West Hempstead Public Library
Plan for Continuation of Operations in the Event of a Public Health Emergency

In the event of a declaration of a Public Health Emergency when the Library is ordered to be closed, the following plan for Continuation of Operations will be implemented.

Essential Workers

The following positions are deemed essential to the functioning of the West Hempstead Public Library:

Director of the Library
Custodial staff (Custodian and Cleaners) who are responsible for the physical library building
Senior Account Clerk – the person in charge of payroll and clerk for all other financial business of the Library.

The Library will maintain a collection of safety material including gloves, face masks and face shields. These will be allocated as needed to ensure that each essential worker can get these as often as needed during the day.

The **Library Board of Trustees** has ultimate decision-making authority and the Director will follow any given directives.

Building Entry

The Director will control all building entry.

All persons entering the building will have a temperature check and paperwork to fil out each day of

entry. The Library will keep this data for a minimum of six months.
The library building is three stories and 27,000 square feet. Each of the 4-6 essential persons will have ample space to work safely when they are in the building together. Office work will be done away from building maintenance personnel.
Constant communication will exist among any of the essential workers when they are in the building together to maintain safe distancing.

Building Entry – Contractors

The Director will approve any scheduling of contractors needed for emergency services to ensure safe spacing with Library staff. A contractor will have to supply a work schedule and project worker(s) information to the Director before entering the premises for the Director's approval. There is ample parking around the library for workers and special equipment vehicles.

Contractors will be required to show evidence of PPE protections for their workers before they will be allowed entry into the building. In an extreme emergency, the Library can provide PPE for contracted workers.

The Library building will be closed to the general public. This will greatly reduce any infection threat. The Director can stop deliveries to the building - including mail - to minimize the introduction of virus or bacteria.

Non-Essential Employees

Anyone not deemed essential (as above) is considered non-essential.

The Director shall determine if non-essential employees and contractors will be able to telecommute with the Director via phone or email.

The Director maintains an Emergency Contact List with the phone numbers and email addresses of personnel so that they can be contacted by phone, text or email – provided these methods are available in an emergency. The Director provides the contact information to non-essential staff so that they can initiate communication with her, or the Senior Account Clerk.

The Director will assess the needs of staff to maintain contact from home in the event of a closing based on reports from the various departments.

The Library will procure and distribute devices to staff who can work remotely to maintain telecommunication with the Library. Technology such as software, data storage devices, tablets, or office laptops will be distributed if needed to staff members before an emergency shutdown so that they can continue to virtually perform library work. Personnel will take the hardware a/o software home by the shutdown date.

Virtual work includes but is not restricted to:

- Scheduling a/o presenting online programs
- Maintaining the Library collections
- Offering virtual Reference service
- Maintaining the Library website
- Communicating online with patrons
- Attending virtual professional meetings
- Taking part in continuing education experiences

PPE Equipment

The Director procures PPE equipment to ensure that all essential employees have required protection when they

come in the Library building. Essential workers will not have to enter the building every day. They will do so as scheduled by the Director.
Non-essential workers also get PPE protection provided through the Library.

Procurement of PPE is ongoing and involves online purchasing through various vendors including, but not limited to, Amazon, Janway, Home Depot, etc. The Library has a storage room in the basement stocked with gloves, masks, shields and sanitizer refills and wipes. Essential workers know the passwords to enter this room. As supplies are used in non-emergency times, the Director replaces them.
The Library will maintain enough PPE to supply up to 4 workers with a twice-daily allotment of gloves and masks for up to six months. Each worker will have their own shield. Sanitizing agents will be available throughout the building at many work stations and in the bathrooms. Custodial workers will keep dispensers filled.

Known Case of Disease

All employees (essential and non-essential) must inform the Director immediately if they are diagnosed as infected by the disease designated in the public health emergency.
The Director may, following CDC and Department of Health guidelines, close the Library immediately to the public and assess the particulars carefully.
The Director shall inform all other staff immediately. All non-essential employees shall disinfect themselves and then leave the building. They will go home and be prepared to stay home as long as contagion is possible. All will be reminded to take extra care to sanitize at home.

The diagnosed worker must stay home until he/she can produce documentation of negative test results.

Cleanup

Custodial employee(s) will begin a deep clean of any work area where the infected person has worked in the last 4 days in the building. This includes work stations, bathrooms, staff rooms, shared equipment, etc. The cleaners will use the highest levels of PPE available. They will be directed to take extreme care when returning to their homes.
This cleaning can be extended over several days as needed provided others do not enter the building before cleaning is complete.

The Director will alert every worker of the situation. Each worker will follow established guidelines for self-monitoring a/o self-quarantining to prevent further spread of the disease.

The Director will also alert the public through online venues that a worker has contracted the disease and give helpful information so long as it does not compromise the infected worker's privacy.

The Director will consult current medical and government protocols to decide when the library building can reopen to staff and the public.

Suspected Case of Disease

Employees who exhibit significant symptoms associated with the health emergency disease must report this immediately to the Director. If they are home, they must not come into work. If at work, they must leave the building and Library premises. The Director can require any worker to get appropriate medical testing. The worker can be barred from returning until a negative test result document is produced.

Employees who have concerns that someone is exhibiting symptoms can bring them to the Director who will investigate.

Personnel Protection

A Union contract exists at West Hempstead Public Library that delineates sick time, leave time, etc.

A copy of this *Plan for Public Health Emergency* will be presented to the Union and all Library employees. The Library will take no retaliatory action or otherwise discriminate against any employee for making recommendations or suggestions regarding the content of this plan.