



Cortland Free Library
Books are just the beginning!

Policy Category: Public Health Emergency
Policy Title: Temporary Employee Safety Policy and Plan

Need for Policy: To protect the health and safety of our employees during a communicable disease outbreak by setting appropriate guidelines for physical distancing, protective equipment, hygiene and cleaning, communication, screening and contact tracing.

Need for Plan: To outline the steps and actions that will be taken to achieve the guidelines stated in the Temporary Employee Safety Policy.

PHYSICAL DISTANCING	
Guideline #1: Six feet distance between personnel will be maintained, unless safety or core function of the work activity requires a shorter distance.	
	<p>ACTIONS:</p> <p>A. Tape or sign markers denoting 6 ft. of spacing in commonly used and other applicable areas in the library will be posted.</p> <ul style="list-style-type: none"> • Tape will be placed on the floor at 6 foot intervals in the following areas: Youth Services circulation desk; Adult Services circulation desk; pickup and prep tables once we reach Stage Two of the CFL Re-Opening Plan. • Signs denoting 6 ft. of spacing will be posted: TBD.
Guideline #2: In situations where personnel are less than six feet apart from one another, personnel must wear acceptable face coverings.	
	<p>ACTIONS</p> <p>A. The following common situations that may not allow for 6 ft. of distance between individuals have been identified: passing in a hallway or other shared area; shelving in the same area of stacks.</p> <p>B. The following measures will be implemented to ensure the safety of employees in such situations: Employees should strive not to put themselves in these situations, however when it is unavoidable, such as going into a shared space where it's unknown if another staff member will come into the same area, they must wear face coverings or be prepared to put on a face covering.</p>
Guideline #3: Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.	
	ACTIONS

	<p>A. Signs limiting occupancy to only one individual at a time or at 50% maximum capacity if personnel are wearing acceptable face coverings will be posted by the following “tightly confined spaces”: elevator; break room; YS storage room; archives room.</p>
<p>Guideline #4: In-person gatherings will be limited as much as possible.</p>	
	<p>ACTIONS:</p> <p>A. Staff will be told to tele- or video-conference whenever possible.</p> <p>B. In-person meetings:</p> <ul style="list-style-type: none"> • must be deemed essential and approved by the Director. • will be held in the main library AS area, which meets the criteria of an open, well-ventilated space • must allow for appropriate social distancing among participants. <p>C. Physical distancing will be maintained during:</p> <ul style="list-style-type: none"> • shift changes by ensuring all staff members are familiar with the safety policy and plan and know to wear their mask as they enter the building, in case they encounter another staff member, worker, etc. • lunch breaks: staff will wear their masks when preparing food in the break room. Staff members are encouraged to eat in their workspaces, although one (1) person at a time may eat in the break room.
<p>Guideline #5: Contact during pick-ups and deliveries will be limited to the extent possible.</p>	
	<p>ACTIONS:</p> <p>A. Contact during pick-ups and deliveries will be limited to the extent possible.</p> <ul style="list-style-type: none"> • Deliveries from FLLS will be coordinated with the Assistant to the Director. • Curbside pickup for patrons will be by appointment only to limit interaction; items to be prepared and put on table for patrons to pick up. See re-opening plan for details. • Other deliveries and/or pick-ups will be arranged by the Director on a case by case basis. • Delivery personnel that enter the library without the appropriate PPE or have contact with another person must be logged in the entry log.
<p>GUIDELINE #6: Training on appropriate physical distancing and the protocol for not abiding by the safety rules will be provided to employees.</p>	
	<p>ACTIONS:</p> <p>A. The following training on physical distancing will be provided to employees:</p> <ul style="list-style-type: none"> • Staff meeting (scheduled for June 9, 2020 and to be recorded) • Written documentation <p>B. Training will include:</p> <ul style="list-style-type: none"> • physical distancing during shift changes, lunch breaks and engagement with patrons, delivery personnel and others. • promoting the wearing of acceptable face coverings any time personnel are less than six feet apart from one another. • Consequences for refusing to abide by these safety rules. • Policy violations and appropriate employee response. • Expectation that staff will follow all guidelines when interacting with patrons and visitors as well as staff.

PROTECTIVE EQUIPMENT

GUIDELINE #1: Cortland Free Library will provide its employees with an acceptable, disposable face mask at no cost to the employee.

ACTIONS:

- A. The Library Director will maintain an adequate supply of masks (one mask per employee per shift), factoring in the need for replacement and any possible delays in procurement due to COVID-19.
- The library will have a minimum of 250 disposable masks on hand.
 - Disposable masks will be purchased through Finger Lakes Library System.
 - New masks will be stored in a wire basket next to the sign-in sheet at the rear entrance where staff can take one at the start of their shift.

GUIDELINE #2: Face coverings will be worn by staff when inside the Library and six feet distance from another person cannot be maintained.

- Employees must have a mask with them at all times and be prepared to don a face covering if another person unexpectedly comes within six feet.
- Employees may choose to wear their own face coverings instead of a library-provided mask.
 - Cloth coverings are allowed.
- Face coverings of any kind may not be shared.

ACTIONS:

- A. Virtual staff training will be provided on June 9 and will be followed by written documentation. Training will include:
- how to adequately put on, take off, clean (as applicable), and discard face coverings
 - Employee responsibilities:
 - properly removing masks
 - cleaning or replacing their mask after each use or when damaged or soiled.
 - storing their mask off premises between uses.
 - Proper disposal of disposable mask provided by the Library.

HYGIENE and CLEANING

GUIDELINE #1: Cortland Free Library will adhere to and promote hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH), including cleaning logs, hand hygiene stations, and cleaning and disinfection.

ACTIONS

- A. The Library will maintain a cleaning log with the following information: date, time, and scope of cleaning.
- The log will be kept in the Maintenance Closet.
 - The log will be maintained by custodian, David Manglass.
- B. The Library will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Employees will be able to access appropriate hand hygiene and/or sanitizing products in the following locations: in each employee's individual workspace/office (as applicable); at each circulation desk (YS and AS); in the break room; at the rear entrance/exit next to the continuous log.

	<p>C. Regular cleaning and disinfection will be conducted at least after every shift, daily, or more frequently as needed.</p> <ul style="list-style-type: none"> • Shared surfaces and objects (e.g., phones, doorknobs, door handles/push bars -- including exterior – and book drop handle), as well as high transit areas, such as restrooms and common areas, will be cleaned and disinfected frequently. <ul style="list-style-type: none"> ○ Shared work stations, including circulation desk computers, will be cleaned and disinfected at least as often as employees change workstations. <p>D. The Library will purchase and maintain a sufficient supply of hygiene and cleaning supplies, factoring in the need for replacement and any possible delays in procurement due to COVID-19.</p> <ul style="list-style-type: none"> • The library has placed an initial order of 99.9% alcohol wipes; 8-ounce bottles of hand sanitizer; gloves; and disinfectant through the Finger Lakes Library System. After the initial order is received the Library Director, Assistant to the Director, and Library Maintenance Staff will evaluate as to whether additional supplies are needed and at what rate these will need to be reordered. <p>E. Training on hygiene and cleaning will include:</p> <ul style="list-style-type: none"> • Good hand hygiene <ul style="list-style-type: none"> ○ Clean and wash hands with soap and water for a minimum of 20 seconds before, during and after shifts at the library. ○ Sanitize hands before and after transferring a load of books from the book drop or a load of merchandise/supplies from a delivery driver ○ If soap and water are not readily available, employees should use the hand sanitizer provided by the Library. Employees should cover all surfaces of their hands and rub them together until they feel dry. • Cover coughs and sneezes with your elbow or a tissue. • Avoid touching your eyes, nose, and mouth with unwashed hands • using the appropriate cleaning/disinfection supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene. • The location of appropriate hand hygiene and/or sanitizing products: by the rear entrance; in shared work areas; in individual staff workspaces. • Disinfecting personal cell phones before and after the employee’s shift • hygiene and cleaning guidelines <p>F. Signage will be posted in the following locations to promote appropriate hand hygiene/sanitation:</p> <ul style="list-style-type: none"> • bathrooms • break room • YS storage room
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COMMUNICATION	
GUIDELINE #1: The Library will encourage adherence to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.	
	<p>ACTIONS:</p> <p>A. A communication plan for employees, patrons, and visitors with a consistent means to provide updated information will consist of external communication: signage, website posts, social media posts, local paper and radio announcements and internal communication will include emails, staff meetings, written documentation, and in-house signage.</p> <ul style="list-style-type: none"> • Communication plan will remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

	<ul style="list-style-type: none"> ○ Signage will be posted in bathrooms and shared staff spaces such as the break room and bathrooms, as well as by each entrance/exit.
<p>GUIDELINE #2: The Library will immediately notify state and local health departments if a worker tests positive for COVID-19 and will cooperate with contact tracing efforts including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.</p>	
	<p>ACTIONS:</p> <p>A. A continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area.</p> <ul style="list-style-type: none"> ● Exclusions: <ul style="list-style-type: none"> ○ deliveries that are performed with appropriate PPE or through contactless means; ○ customers. Note: customers may be encouraged to provide contact information to be logged but are not mandated to do so. ● The Library Director will be in charge of maintaining the log. ● The log will be kept by the rear entrance.

SCREENING	
<p>GUIDELINE #1: To comply with protective equipment requirements, the Library will implement a mandatory health screening assessment, daily review and documentation process.</p>	
	<p>ACTIONS:</p> <p>A. Mandatory health screening assessment process of employees and essential visitors (e.g., delivery personnel) will consist of:</p> <ul style="list-style-type: none"> ● Assessment <ul style="list-style-type: none"> ○ Self-reporting assessment in the form of a survey, to be done on arrival at the Library ○ Facial coverings required <ul style="list-style-type: none"> ▪ Will be provided for onsite screening at no cost to employees and essential visitors ○ Assessment (i.e., health check questionnaire) is posted inside the Library’s rear entrance. Employees and essential visitors must complete it by verifying that they have responded “No” to all questions and signing into the continuous log before they proceed into the building. If they answer “Yes” to any questions, they must leave and call the Library Director. <ul style="list-style-type: none"> ▪ The assessment asks about (1) current COVID-19 symptoms; (2) COVID-19 symptoms in past 14 days, (3) positive COVID-19 test in past 14 days, and/or (4) close contact with confirmed or suspected COVID-19 case in past 14 days. ● Daily Review and Documentation Process <ul style="list-style-type: none"> ○ The Library Director is responsible for daily review. ○ The Library Director will review and initial the sheet on their way out at the end of the day. ○ The Assistant to the Director will scan in the sheets and will save to confidential drive. <p>B. The following training on all aspects of the health screening process will be provided to employees:</p> <ul style="list-style-type: none"> ● The screening process will be reviewed during a staff meeting and will be provided via written documentation (i.e., this document). ● COVID-19 Symptoms

	<ul style="list-style-type: none"> ○ Cortland Free Library and its employees will take the following actions related to COVID-19 symptoms and contact (from NYS Guidelines): <ol style="list-style-type: none"> 1. If an employee (1) has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, OR (2) does NOT have symptoms but tests positive for COVID-19, the employee may only return to work after completing a 14-day self-quarantine. If an employee is critical to the operation or safety of a facility, the Responsible Parties may consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before an employee is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission. 2. If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify the Responsible Parties and adhere to the following practices prior to and during their work shift, which should be documented by the Responsible Parties: <ol style="list-style-type: none"> a. Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor under the supervision of their employer’s occupational health program. b. Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. c. Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others. d. Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely. 3. If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify the Responsible Parties and follow the above protocol for a positive case. 4. If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee must be separated and sent home immediately, following the above protocol for a positive case.
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CONTACT TRACING and DISINFECTION of CONTAMINATED AREAS

GUIDELINE #1: In order to comply with contact tracing and disinfection requirements in the event an employee tests positive for COVID-19, the Library will create a contact tracing plan and a cleaning and disinfecting plan.

ACTIONS:

A. Contact Tracing Plan:

- In the event an employee tests positive for COVID-19, the following steps will be followed:
 - The continuous log will be used to trace close contacts in the workplace.
 - [Close contacts in the workplace may be notified by the individual, if the individual chooses to do so, otherwise the Health Department will notify close contacts via a contact tracer.](#)
 - The Library Director and/or Assistant to the Director will be responsible for notifying state and local health departments.

B. Cleaning and Disinfecting Plan in the event of a positive COVID-19 case:

- CDC Guidelines:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
 - For hard (non-porous) surfaces:
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - Disinfection should be completed using EPA-approved disinfectants that the Library will obtain through the Finger Lakes Library System.
 - For soft (non-porous) surfaces:
 - Remove visible contamination if present and clean with appropriate cleaners for use on these surfaces.
 - After cleaning,
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.
 - For electronics:
 - Remove visible contamination if present
 - Follow the manufacturer's instructions for all cleaning and disinfection products
 - Consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
 - For linens, clothing, and other items that go in the laundry:
 - In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
 - Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
 - Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

STAYING UP TO DATE ON INDUSTRY-SPECIFIC GUIDANCE

GUIDELINE #1: The Library and its employees will stay up to date on guidance issued by New York State.

ACTIONS:

A. Following the NY Forward Safety Plan Template, the Library Director will consult the following sources on a periodic basis or whenever notified of the availability of new guidance.

- NY Forward website at forward.ny.gov
- applicable Executive Orders at governor.ny.gov/executiveorders

B. The Library Director will share applicable updates with the Board of Trustees and staff.

C. The Board of Trustees will review and update this policy as needed to reflect new, relevant guidance.

RESPONSIBILITIES

1. The Library Director is responsible for:

- following all guidelines and implementing the steps/actions to support those guidelines.
- Providing staff with appropriate training

2. Employees are responsible for following the guidelines in this policy, the plan implemented by the director and the training provided by the Library.

POLICY VIOLATIONS

Guideline #1: Because violations of this policy can harm the safety and health of others, all violations are considered serious and enforcement will be immediate.

ACTIONS:

A. In the event an employee feels there has been a breach of safety, the following process will be followed:

- The employee will remove themselves from the situation and will immediately notify their supervisor or the Library Director.
- If the situation relates to another employee, the supervisor and/or Library Director will then follow the protocol outlined in the Grievance and Dismissal section of the Personnel Manual.
- If the situation relates to a member of the public, the supervisor and/or Library Director will ask the person to leave if the situation warrants it (e.g., someone is not wearing a face covering and is coughing).

B. In the staff safety and hygiene training as well as when presenting this policy to the employees, the Director will encourage staff to disclose any medical condition which would preclude them from following these guidelines.

C. In the event an employee fails to follow a health or safety guideline, the following process will be followed:

- Library Director will first have a discussion with the employee to discern if there is a valid reason for which they are choosing not to abide by safety rules (e.g., a disability that prevents them from wearing a face covering).
 - a. If there is a valid reason, the Library Director will work with the employee to come up with a reasonable solution.
 - b. If there is *not* a valid reason and the employee indicates they are willing to comply:

	<ul style="list-style-type: none"> i. the employee will be given a verbal reminder/warning explaining the importance for their health and safety and that of others that they abide by the rules. ii. If an employee continues to refuse to abide by the safety rules, they will receive a second verbal reminder/warning explaining the importance of abiding by these rules. iii. If the employee does not heed the second verbal warning, they will receive a written warning iv. if the employee does not heed the written warning, the Library Director will consult the Library’s Personnel Committee to discuss next steps, including but not limited to termination. <p>c. If there is not a valid reason and the employee outrightly refuses to follow these safety guidelines, the employee will be considered insubordinate.</p> <ul style="list-style-type: none"> i. The employee will be sent home for the remainder of the day without pay. ii. If the employee continues to refuse to follow these guidelines upon returning to work, the employee will be suspended or terminated as determined by the Library Director in consultation with the Board of Trustee’s Personnel Committee. <p>D. If a member of the public asserts harm based on library action, a library employee should report this to the Library Director as soon as they become aware of it.</p> <ul style="list-style-type: none"> • If the employee has direct contact with the individual (as opposed to learning of the assertion via social media or other means), they should express that they hear the patron’s concern and try to get their contact information so that the Library Director can follow up.
<p>Approved by the Board: 6/8/2020 (via email) Note: This Safety Policy & Plan replaces the original Safety Policy approved by the Board on 5/28/2020.</p>	

Employee Agreement:

I have read and understood the above policy and plan, and agree to follow the guidelines and responsibilities as outlined.

_____ Date:

References & Resources

- NY Forward Safety Plan Template: https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf
- CDC Guidelines: [Reopening\Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes CDC.html](#)
- Cortland County Health Department Guidelines: <https://www.cortland-co.org/DocumentCenter/View/7650/Guidance-for--Employers-to-Plan-and-Respond-to-Coronavirus-Disease-2019>
- Coronavirus in Workplace Webinar (20200601)
- [Department of Health Guidelines](#)
- Legal Considerations for a Library Board When (Re)-Opening Your Library During the 2020 COVID-19 Pandemic (20200529)
- OSHA guidelines: <https://www.osha.gov/SLTC/covid-19/controlprevention.html#interim>

