



## Seneca Falls Library Pandemic Plan

This plan will outline what will occur in the event of a pandemic or public health emergency as required by NYS Law.

**Essential positions** – Or positions that require onsite, in person access include:

- Library Director – The Library Director will require direct physical access to the building to evaluate building condition, pay bills and receive donations and other mail.
- Administrative Assistant – The administrative assistant will require direct access to the building for bill paying procedures.

In the event that essential positions must enter the building shifts will be staggered. Each employee will email the director a new work schedule. The director will then create a new work schedule in which only one employee will be allowed to enter the building at a time. The director will send out the schedule for all employees affected.

**Non-Essential Positions** – Positions that can work remotely include:

- Circulation Supervisor – Will continue duties as assigned remotely.
- Youth Services Coordinator – Will continue programming via Zoom or other outlets remotely and do other duties as assigned remotely.
- Library Clerks – Will continue duties as assigned remotely.
- Library Pages – Will continue duties as assigned remotely.

All non-essential workers will be given a laptop or Chromebook upon request to complete duties remotely. Access to Gmail, Zoom and other services will be provided and paid for by the Seneca Falls Library. If an employee does not have internet access a WIFI hotspot will be procured for them and paid for by the Seneca Falls Library.

In the event non-essential personnel can return to work but shifts need to be staggered each employee will email the director a new work schedule. The director will then create a new schedule in which only two employees will be allowed to enter the building at a time. The director will send out the schedule for all employees affected.

In the event supplies are needed for employees such as PPE, face coverings or masks, and other essential items the Library Director will reach out to Finger Lakes Library System to see what supplies are available. The director will check other avenues including, but not limited to online and in-person retailers to procure appropriate supplies. There will be at least four supplies of each item per person on the staff at all times. These supplies will be stored in the staff room for emergency use and additional

supplies will be stored in the paper closet within the Library until utilized. Each item that has an expiration date will be clearly marked and will be reordered a month before expiration.

In the event an employee has been contaminated the Library will close for 15 days. All staff will go into a 14 day quarantine beginning the date following the contamination report. Our cleaning company will be notified and all areas will be cleaned and sanitized by our outside cleaning company. Patrons who have been documented as entering the Library will be notified of the contamination by library staff remotely. No names will be given to staff or patrons. This type of closure falls under our emergency closure policy, in the event of this type of closure all employees will be paid as if they had worked their regular shifts until they are able to return to work.

In the event of a contamination all employees will send the director an email outlining their dates and times worked for the previous two week period including the day of contamination. Off site visits to other places on the Libraries behalf including, but not limited to, book mobile locations, nursing home locations and school locations will be documented within the emails. In the event a staff member has visited an outside area the location will be notified of the situation immediately.

If emergency housing is needed the Library Director will work with the Seneca County Health Department and other county offices to identify housing and other needed services.

Presented to the Seneca Falls Library Staff on 1/19/2021

Approved by the Seneca Falls Library Director on

Presented to the Seneca Falls Library Board on 1/18/2021

Approved by the Seneca Falls Library Board on 1/18/2021

For additional information on reopening after an emergency has been declared please see our extended reopening phase plan.

If you feel at any time this plan is not being adhered to or requires changes please contact the Library Director. In the event your claims are unheard please contact the Seneca Falls Library Board of Trustees.

If there is continued negligence please contact the Seneca County Health Department.