LIBRARY

SAFE WORK PLAYBOOK

PANDEMIC PREPAREDNESS PLAN

APRIL 2021 VERSION 4

The information contained in the Sachem Public Library's Pandemic Preparedness Plan represents current practices regarding the recommended operation of libraries during this time of the unprecedented COVID-19 pandemic. The health and safety of all people who enter our building is our primary priority.

This Plan seeks to aligns with the Centers for Disease Control (CDC), State and Local Health Departments, the World Health Organization (WHO), Occupational Safety and Health Administration (OSHA), and Executive Orders of the Governor of the State of New York recommendations to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.

The Pandemic Preparedness Plan provides protocols for use in all departments of the library. Any exceptions must be authorized by Administration. The Library must comply with all applicable laws. If there is a conflict between the recommendations in the Plan and the applicable law, the Library must follow the applicable law.

This Pandemic Preparedness Plan is a tool created to help our organization carefully navigate a quickly-changing reality that started on March 11, 2020 when the World Health Organization declared COVID-19 a pandemic. The Plan is the result of research, deliberation and documentation developed to define protocols and potentially helpful practices for how SPL can mitigate the risks of COVID-19 for patrons, staff and visitors.

The Pandemic Preparedness Plan covers a wide range of topics, including:
- Disinfection procedures
- Staggering shifts and other social distancing strategies
- Daily health screening protocols
- Protocols for isolating staff who become ill at work
- A micro-cluster plan
- PPE; use, care, inventory, purchasing and storage

As thorough as this document is, we know it is a snapshot of our knowledge around COVID-19 at this moment, and it will be necessary to update it regularly.

We can think of no better example of our library living up to our vision than the work that is happening right now at SPL. Evolving our service models and reestablishing a workplace where staff feels comfortable performing their jobs safely is a multi-faceted challenge. Still, we remain focused on keeping our staff, patrons and vendors, supplier, and contractors safe while working in our building and grounds.

Stay Safe.

On behalf of the
Library Administration & Board of Trustees

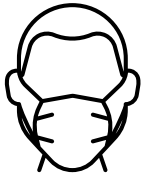# TABLE OF CONTENTS

PERSONAL PROTECTIVE EQUIPMENT (PPE)

About:

SPL's top priorities to mitigate the spread of COVID-19 include:

1. Personal hygiene
2. Social distancing
3. Frequent disinfecting of common surfaces
4. PPE use

Sachem Public Library is responsible for ensuring there are adequate supplies, as required by law, of PPE and sanitization supplies.

Masks

• Face masks are required for all SPL staff members. If you have a medical condition or other concern were wearing a mask causes a hardship, contact Administration to discuss.

• Patrons and other visitors will also be required to wear masks.

• SPL Administration will continue to monitor mask recommendations and advise of any updates.

Face Shields

- Face shields may be used as an additional safety measure. Masks must still be worn with a face shield.

Gloves

- Based on CDC findings, the Library will only require staff to wear gloves when receiving materials and/or disinfecting Library spaces. *Note: Pursuant to CDC guidelines gloves are not otherwise recommended for general protective use.*

Protocols for providing PPE include:

- Identification of need for PPE based on job duties and work location.
- Procurement of PPE as specified by the amended law; public employers must be able to provide all required PPE to each essential staff member during any given work shift.
- Storage of, access to, and monitoring of PPE stock; PPE must be stored in such as manner that will prevent degradation, staff must have immediate access to it in the event of an emergency and the supply must be monitored to ensure integrity and track usage.

DISINFECTANT MEASURES

CDC and public health guidelines will be followed for cleaning and disinfecting surfaces/areas.

General Disinfectant Measures:

- The measures listed on the chart below will be implemented routinely, based on frequency mentioned, to disinfect workplace surfaces, chairs, tables, etc. and protect staff, patrons and visitors.
- Along with these disinfectant activities, proper personal hygiene practices including frequent hand washing are also necessary.
- While SPL custodians are responsible for completing most of the routine tasks, all staff are responsible for completing some routine workplace disinfectant tasks. Staff should wipe their own workspaces at the beginning, middle and end of their shift; cleaning up after themselves and disinfecting frequently used surfaces.
- Proper dwell time (contact time) for cleaning products is required to properly disinfect a surface. This varies from product to product, please read the instructions of the product for proper dwell time.
- Managers and Supervisors should use discretion with frequency of disinfectant measures based on use, traffic flow and other observable factors.
- Cleaning logs will be maintained by the custodial department, detailing date and time and scope of cleaning.

Routine Disinfectant Measures:

#	Area/Place	Surfaces	Disinfectant	Measures	Frequency	Who
1	Common surfaces	Including table tops, small study spaces, computer surfaces	EPA-approved disinfectant	Follow manufacturer directions on product label	Four times per day	All staff
2	Offices, desks, program rooms	Table and chair surfaces	EPA-approved disinfectant	Follow manufacturer directions on product label	At the end of each meeting and the end of the day	All staff
3	Studio equipment	Studio spaces and equipment	EPA-approved disinfectant	Follow manufacturer directions on product label	After each use and end of the day	All studio staff

Routine Disinfectant Measures: *continued*

#	Area/Place	Surfaces	Disinfectant	Measures	Frequency	Who
5	Play spaces/ toys	removed until further notice	n/a	removed until further notice	n/a	n/a
6	Returned items	All materials checked out by patrons	n/a	quarantined for 3 days	Upon each item being returned	Circ staff
7	Restrooms	All surfaces, floors, countertops, and handles	EPA-approved disinfectant	Follow manufacturer directions on product label	Two times per day and end of day	Custodial
8	Library Vehicles	Common surfaces; steering wheel, door handles, seat belts	EPA-approved disinfectant	Follow manufacturer directions on product label	After each use	All staff
9	All floors	all hard surface floors in the building	EPA-approved disinfectant	Follow manufacturer directions on product label	Periodically, as needed; high traffic areas more frequently	Custodial

Additional Considerations

The library will also provide and maintain hygiene stations for staff and patrons, including accessibility for handwashing with soap, water and paper towels, as well as alcohol-based hand sanitizers for areas where hand washing is not feasible.

Staff are encouraged to use the staff restrooms instead of the public ones, whenever possible and to wipe down surfaces after each use.

ADVANCED DISINFECTANT PROTOCOLS

CDC and public health guidelines will be followed for cleaning and disinfecting after a positive case on staff/ in the building.

Advanced Disinfectant Cleaning Protocols
Upon being notified of a positive COVID-19 case on staff, or another variable that causes Administration to deem it necessary, a comprehensive deep cleaning and disinfecting of the building and all surfaces will be implemented. This will commence as soon as practical after the decision to implement has been made. This process will start in areas farthest away from the affected zone and work their way inward, cleaning the impacted zone/zones last. *Only authorized personnel will be allowed in the building during this process until it has been completed.*

The library Director will determine if and for how long it might be necessary to close the building in order to let custodial staff complete all tasks involved.

Custodial will be required to wear masks and gloves during disinfecting. The library will provide the staff necessary PPE and cleaning supplies.

Additional Considerations
Should the library's custodial staff be unable to perform the comprehensive disinfection of the facility the library will consult an outside company that has trained personnel, proper equipment and PPE to perform this work.

Manage incoming materials, deliveries and mail.

Materials
- All returned materials will be accepted from the outdoor book drop and from our self check-in machine in the building.
- The Library Director will determine if and for how long materials need to be quarantined.
- All staff handling library materials are required to wear a mask and encouraged to wear gloves or wash hands afterwards.
- All return bins should be disinfected after being emptied and put back into rotation.
- SCLS deliveries do not need to be quarantined as they already went through a quarantine period before arriving to SPL and they follow our same handling protocols.

Outside Deliveries
- The Library Director will determine if and for how long deliveries should be quarantined.
- Staff opening items are required to wear masks and encouraged to wear gloves or wash hands afterwards.

Daily Mail
- The Library Director will determine if and for how long mail should be quarantined.
- Staff opening mail are required to wear masks and encouraged to wear gloves or wash hands afterwards.
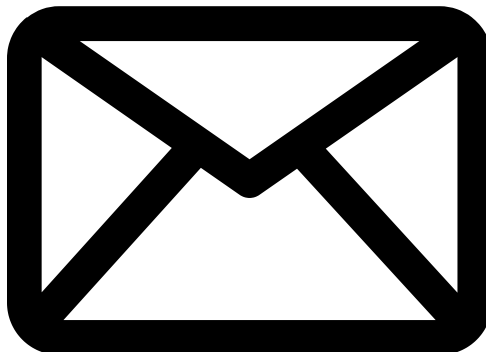
SOCIAL DISTANCING PROTOCOLS

Adhere to social distancing guidelines.
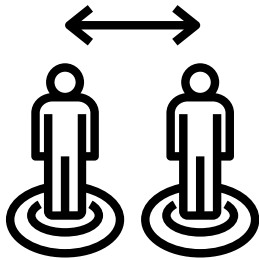
Social distancing is intended to provide a safe environment and limit the risk of exposure and person-to-person contact.

- Maintain a distance of 6 feet whenever possible while working with coworkers and providing service to the public.
- Wear a mask.
- Eliminate all physical contact with others in the work place such as hand shaking.
- Avoid others that appear to be sick.
- Disinfect surfaces such as keyboards, mice and phones before and after each shift.
- Disinfect your own workspace several times a day.
- Hold virtual meetings whenever possible or small, socially distanced meetings.
- Clean up after yourself in the breakroom and disinfect the table after you eat.
- Wash hands often including before and after meals, after using the restroom and handling materials.
- Clean up after yourself in the staff bathrooms and spray Lysol.
- Limit to one staff member in an elevator at a time.
- Try to limit to one staff member in company vehicles at a time. When that is not possible, open windows for fresh air and wear masks.

DAILY HEALTH SCREENING

Complete self-health questionnaire daily

Overview of daily health screening
- Reporting to work confirmation
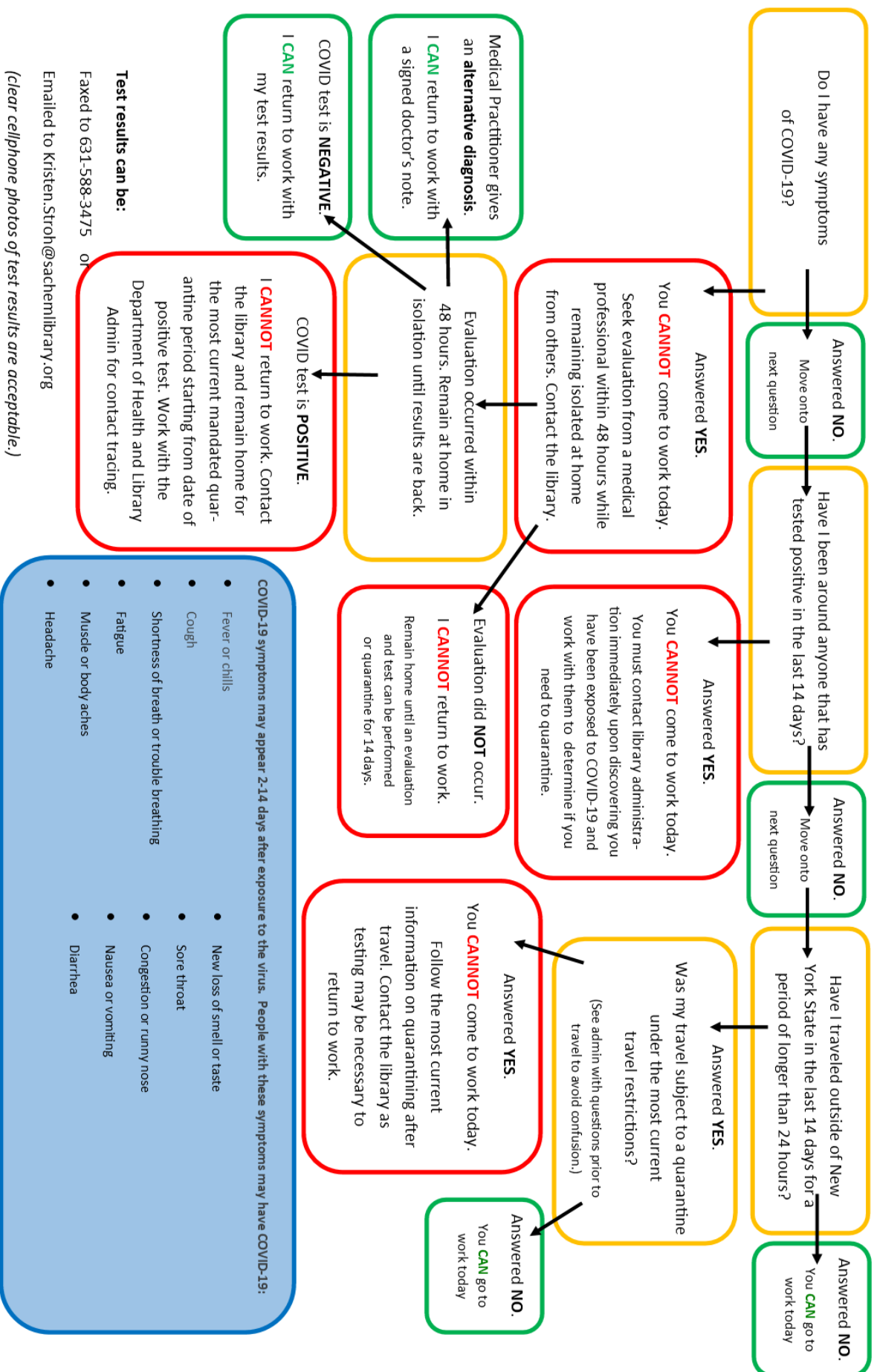- Reporting any symptoms
- Recording any recent or upcoming travel

The daily health screening is in place to prevent any sick or symptomatic staff members from coming to work. If the employee is deemed symptomatic during their shift, they will be sent home.

- Staff are required to fill out the daily Self-Health Questionnaire each shift.
- Report any NEW symptoms that have arisen in the 24 hours prior to work.
- Report any recent or upcoming travel as there may be quarantine rules that apply.
- Report any close contact with any positive COVID-19 cases.
- Stay home if you feel unwell or if someone in your family feels ill.
- If your symptoms do not get better in 24 hours, seek medical attention and get tested.
- Keep your manager and Administration informed of any testing.
- Remain home and quarantine until test results are back (either Rapid or PCR).
- Upon return to work hand in documentation of negative results.
- Alert Administration of a positive test result immediately and quarantine.
- HIPAA regulations require all staff health information to remain confidential, therefore these health logs will remain for in-house Administration use only.
- On-site and remote work is tracked via ADP software. Staff is expected to sign-in each shift and also denote if the work was remote; using the appropriate code "HOME".
- Staff working off-site or making deliveries should add this in the note field when signing into ADP so SPL can track this.

Decision-Making Flowsheet: Can I go to work today?

Do I have any symptoms of COVID-19?

Answered **NO.** Move onto next question

Answered **YES.**
You **CANNOT** come to work today. Seek evaluation from a medical professional within 48 hours while remaining isolated at home from others. Contact the library.

Have I been around anyone that has tested positive in the last 14 days?

Answered **NO.** Move onto next question

Answered **YES.**
You **CANNOT** come to work today. You must contact library administration immediately upon discovering you have been exposed to COVID-19 and work with them to determine if you need to quarantine.

Have I traveled outside of New York State in the last 14 days for a period of longer than 24 hours?

Answered **NO.**
You **CAN** go to work today

Answered **YES.**
Was my travel subject to a quarantine under the most current travel restrictions?
(See admin with questions prior to travel to avoid confusion.)

Answered **NO.**
You **CAN** go to work today

Answered **YES.**
You **CANNOT** come to work today. Follow the most current information on quarantining after travel. Contact the library as testing may be necessary to return to work.

Medical Practitioner gives an **alternative diagnosis.**

I **CAN** return to work with a signed doctor's note.

Evaluation occurred within 48 hours. Remain at home in isolation until results are back.

Evaluation did **NOT** occur.
I **CANNOT** return to work. Remain home until an evaluation and test can be performed or quarantine for 14 days.

COVID test is **NEGATIVE.**
I **CAN** return to work with my test results.

COVID test is **POSITIVE.**
I **CANNOT** return to work. Contact the library and remain home for the most current mandated quarantine period starting from date of positive test. Work with the Department of Health and Library Admin for contact tracing.

Test results can be:

Faxed to 631-588-3475   or

Emailed to Kristen.Stroh@sachemlibrary.org

(clear cellphone photos of test results are acceptable.)

12/29/20 updated

COVID-19 symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or trouble breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of smell or taste
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

POSITIVE CASE ON STAFF- Library Closing

Protocols for the library closing due to a positive case on staff.

Notice of Closing

Upon becoming aware of a positive case of COVID-19 on staff, the Library Director will determine if and for how long it might be necessary to close the library. Administration will utilize Dial My Calls automated phone system to reach staff and our website and social media platforms to reach the public.

Contact Tracing

Administration will immediately work with the staff member and their supervisor/department head to complete contact tracing. Starting from the day that the staff member first felt symptoms and going 3 days prior we will begin to ascertain if any other library staff may have been affected. Administration creates a list of those staff members, contacts the Suffolk County Department of Health and gives them the list. Then Administration will notify those staff via email or phone. The SC DOH will also contact these staff members. Follow the quarantining steps as outlined later in the plan. As mentioned previously, HIPAA laws prevent SPL from disclosing the staff member's name that tested positive for COVID-19.

Deep Cleaning

As mentioned earlier, the library will undergo a deep cleaning and disinfecting as outlined under the advanced disinfecting protocols.

Library Reopening

The library will reopen as soon as feasible after contact tracing of staff and sanitizing of the facility have been completed. Administration will notify staff of the reopening date via Dial My Calls and utilize our social media platforms to reach the public. Staffing of service desks may need rearranging in order to reopen (depending on the # of staff quarantined) and participation from all departments will be expected.

Hybrid Model

In the event the library is unable to staff the building adequately enough to reopen to the public during the staff quarantine period, Administration would make the decision to go to a hybrid model. This would entail the building being closed to the public; reverting back to a smaller number of staff in the building while still maintaining our outdoor book drop returns, providing live chat, answering phones and emails, offering curbside pickup services, and accepting all deliveries and mail.

QUARANTINING AND RETURNING TO WORK

Protocols for quarantining and necessary documentation to return to work.

Overview
Quarantining means the separation of a person or group reasonably believed to have been exposed to a communicable disease but who are not yet symptomatic, from others who have not be exposed to prevent the spread of the disease.

Exposure
Occurs when an individual encounters a person who has tested positive for COVID-19 and the contact occurred within 6 feet for 10 minutes or longer. Further defined, this contact must have occurred within 48 hours of the onset of the person's symptoms or if asymptomatic, within 48 hours of the positive test.

Possible exposure occurs when a suspected (but unconfirmed) family member may have COVID-19 or when you come in contact with someone believed to be positive for COVID-19, but you do not meet the criteria of being within 6 feet for 10 minutes or longer.

Guidance for Self-Quarantining
Employees who are requested to self-quarantine by a health professional or the health department or have been exposed to a positive case of COVID-19 must *remain at home for the most current mandated quarantine time starting from the date of exposure*. Individuals who need to quarantine, or are unsure if they need to should contact Administration immediately upon learning of an exposure or a possible exposure.

Self-Quarantining means staying home and NOT attending work or any other place where you may come in contact with other people outside of your household. If possible, you should also try to limit your exposure with others in your household.

**If you *have symptoms* and are *awaiting test results* you should follow the self-quarantining guidelines until you receive your results.

Returning to Work After Self-Quarantining
Employees may return to work after their quarantine period is over and if they have not developed symptoms. They should still closely self-monitor for several more days after this period. Notice of completion of any mandated quarantine will need to be given to Administration before they can return to work. If the employee became sick during quarantine they should continue to quarantine and let Administration know of the development.

Returning to Work After Self-Isolation from a Positive Case
Employees who have tested positive for COVID-19 can return to work after meeting all these criteria:
- 10 days from the onset of their symptoms.
- Have seen significant improvements in their symptoms.
- Have been fever free without the use of fever reducing medications for 48 hours.

Guidance for Self-Isolation
Employees who are in self-isolation due to being positive for COVID-19, are presenting with symptoms, or have been instructed to self-isolate by a health care professional or DOH should self-isolate for 10 days and seek the advise of a health care professional.

**Please note- that it is possible to contract COVID-19 again 30 days after being positive.*

Emergency Paid Sick Leave
The Families First Coronavirus Response Act of 2020 (FFCRA) provided 2 weeks paid sick leave to employees that become sick with COVID-19 or were mandated to self-quarantine by a health care professional or DOH. Full-timers were able to get paid their regular rate of pay for up to 80 hours in the 2-week period and Part-Timers were able to get paid their regular rate of pay for the hours they would have worked in the 2-week period. This paid sick leave was available from April 1,2020 until Dec 31, 2020 and the Library opted to extend it until March 31, 2021.

Starting April 1, 2021 the library has been providing time solely under the NYS paid sick leave clause.

New York State's legislation authorizes sick leave for employees subject to a mandatory or precautionary order of quarantine due to COVID-19. This also provides for 14 days worth of sick leave at their regular rate of pay for the days they would have worked in the 2-week time period of the quarantine. NYS COVID sick leave can be used more than once, but for employees who seek to use it a second or third time, it must be because of a positive COVID test, and they must produce the test results. Employees max out at 3 uses of NYS COVID sick leave.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Sachem Public Library, and as such are not provided with paid leave by the Sachem Public Library.

CONTRACTOR/SERVICE PROVIDER PROTOCOL

Contractor protocols for working in the building.

Contract/Service Provider Restrictions
- Meetings should take place via phone or virtual wherever possible to ensure everyone's safety.
- When business is critical and must be done physically in-person, such as to allow for the building to remain operational, visits and work/maintenance should be done in accordance to the rules and guidelines in this Pandemic Preparedness Plan.
- Vendors should NOT enter the building if they have come in contact with anyone having tested positive for COVID-19 in the past 14 days and/or are exhibiting any possible symptoms.
- All contractors/service providers must wear a mask while visiting SPL.

Directions for Contractors/Service Providers
- Must sign in and out each visit on the vendor log which the library maintains.
- Must not have come in contact with anyone testing positive for COVID-19 in the past 2 weeks.
- Must not feel ill or exhibit any symptoms.
- Exposure to employees and patrons should be limited as much as possible; work before or after library hours or move employees or patrons from contractor's work area if needed.
- Should practice social distancing among themselves whenever possible, and between staff and patrons.
- Must wear a mask at all times in the building.
- Work area should be cleaned and sanitized at completion.

LABOR RELATIONS ALIGNMENT

Educate all employees and union
representatives of the Library's
Pandemic Preparedness Plan protocols.

Communication, partnership and alignment with the staff union representatives will help ensure that protocols will be understood and followed and that library staff stay safe and healthy.

Details
- Ongoing communication regarding COVID-19 pandemic planning and safety protocol during labor management meetings and as needed.

STAFF TRAINING

Complete necessary trainings
as assigned by Administration.

Before returning to work in May through July of 2020 staff was required to complete a series of readings and videos that covered the following topics:
- Proper mask wearing and care.
- Proper PPE wearing and care.
- Symptoms of COVID-19.
- Proper hand washing hygiene.
- How to stay safe from COVID-19.
- Employees rights under the FFCRA.

SPL also shared two webinars about materials handling and the Coronavirus; one produced by Demco, *COVID-19: Safety Tips for Reopening Your Library and* the second one was produced by the Institute of Museum and Library Services, *Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections.* Other resources shared included how to properly wear and care for your PPE; *Mask Wearing 101: How to Use & Reuse a Face Mask*, a video by Sarasota Memorial Health Care System.

SPL reserves the right to assign additional staff training at anytime as necessary for staff safety and information on COVID-19. Administration will also share any pertinent information in the news and any changes in SPL protocols via staff email. Staff is required to check their emails each shift for updates.

PROGRAMMING GUIDELINES
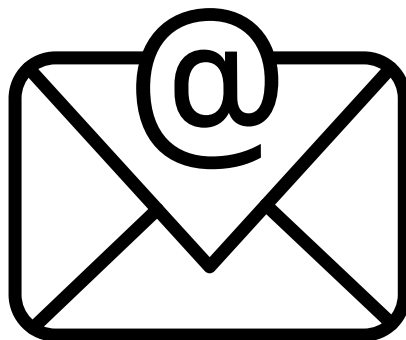
Protocols to safely reintroduce programming in the building.

All in-person programming was cancelled after March 13, 2020 and in April SPL shifted to virtual programming. YouTube videos were favored over other platforms as our patrons could access these videos at any time; making them accessible to the masses.

SPL plans to reintroduce limited in-person programming in early 2021. Guidelines are as follows:

- Masks are to be worn by all participants.
- Participants may be asked to have their temperature taken upon entry to programs.
- All programs will require prior registration for contact tracing purposes.
- No walk-ins will be allowed.
- Maximum attendance will be drastically reduced and prior approval by Administration is required.
- Each program set up will need approval by Administration.
- Social distancing guidelines will need to be followed at all times.
- A liaison from SPL will need to be present for each program to maintain protocols.
- No food or drinks will be allowed in programs until further notice.
- In-person cooking classes will NOT resume until further notice. They will remain virtual.
- Bus trips will NOT resume until further notice.
- All outside programmers will need to follow all SPL's protocols.
- No shared supplies. Items must be quarantined and sanitized before the next use.
- All tables, chairs and other equipment used must be sanitized afterwards by the department hosting the program.
- Each department will need to keep a log of all outside programmers coming into the building; the date and time they were here and what programs they provided (for contact tracing purposes).

All terms of these guidelines are subject to change at anytime.
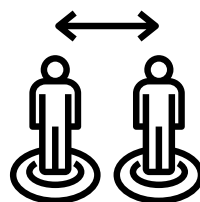
ESSENTIAL FUNCTIONS

Sachem Public Library defines essential functions as functions that enable our organization to:
1. **Maintain the safety of staff, contractors/service providers, and our patrons.**
2. **Provide vital services.**
3. **Provide services required by law.**
4. **Sustain quality operations.**
5. **Uphold the values of Sachem Public Library**

SPL has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing critical functions and building internal capabilities necessary to increase and eventually restore operations. Appropriate communications with staff, contractors/service providers, our patrons, and other stakeholders will be an ongoing priority. Library administration maintains the sole discretion to determine and/or modify the types of functions which they considered essential.

Essential functions are prioritized according to:
- The time criticality of each essential function.
- Interdependency of one function to others.
- The recovery sequence of essential functions and their vital processes.

The mission essential functions for Sachem Public Library have been identified as:

Essential Function	Description
Information Technology	Monitors and maintains library's networks and online security
Custodial Services	Maintains the building's ability to physically operate and maintenance
Processing & Ordering	Receiving orders and placing orders for materials
Administrative Functions	Payroll, benefits, HR, maintains budget, oversees all operations
Online Services	Databases, download services, live chat, online catalog, holds
Outdoor Book Drop	Receiving items from the outdoor book drop
Curbside Pickup	Providing contactless access to material checkouts

ESSENTIAL POSITIONS

Sachem Public Library identifies certain positions as essential and requires these positions to be on-site to effectively operate. The table below lists these positions or titles that are to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely at the Director's discretion and do not need to be identified in this section.

SPL has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing critical functions and building internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our patrons, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:
- The time criticality of each essential function.
- Interdependency of one function to others.
- The recovery sequence of essential functions and their vital processes.

The mission essential positions and functions for Sachem Public Library have been identified as:

Essential Function	Essential Positions/Titles	Justifications
Information Technology	Network Manager	Provides support in setting up hardware and software, network management, and staff support.
Custodial Services	Head Custodian	Provides facilities and grounds management and maintenance.
Processing & Ordering	Head of Technical Services and Networks System	Places orders, processes new materials, receives deliveries.
Administrative Functions	Library Director	Provides administrative guidance, oversees all operations.
Administrative Functions &HR	Assistant Director	Provides administrative guidance, Human Resources.
Online Catalog	PALS Coordinator	Reports catalog issues and works with SCLS.

REMOTE WORK & STAGGERING SHIFTS

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

REMOTE WORK
Non-essential staff able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:
1. Identification of staff who are capable of completing their job functions remotely.
2. Approval and assignment or remote work.
3. Equipping staff for remote work, which may include:
    - Internet capable laptop
    - Necessary peripherals
    - Access to secure network drives
    - Access to software and databases
    - A solution for telephone communications

Administration and Department Heads will collaborate to identify staff/positions that can effectively work remotely. The Director will approve staff/positions eligible to work remotely and their schedule. Department Supervisors will be responsible for assignment and review of remote work. Administration and Network Manager will evaluate the equipment and software needed and available for those approved to work remotely. The Network Manager will provide software access and maintain a list of equipment being used by staff for remote work.

STAGGERING SHIFTS
Staggering shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as as targets for limiting exposure. Regardless of changes in start and end times of shifts, SPL will ensure that staff are provided with their typical or contacted minimum of work hours per week. Staggering shifts requires:
1. Identification of positions for which work hours could be staggered.
2. Approval and assignment of changed work hours.

Administration and Department Supervisors will collaborate to identify positions for which work hours could be staggered. The Director will approve all temporary changed work hours. Staggered work shifts between 7am and 9pm may be inclusive of weekends. There will be a shift supervisor assigned to each staggered shift.

MICRO-CLUSTER PLAN

Continuation of Operations for the Sachem Library
In an effort to identify small geographic areas where the spread of the Novel Coronavirus (COVID-19) has reached levels requiring additional State action, the State of New York (NYS) has put in place a Micro-Cluster Strategy. This Strategy contains five key processes: Monitor Data; Identify Area of Concern & Create Specific Geographic Focus Areas; Implement Cluster Zone Focus Area to Control the Virus; Review Data; and Adjust Restrictions.

Further, NYS has developed a Micro-Cluster Approach, whereby cluster identification is more targeted and identifies data in a small geographic area where COVID-19 spread has reached levels requiring additional State action. The Approach is based on a variety of factors including: Testing, Hospitalizations, Geographic Considerations, and Other Epidemiological Factors as defined by the NYS Department of Health.

Communities and areas experiencing a concerning increase in COVID-19 spread may be designated as a Micro-Cluster Focus Zone: Red Zone, Orange Zone, or Yellow Zone.

Information regarding the Strategy is attached.

The Sachem Public Library recognizes its responsibility to have a COVID-19 Micro-Cluster Plan to address Library operations in the event our community is designated as a Micro-Cluster Focus Zone.

Sachem Public Library Plan
If the Library falls within a Micro-Cluster Focus Zone, the Library will respond accordingly. For the purposes of implementing this PLAN, Sachem Public Library shall be identified as a Business under the Micro-Cluster Type of Activity (see Appendix A - Section 3 Implement Cluster Zone Focus Area).

The Sachem Public Library's COVID-19 REOPENING SAFETY PLAN shall continue to be enforced under all Micro-Cluster Focus Zone levels.

The Sachem Public Library will cooperate with New York State, Suffolk County and local government officials.

The Sachem Public Library shall implement the following:

MICRO-CLUSTER PLAN (continued)

YELLOW ZONE
The Library continues day-to-day operations

- Hours of operations may be modified as deemed necessary.
- Curbside pick-up service continues
- Book drops remain open.
- Returned items are quarantined for 3 days.
- Public computers available with restrictions in place.
- Online services continue including:
1. Virtual Programming
2. Downloadable eBooks & eAudiobooks
3. Downloadable magazines, movies & music
4. Online learning (virtual tutors, courses, workshops, etc.)
5. Chat with a Librarian
- No in-person meetings or programs.
- No tutoring allowed; limited seating.
- Signage is placed on doors and around building.
- Library website and social media accounts are updated to reflect all changes.
- Deliveries allowed unless otherwise determined by Library Administration.

ORANGE ZONE
The Library building is CLOSED to Public

- Staff may report to the library or be assigned to work remotely.
- Curbside pick-up service continues.
- Outdoor book drop remains open.
- Returned items are quarantined for 3 days.
- Online services continue including:
1. Virtual programming
2. Downloadable eBooks & eAudiobooks
3. Downloadable magazines, movies & music
4. Online learning (virtual tutors, courses, workshops, etc.)
5. Chat with a Librarian
- No public allowed in building.
- Signage is placed on doors.
- Library website and social media accounts are updated to reflect change.
- Deliveries allowed unless otherwise determined by Library Administration.

RED ZONE
The Library building is CLOSED

- No staff in the building; key staff are assigned to work remotely.
- Curbside pick-up service suspended.
- Materials holds are re-directed.
- Due dates for materials checked out are extended, any fines suspended.
- Book drops are closed.
- No in person meetings or programs.
- Online services continue:
1. Virtual programming
2. Downloadable eBooks & eAudiobooks
3. Downloadable magazines, movies & music
4. Online learning (virtual tutors, courses, workshops, etc.)
5. Chat with a Librarian
- Custodial staff report to the Library only to conduct essential cleaning and maintenance.
- Signage is placed on doors.
- Library Website and social media accounts are updated to reflect change.
- Deliveries are suspended unless otherwise determined by Library Administration.

VENDORS & SUPPLY STORAGE

Sachem Public Library has identified the following PPE and cleaning supplies as applicable to the needs of daily operations during a public health emergency. While only required to provide disposable masks as PPE, we will also provide face shields and disposable gloves. We will provide hand sanitizer, disinfecting wipes and spray.

The following are current vendors whom Sachem Public Library has purchased the identified PPE and cleaning supplies from in the past and will continue to purchase from in the future:

- W.B. Mason- wbmason.com- 888-wbmason
- Janway- shopjanway.com-800-877-5242
- Global Industrial Suppply- global industrial.com- 888-978-7759
- Ocean Janitorial- oceanjanitorial.com- 631-581-4276
- Uline- ugliness.com- 800-295-5510
- Celestial Service Group- celectialservicegroup.com 1-800-367-3572

SPL will store required PPE in several places. PPE and cleaning supplies for the staff will be readily accessible in the shelves across from the custodial office. Back stock of these items can be found in the custodial office and/or the Assistant Director's office. Masks will be stored separately from cleaning supplies and those will be stored in the Assistant Director's office.

LEGAL STATEMENT

A NOTE TO ALL READERS

The information contained in the Pandemic Preparedness Plan is Sachem Public Library's current practices regarding the recommended operations of its facilities, where and when permitted by law, during this unprecedented COVID-19 pandemic. The health and safety of our staff and patrons is our primary priority, and this information may be shared if it is of assistance to others. Please be advised that some or all of the information in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of these ideas contained herein that you carefully evaluate and consult with outside legal counsel as appropriate. Please also note that this is a "living" document, that may be updated anytime by SPL given the fluidity of the situation. SPL bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in this plan.

This plan has been developed in accordance with the amended New York State Labor Law section 27-c which requires all public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease.

It was developed by SPL Board of Trustees and Administration with input from all staff union representatives, as required by the amended New York State Labor Law to address the public health emergency planning requirements.

No part of this plan is intended to impede, infringe, diminish, or impair our rights or those of our valued staff under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to staff through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

PPE INVENTORY

Masks
Gloves
Disinfecting wipes
Hand sanitizer
Hand Soap
Paper towels

Date	Item	# Boxes	Total	Meets Req.

CUSTODIAL CLEANING LOG

Date	Time	Area	Scope of Work