



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Pandemic Response Plan

Approved January 4, 2021



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

PANDEMIC RESPONSE PLAN

PURPOSE

The Poughkeepsie Public Library District has adopted this Pandemic Response Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness.

The primary goals of the Library District's Pandemic Response Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations

The Plan is designed to ensure precautionary response and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting the library's staff, trustees, volunteers, and/or community members.

ADMINISTRATION

The Library Director as authorized by the Board of Trustees administers the Plan. This includes activating the Plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Library Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Business Manager.

DEFINITIONS

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued

by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).

- **Employee:** Any person employed by the Poughkeepsie Public Library District regardless of job classification or title.
- **Contractor:** Any individual performing paid services for the library but not an employee of the Poughkeepsie Public Library District.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the Poughkeepsie Public Library District to perform their job.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the Poughkeepsie Public Library District.
- **Communicable disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

ESSENTIAL EMPLOYEES OR DUTIES

In the event of a state-ordered reduction of the Library District's onsite workforce, the Library Director shall implement said reductions consistent with **Plan Appendix A – Inventory of Essential and Non-Essential Personnel** consistent with the state order. The implementation will attempt to meet the reduction ordered without employee furloughs or layoffs.

TELECOMMUTE/WORK FROM HOME

In the event of a state-ordered reduction of the Library District's onsite workforce, the Library District will expand the implementation of **Policy #4116 – Telecommuting Policy**.

All employees whose duties and routine tasks require the use of a computer and/or internet access, will be provided library-issued equipment necessary to perform those duties and tasks to the fullest extent practical and required based on each employee's access to their own equipment and services.

The Library District will provide instructions for downloading/installing any software for employees to perform their duties remotely as well as instructions for transferring office phone lines to personal cell phones as applicable to the employee's job description and as available.

IN-PERSON REPORTING

The Library Director will coordinate the schedule for employees and contractors reporting to the library in-person to perform essential tasks so that the Library District remains in compliance with the state-ordered reduction of in-person workforce. No employee or contractor is permitted to report to the Poughkeepsie Public Library District without authorization from the Library Director.

PERSONAL PROTECTIVE EQUIPMENT

PPE as required by local, state or federal laws or Executive Orders will be provided by the Library District. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulations.

The Library District will provide any necessary training for mandated PPE including proper use and disposal.

The Library District will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Library Director will monitor PPE supply levels and replenish the supply as needed in accordance with the Library District's procurement policy.

Failure to comply with PPE mandates may result in disciplinary action.

EXPOSURE TO COMMUNICABLE DISEASE

If required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees.

In the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the following procedures will be immediately implemented:

- The employee must not report to the library or they must leave the premises immediately, if already at work, and notify the Library Director. The employee should seek guidance from their medical professional.
- The Library Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.

- The Library Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Library Director and the employee will determine which areas of the library are now considered “contaminated” and need to be immediately closed.

Cleaning Contaminated Areas

- The Library District will immediately close off contaminated area(s) and follow the protocols established in the **Appendix B - Service Plan in Response to COVID**.

Contact Tracing

The Library Director will adhere to local and state guidance regarding Contact Tracing. This may include identifying other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of Contact Tracing and who may have been in close contact with the employee suspected or confirmed to have the communicable disease.

The Library Director will keep the health status of employees confidential and consistent with HIPAA requirements.

Compensation

The Library District will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this communicable disease.

Returning to Work

- If an employee is exposed to the communicable disease or exhibits symptoms of the communicable disease, they must follow all local and state health department directives which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- If an employee has a suspected or confirmed case they must not report back to work until they have met all of the criteria determined by their healthcare provider and in accordance with local, state, and/or federal criteria specific to the communicable disease.

- All other employees will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during Contact Tracing.

Mitigating Risk

The Library District will advise employees of signs and symptoms of the communicable disease, as published by the New York State Department of Health, and may also ask employees to complete a health assessment prior to arrival onsite.

Reporting to work following a known-exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically cleared to return to work as defined above will be considered a violation of Library District policy and may result in disciplinary action.

The Library District will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

CONTINUATION OF OPERATIONS

In the event of a declared public health emergency involving a communicable disease, the Library Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Assess the emergency declaration as it relates to the Library District's facilities, materials, staff, or community.
- Notify the appropriate persons including employees and the Board of Trustees.
- Determine the next steps, with the information available, regarding:
 - Services or service points
 - Hours of operation
 - Personnel
- Draft a press release or statement to the public
- Document in detail the sequence or timeline of events before, during, and after the declared public health emergency.
- Prepare for recovery.

COMMUNICATION

Once approved by the Board of Trustees, this Pandemic Response Plan will be published in a clear and conspicuous location at the Poughkeepsie Public Library District and on the library's website. A copy will be provided to all employees.

ONGOING USE EVALUATION

The Pandemic Response Plan will be evaluated annually by the Library Director, representatives of the staff, and the Board of Trustees and will be updated as needed.

Questions or concerns regarding Poughkeepsie Public Library District's Pandemic Response Plan should be directed to the Library Director.

Pandemic Response Plan

Appendix A – Inventory of Essential and Non-Essential Employees

(as defined in New York State Labor Law 27-c)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Inventory of Essential and Non-Essential Workers (by Civil Service Job Classification)

Job Class Description	E/NE	WFH	Status	Justification for Status
Building Administrator (Department Head)	E	N	FT	onsite presence required for job duties
Business Manager	E	N	FT	onsite presence required for job duties
Custodial Worker	E	N	PT	onsite presence required for job duties
Development Officer (Department Head)	NE	Y	FT	part-time presence required for job duties
Historian	NE	Y	FT	presence not required for job duties
Library Assistant (Spanish Speaking)	NE	Y	FT	part-time presence required for job duties
Librarian I (Department Head: Borrower Services)	E	N	FT	onsite presence required for job duties
Librarian I	E	N	PT	part-time presence required for job duties
Librarian II	NE	Y	FT	part-time presence required for job duties
Librarian III (Department Head: Adult Services)	NE	Y	FT	part-time presence required for job duties
Librarian III (Department Head: Youth Services)	NE	Y	FT	onsite presence required for job duties
Librarian Trainee	NE	Y	FT	part-time presence required for job duties
Library Assistant	E	Y	PT	part-time presence required for job duties
Library Clerk	E	N	TE	onsite presence required for job duties
Library Director III	E	Y	FT	onsite presence required for job duties
Microcomputer Systems Specialist	E	N	FT	part-time presence required for job duties
Network Analyst (Department Head: IT)	E	N	FT	part-time presence required for job duties
Page	E	N	PT	onsite presence required for job duties
Page (Student)	E	N	PT	onsite presence required for job duties
Principal Account Clerk	E	Y	FT	onsite presence required for job duties
Public Information Officer	E	Y	Hrly	part-time presence required for job duties
Security Guard	E	N	FT	onsite presence required for job duties
Senior Account Clerk	E	N	FT	onsite presence required for job duties
Senior Library Clerk	E	N	FT	onsite presence required for job duties
Senior Typist	NE	Y	PT	part-time presence required for job duties
Senior Typist (Secretary to the Director)	E	Y	FT	onsite presence required for job duties
Supervising Library Clerk	E	N	FT	onsite presence required for job duties
Technology Instructor	NE	Y	Hrly	part-time presence required for job duties

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Appendix B – Service Plan in Response to Covid 19



Service Plan in Response to COVID-19

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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Service Plan in Response to COVID-19

Introduction

New York State has established the following metrics related to the opening of businesses within economic development regions following the COVID-19 pandemic:

- *Regions must have at least 14 days of decline in total net hospitalizations and deaths on a 3-day rolling average.*
- *Every region must have the health care capacity to handle a potential surge in cases, with at least 30 percent total hospital and ICU beds available.*
- *Each region must be able to conduct 30 diagnostic tests for every 1,000 residents per month.*
- *Regions must have 30 contact tracers available for every 100,000 residents.*

Counties have been granted flexibility as these guidelines are applied as the regions are quite diverse in terms of geography and ability to meet the metrics at the county level.

In any of the scenarios the Library should implement the following:

1. Improved hygiene procedures for cleaning and disinfecting common areas.
2. Allowing staff to wear protective gear such as masks and gloves while administering public services.
3. Continuing to allow Work From Home (WFH) where it makes sense from an operational standpoint.
4. Monitor employee health and risks of infection.
5. Messaging and plans should be in place that accommodate the needs of the most vulnerable.

How do we acquire the hygiene materials needed for opening? Finding hygiene materials is a major issue due to worldwide shortages. Alcohol based hand sanitizer and disinfectant wipes are difficult to come by locally and with online orders there is a significant delay.

- Check with local janitorial supply vendors to see what they have available
- Order early from online vendors to see if we can have supplies delivered within a reasonable time frame.

Mandatory Staff Training: All Library District staff are required to view the two videos below. Both are brief but provide valuable guidance on how to use a mask and how to don and doff gloves.

- Mask Safety: <https://www.youtube.com/watch?v=JwPWdkbyizw>
- Tips and Tricks (Gloves): <https://www.youtube.com/watch?v=eVJbenwzR1s>

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Service Plan in Response to COVID-19

Service Level A: Library Services During NY Pause

Stay-at-home orders can mitigate the risk of spreading COVID-19 by limiting person-to-person contact through respiratory droplets, which is the main way the virus is spread. Under stay-at-home orders the library buildings will be closed to library patrons with the Library District supporting the community primarily through services online, by phone, and any other way patrons can interact with staff and access library resources without meeting in-person or entering the library buildings. Traveling to the libraries to obtain materials to check out materials could violate stay-at-home orders and pose a risk to staff and public health. Onsite staffing will be consistent with New York State of Dutchess County mandate.

Services Offered

1. Digital and streaming resources
2. Telephone support for reference and online resources
3. Virtual programming and events

Considerations for Safe Operations and Services at this Service Level

Availability of PPE and Cleaning and Disinfection Supplies

1. Reusable cloth facemasks (required)
2. Disposable gloves (required for certain work)
3. Disinfectant cleaners (required)
4. Hand sanitizer (required)

Administrative Controls

1. Telecommuting
2. Social Distancing
3. Regular handwashing
4. Staff daily health assessment (required)
5. Staff training on employee and public safety related to COVID-19 (required)
6. Staff training on PPE use (required)

Policies

1. Pandemic Policy
2. Telecommuting Policy
3. Exposure Control Program [see Appendix]

Physical and Facility Controls

1. None.

Library Operation Guidelines at Service Level A

Library Staff

1. Staff will work with their supervisor to complete their work and provide services according to the Library District's telecommuting policy.
2. The Library District will issue reusable face masks for staff to wear while working. Staff will be advised to wash their masks routinely and that if lost or worn out that the Library District will take responsibility for replacing them.
3. The Library District will provide disposable gloves for staff for use when assigned to specific works tasks such as cleaning materials or surfaces.
4. Staff will receive safe operations identified for this service level.

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5. Staff will be required to wear their mask any time they are within six feet of another person except when doing so would inhibit or otherwise impair the patron's health.
6. Shift start times for staff may be staggered to allow social distancing.
7. Staff will practice social distancing while interacting with other library staff whenever possible.
8. With access to the building and regular tasks reduced, staff will be provided with increased training to support their work for the library during the pandemic and after.

Entrance to the Library Building

1. Entrance to the buildings will be restricted to staff performing the operations outlined at this service level, staff obtaining supplies needed to work at home, and essential visitors.

Facilities

1. Signage indicating closure, return of materials, and deliveries will be posted on entry doors.
2. The Library District will maintain sufficient supplies for proper handwashing and an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
3. Tightly confined spaces (small stock rooms, narrow aisles, elevators) will be limited to one staff member unless all employees in such spaces are wearing masks. Occupancy in these spaces will not exceed 50% of the maximum capacity of the space unless it is designed for use by a single occupant. Ventilation will be increased in these spaces when occupied by more than one staff member.
4. The building and facility should be checked at regular intervals to ensure there is no failure of major systems or equipment including HVAC, plumbing, electrical, and roofing systems.

Governance and Board Operations

1. Library District business and governance will be conducted in a manner consistent with the New York State Open Meetings Law and as modified by Executive Order.

Communications

1. Administration will communicate with staff using protocols established for emergency closures.
2. The Library District will use outdoor signage, social media, phone calls, mail, or email to communicate with patrons about library services.
3. Patron questions by telephone regarding library services, resources, and general reference queries will be answered by staff at the library.
4. Relevant library phone numbers will be routed to library staff to answer patron questions regarding specific library services.
5. U.S. postal mail and deliveries from companies like FedEx or UPS will be received at the library building.

Cleaning

1. The buildings will be cleaned according to regular schedule or as necessary while the building is closed with particular sanitizing emphasis on any shared areas or areas where a staff member has worked and reported exposure to COVID-19 or has contracted COVID-19.

Library Service Guidelines at Service Level A

Patrons Borrowing Materials

1. Patrons will not be able to borrow physical materials.

Patrons Returning Materials

1. The Library District will accept returns through the external book drop.

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2. Returned materials will be considered to possibly have COVID-19 present and staff will follow guidelines for proper handling. Such guidance may vary from time-to-time.
3. Staff handling returned materials from book drops will use mask and gloves and will wash hands after handling materials.
4. Materials may be quarantined before handling checking in or shelving in the collection or on the holds shelf. The decision to do so will be made by Administration and will be based on current guidance on the matter.

Patron Holds

1. MHLS will disable patrons from placing holds on physical library materials through the catalog.
2. Staff will not place item holds for patrons.
3. Patrons will not be able to pick up holds on physical materials at this service level.

MHLS Delivery

1. MHLS delivery may not operate at regular intervals due to restrictions at this service level.
2. MHLS may run delivery operations in special cases at this service level, and the Library District will look to MHLS for guidance on how to best prepare for materials delivery and pickup.
3. Outgoing materials will be forward-sorted as they would normally.
4. Sturdy boxes will be used if the Library District does not have enough MHLS delivery bins for outgoing materials and these boxes will be clearly labeled as outgoing materials.
5. Incoming materials received through delivery will be considered to possibly have COVID-19 present and will be quarantined if required by Administration.

Reference and Information Services

1. The Library District will provide telephone reference services.

Notary Services

1. Notary services will be suspended.

Library Programming and Events

1. In-person library programming and events will be suspended at this service level according to New York State Executive Orders.
2. The Library District will provide library programming through virtual platforms channels that do not require meeting in-person.

Outreach and Engagement

1. Staff will work, meet, and connect remotely with community partners to collaborate on providing support for the community.
2. Staff will not attend in-person community meetings or meetings of other organizations.

Materials Purchasing and Processing

1. Materials purchasing will shift to support an electronic collection where possible.
2. Physical materials will not be processed in this phase.
3. New materials received may be quarantined. Such quarantine will be determined by the Administration.

Home Delivery

1. Home delivery services will not be provided at this service level.

Bookmobile

1. The Library District will use bookmobiles and mobile service points to provide mobile internet to geographic areas that are in need.

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2. Materials will not be distributed from these mobile service points at this service level.

Study Areas

1. Study areas will not be open to the public at this service level.

Public Computer Use

1. Public computers will not be accessible by the public at this service level.

Internet Access

1. WiFi in the buildings will be left on for people to use from the library grounds or parking lot.
2. If this service is found to create an unsafe situation and library patrons are unable to practice social distancing while using WiFi while the building is closed, the library will not provide this service.
3. The library will explore providing WiFi access through community service points outside the library building.

Technology Help

1. The Library District will provide tech support and other tech help to patrons over the phone and through video conferencing platforms.

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Service Level B: Reopening NY – Phase 1 (Curbside Service)

At this level of reopening there is still a high risk of transmitting COVID-19 through person-to-person contact, but falling hospitalization and death rates related to COVID-19 and other regional precautions put in place indicate to state and local health officials that retail business operations and professional services with lower risk of infection can begin to reopen with precautions in place to reduce person-to-person contact and transmission of the virus including curbside pickup.

At this level of service, the Library District will coordinate the services offered with neighboring libraries to avoid creating a dangerous situation where too many people are drawn to one library. Services offered will limit public and staff access to the building and interactions where possible. Some staff may be back in the building working while others may still be telecommuting to limit unnecessary staff exposure and to observe restrictions required to meet state and local mandates.

Transmission of COVID-19 to persons from surfaces contaminated with the virus has not been documented, and the most common vehicle for transmitting the disease is through person-to-person contact. The World Health Organization and the Northeast Document Conservation Center report that COVID-19 may live on paper and cardboard for up to 24 hours and on plastic and other surfaces for up to 72 hours, and it may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Physical library materials will be handled and processed with these risks and timelines in mind. At this level of service, all staff that are capable and whose work can be completed from home will telecommute according to the library's telecommuting policy. The Library District will provide staff working onsite with necessary PPE.

Services Offered (in addition to Service Level A)

1. Curbside pickup
2. Home delivery

Considerations for Safe Operations and Services at this Service Level (in addition to Service Level A)

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions

Administrative Controls

1. Employee Health Screening (required)
2. Appointing departmental COVID-19 workplace coordinators
3. Minimizing face-to-face interactions

Physical and Facility Controls

1. Signage to remind staff on social distancing.

Policies]

1. No additions

Physical and Facility Requirements

1. No additions

Library Operation Guidelines (in addition to Service Level A)

Library Staff

1. In-person gatherings of staff will be limited as much as possible in favor of video and teleconferencing.

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2. Staff will observe markings or physical barriers put in place to define social distancing boundaries in areas where multiple staff members share space.
3. Staff should avoid sharing equipment such as computers and phones when possible. Staff should disinfect shared equipment before and after use followed by hand hygiene.
4. Staff will disinfect shared equipment and workstation at the end of their shift.
5. The Library District will work to provide accommodations for vulnerable employees at a higher risk for severe illness from COVID-19 including telecommuting arrangements according to the library's telecommuting policy and tasks that reduce contact with patrons and other staff.
6. The Library District will follow the approved Exposure Control Plan for screening library staff and in the event that a staff member becomes symptomatic or tests positive for COVID-19. [see Appendix]

Entrance to the Library Building

1. Entrance to the buildings will be restricted to staff performing the operations outlined at this service level, staff obtaining supplies needed to work at home, and essential visitors.
2. All staff will complete a daily Employee Health Assessment prior to entering the building.

Facilities

1. Signage will be posted in staff areas to encourage good handwashing and social distancing and PPE best practice.
2. Markings or physical barriers will be put in place to define social distancing boundaries in areas where more than one staff member work.

Governance and Board Operations

1. In-person library Board of Trustees meetings and business will resume if state and local restrictions on social gathering and space availability permit the group as well as possible public visitors to observe social distancing during the meetings.
2. Seating at meetings will be arranged to accommodate social distancing.

Communications

1. No additions.

Cleaning

1. The library will maintain routine cleaning and disinfection of the library facility as outlined in the Environmental Protection Agency (EPA) & Centers for Disease Control & Prevention (CDC)'s "*Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.*"
2. The library will use disinfectants from *List N: Disinfectants for Use Against SARS-CoV-2*.
3. Frequently touched surfaces like tables, doorknobs, light switches, countertops, handles, desks, phones, shared keyboards, toilets, faucets and sinks, touch screens will be cleaned and disinfected daily.
4. Restrooms will be available for use by staff. Restrooms will be cleaned and disinfected daily.
5. Staff areas will be cleaned and disinfected daily.
6. Employees performing routine cleaning and disinfecting will document the date, time, and scope of cleaning performed using the cleaning log.

Library Service Guidelines (in addition to Service Level A)

Patrons Borrowing Materials

1. Patrons will be able to borrow physical items through curbside.
2. The Library District will use outside signage or a sidewalk sign to display the services available, instructions for pickup, and hours of operation.
3. The Library District will post signage near the front door for curbside pickup.

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4. Markings or physical barriers will be put in place to define social distancing boundaries for patrons and staff in curbside pickup interaction and patrons lining up.
5. The Library District will use tables, lockers, car trunks or other means that avoid direct hand-off to patrons for curbside pickup.
6. The Library District will provide PPE to staff interacting with patrons as well as training on proper use of the PPE.
7. The Library District will provide staff with training on curbside pickup procedure.
8. Staff will sanitize hands before and after transferring materials.
9. Staff interacting with patrons will practice regular handwashing.
10. Patrons will not be allowed in the building.
11. Staff will disinfect surfaces patrons contacted after each library materials transaction.

Patrons Returning Materials – Book Drop Only

1. When checking in materials using Sierra at this level of service, Sierra Notices may be sent based on guidance from MHLS.
2. Library staff will not receive returns from patrons directly.

Patron Holds

1. Patrons will be able to pick up holds and requests on physical materials as described above at this service level. Availability of physical materials for patrons may be limited to the library's local holdings depending on the status of the MHLS delivery system.
2. If MHLS has restarted the holds system, patrons will be able to place holds on physical library materials through the catalog at this service level.
3. If the holds system has not been restarted, library staff will place holds for patrons received over the phone or by email.

MHLS Delivery

1. If MHLS delivery is running, staff will page for title and item level holds in the local collection to be put into outgoing delivery.

Reference and Information Services

1. The Library District will provide telephone reference services.

Notary Services

1. Notary services will be provided on a case-by-case basis in parking lots and observing appropriate PPE and social distancing.

Library Programming and Events

1. No additions.

Outreach and Engagement

1. Library staff will work and meet remotely with community partners to collaborate on providing support for the community.
2. Library staff may attend in-person community meetings or meetings of other organizations if the meeting space allows social distancing guidelines to be followed at the meeting.
3. Library staff will follow the same procedure for masks and social distancing when attending meetings in the community.

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Materials Purchasing and Processing

1. Markings or physical barriers will be put in place to define social distancing boundaries in areas where more than one staff member works to process materials.

Home Delivery

1. The library will provide home delivery services according to its home delivery policy in this phase.
2. Staff handling home delivery materials will use PPE including gloves and mask.
3. Materials will be left on the doorstep for the home delivery patron to pick up.
4. Staff will not hand materials to home delivery patrons.

Bookmobile

1. No additions.

Study Areas

1. Study areas will not be open to the public at this service level.

Public Computer Use

1. Public computers will not be accessible by the public at this service level.

Internet Access

1. WiFi in the library building will be left on for people to use from the library grounds or parking lot.
2. If this service is found to create an unsafe situation and library patrons are unable to practice social distancing while using library WiFi while the building is closed, the library will not provide this service.
3. The library will explore providing WiFi access through community service points outside the library building.

Technology Help

1. The library will provide tech support and other tech help to patrons over the phone and through video conferencing platforms.

Business Affirmation

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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Service Level C: Limited Occupancy (Phase 2)

At this service level, hospitalization rates and death rates continue to fall in the region, and the controls and safety nets local leaders have put into place are controlling outbreaks. Businesses deemed to be “less essential” and carry a higher risk of COVID-19 transmission will begin to reopen including retail and professional services. Critical services like public computer access will be restored in a limited capacity. Staff may be back in the building working while others may still be telecommuting to limit unnecessary staff exposure and observe restrictions still in place from state and local guidelines.

Services Offered (in addition to Service Levels A & B)

1. Checkout at the circulation desk
2. Access to browse the collection
3. Public computer access
4. In-person support for reference and other services

Considerations for Safe Operations and Services at this Service Level (in addition to Service Levels A & B)

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions

Administrative Controls

1. No additions

Policies

1. Pandemic Policy
2. Telecommuting Policy
3. Exposure Control Plan [see Appendix]
4. Patron Conduct Policy
5. Computer Use Policy

Physical and Facility Controls

1. Physical barriers like clear plastic sneeze guards
2. Signage to help with social distancing in staff areas and areas of patron interaction.

Library Operations at this Level of Service (in addition to Service Levels A & B)

Library Staff

1. No additions.

Entrance to the Library Building

1. The number of staff and patrons in the building will not exceed 50% of the building rated occupancy.
2. At this service level the library will offer special hours limited to vulnerable populations so that they can access the library when few patrons will be in the building.

Facilities

1. The library will maintain a continuous log with contact information for every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding patrons, who cannot be mandated to sign the log but are welcome to do so if they would like to be notified should an outbreak be identified at the library.
2. Restrooms will be open to the public.

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3. Public computer areas will be arranged to enforce social distancing including removing chairs from tables and removing computers.
4. Signage will be posted in public areas to encourage good handwashing and social distancing and PPE best practice.
5. Hand sanitizer will be available for patrons in the stacks for before and after handling materials.
6. Book carts will be posted in the stacks with signage encouraging patrons not to reshelve books.
7. Markers and signage will put in place to encourage social distancing while waiting for library services.
8. Markers and signage will put in place to encourage one-way foot traffic in the building.

Governance and Board Operations

1. No additions.

Communications

1. No additions.

Cleaning

1. High contact areas accessed by patrons including computers, monitor bezels, keyboards, mice, printers, and service desks will be cleaned and disinfected daily. Patrons will be requested to sanitize hands just prior to and immediately after public computer use.
2. Public restrooms will be cleaning and disinfected at least every three hours.
3. Employees performing routine cleaning and disinfecting will document the date, time, and scope of cleaning performed using the cleaning log.

Library Service at this Level of Service (in addition to Service Levels A & B)

Browsing and Circulation Desk Checkout

1. Patrons will be allowed to enter the building to pick up and request physical materials.
2. Patrons will be allowed to browse the collection to select materials.
3. Markings or physical barriers will be put in place to define social distancing boundaries for patrons and staff in the aisles.
4. Hand sanitizer will be available to patrons to use before and after browsing the collection.
5. Patrons will be encouraged not to reshelve materials, and place materials they have handled on carts. These materials will be treated as returned materials described below.
6. The Library District will provide physical barriers like sneeze guards and protective panels to limit staff and patron exposure during check out
7. The library will provide staff with training on checkout procedure.
8. Staff interacting with patrons will practice regular handwashing.
9. Staff will disinfect surfaces patrons contacted after each library materials transaction.

Patrons Returning Materials; External Book Drop, Only

1. No additions.

Patron Holds

1. Patrons will be able to place holds on physical library materials through the catalog in this phase.
2. Library staff will place holds for patrons received over the phone or by email.
3. Library staff will clear the holds shelf.
4. Library staff will place holds on materials requested by patrons in-person using physical barriers, social distancing, or PPE best practice.

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MHLS Delivery

1. Staff will page for title and item level holds in the local collection to be put into outgoing delivery.
2. Library staff will wear a mask when handling library materials.

Reference and Information Services

1. The Library District will provide telephone reference services.

Notary Services

1. Notary services will be provided.

Library Programming and Events

1. No additions.

Outreach and Engagement

1. No additions.

Materials Purchasing and Processing

1. No additions.

Home Delivery

1. No additions.

Bookmobile

1. Materials will be distributed from these mobile service points in this phase using physical barriers or social distancing and PPE.

Study Areas

1. No additions.

Public Computer Use

1. Limited access to public computers will be available in this phase if social distancing can be maintained.
2. Library District computers will be removed or unplugged and covered and chairs removed to accommodate safe social distancing for public computer users.
3. Markings or physical barriers will be put in place to define social distancing boundaries for staff to assist library users with computer questions when possible.
4. Library
5. Staff unable to use social distancing while assisting patrons with public computers will use PPE including mask and will use proper hand hygiene after such assistance.
6. Patron use of computers will be limited to one hour to reduce building occupancy and increase availability of computers.
7. Hand sanitizer will be available for patrons to use before and after using public computers.

Internet Access

1. No additions.

Technology Help

1. The Library District will provide tech support and other tech help to patrons over the phone, through video conferencing platforms, and onsite using VPN or in-person assistance using social distancing and PPE, as appropriate. Staff will not handle patron personal devices.

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Business Affirmation (in addition to Service Level A & B)

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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Service Level D: Reopening with Social Distancing (Phase 3)

At this service level, restaurants and hotels have started to open, and libraries can consider allowing patrons to sit in the library and use the work study spaces while social distancing is maintained.

Services Offered (in addition to Service Levels A, B, & C)

1. Public access to study areas

Considerations for Safe Operations and Services at this Service Level (in addition to Service Levels A, B, & C)

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions.

Administrative Controls

1. No additions.

Policy [19]

1. No additions.

Physical and Facility Controls

1. No additions.

Library Operations at this Level of Service (in addition to Service Levels A, B, & C)

Library Staff

1. No additions.

Entrance to the Library Building

1. The number of staff and patrons in the building will not exceed 50% of the building rated occupancy.

Facilities

1. Study areas will be open to the public.
2. Furniture will be moved or removed to encourage social distancing in study areas.

Governance and Board Operations

1. No additions.

Communications

1. No additions.

Cleaning

1. Study areas will be cleaned frequently along with high contact areas.

Library Services at this Level of Service (in addition to Service Levels A, B, & C)

Patrons Borrowing Materials – Curbside Pickup [18]

1. Curbside pickup continues.

Browsing and Circulation Desk Checkout

1. No additions.

Patrons Returning Materials; External Book Drop Only

1. No additions.

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Patron Holds

1. No additions.

Reference and Information Services

1. The Library District will provide reference services with appropriate PPE and social distancing.

Notary Services

1. Notary services will be provided.

MHLS Delivery

1. No additions.

Library Programming and Events

1. In-person library programming and events are provided with 50% of typical capacity.
2. All participants must wear a mask and observe social distancing.
3. The Library District will continue to provide library programming through virtual platforms which do not require meeting in-person.

Outreach and Engagement

1. No additions.

Materials Purchasing and Processing

1. No additions.

Home Delivery

1. No additions.

Bookmobiles and Mobile Library

1. No additions.

Study Areas

1. Magazines, newspapers, and other browsing materials will be available for use, but will not be put out in study areas. Returned browsing materials will be treated as returned materials outlined in this phase.
2. Browsing materials will be handled as returned materials outlined above.
3. Study areas will be arranged to enforce social distancing including removing chairs from tables and removing furniture that discourages social distancing. Study areas will be disinfected twice daily.

Public Computer Use

1. No additions.

Internet Access

1. No additions.

Technology Help

1. No additions.

Business Affirmation (in addition to Service Level A & B)

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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Service Level E: Reopening at Full Capacity (Phase 4)

In this phase, state and local officials believe person-to-person transmission has dropped enough and adequate regional support systems and resources are in place to support businesses and organizations providing full programming and services. Libraries will continue with protections in place, but library programming can restart if social distancing can be maintained. Most library staff will be working in the building.

Services Offered (in addition to Service Levels A, B, C, & D)

1. No additions.

Considerations for Safe Operations and Services at this Service Level (in addition to Service Levels A, B, C, & D)

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions.

Administrative Controls

1. No additions.

Policy [19]

1. No additions

Physical and Facility Controls

1. No additions.

Library Operations at this Level of Service (in addition to Service Levels A, B, C, & D)

Library Staff

1. No additions.

Entrance to the Library Building

1. No additions.

Facilities

1. No additions.

Governance and Board Operations

1. No additions.

Communications

1. No additions.

Cleaning

1. Surfaces contacted by patrons at library programs will be cleaned and disinfected after the program.

Library Services at this Level of Service (in addition to Service Levels A, B, C, & D)

Patrons Borrowing Materials – Curbside Pickup [18]

1. Curbside pickup continues.

Browsing and Circulation Desk Checkout

1. No additions.

Patrons Returning Materials; External Book Drop Only

1. Patrons will continue use of external book drop for returns.

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Patron Holds

1. No additions.

Reference and Information Services

1. The Library District will provide reference services with appropriate PPE and social distancing.

Notary Services

1. Notary services will be provided.

MHLS Delivery

1. No additions.

Library Programming and Events

1. In-person library programming and events that can be accomplished while providing adequate social distancing will resume.
2. Library programs will require registration with registration limited to 50 or to the number of people that can safely occupy the programming space while maintaining social distancing. Patrons that are not registered for a library program will be admitted if space allows.
3. Pre-event reminders, markings, physical barriers, and furniture arrangement will be used to enforce social distancing at library programs.
4. Patrons and families at library programs that cannot observe social distancing guidelines will be asked to leave the library.
5. Tables and surfaces that are touched by patrons as part of the program as well as other high touch areas in the programming space will be disinfected after the program or event.
6. Library programs will not provide shared food but use individual portions.

Outreach and Engagement

1. No additions.

Materials Purchasing and Processing

1. No additions.

Home Delivery

1. Operations resume as normal to sites permitting visits.

Bookmobiles and Mobile Library

1. No additions.

Study Areas

1. No additions.

Public Computer Use

1. No additions.

Internet Access

1. No additions.

Technology Help

1. No additions.

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Business Affirmation (in addition to Service Level A & B)

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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Appendix A – Exposure Control Plan

General

The Board of Trustees policy governing infection control in the Poughkeepsie Public Library District is based on guidelines from the New York State Department of Health, State Education Department, State Labor Department (Public Employee Safety and Health) guidelines and Federal Department of Labor Guidelines (Occupational Safety and Health Administration) that requires employers to write an exposure control plan, to provide training and offer Hepatitis B vaccine to employees at risk.

Good Samaritan Acts related to the response to an incident involving blood-borne pathogens and bodily fluids generally are not covered by these guidelines and the Library District is not responsible for any exposure that occurs while performing such Acts. Good Samaritan Acts include, but are not limited to, the following:

- A. administering first aid to a staff member or the general public
- B. administering CPR/AED to a staff member or the general public
- C. spill clean-up of blood/body fluids resulting from illness or injury to a staff member or the general public

Only job titles listed in the Exposure Control Program (as it relates to the response to blood-borne pathogens and bodily fluids and specifically assigned these duties) are to perform them.

Screening: Bodily Fluids

- A. Not applicable.

Screening: Virus

- A. During period of pandemic, epidemic, or other local health emergency, all staff will complete a Daily Health Assessment prior to entering the work place. Data collection during such screening will be kept confidential. Screening will occur as follows:
 - The library will screen all employees and essential visitors as described below. The library will not screen patrons.
 - The library will remotely, by phone or electronic form, screen employees scheduled to work in the library building before each shift about any [COVID-19 symptoms](#) identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#) including confidentiality of medical information. The library will not retain any employee health data.
 - Screening will include the following question:
 - Are any of the following statements true?
 - I have experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days, OR
 - I have tested positive for COVID-19 in the past 14 days, OR
 - I have knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.
 - Library staff or essential visitors should immediately notify the library director if the answers to these questions change later including during or outside work hours.

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- Library staff will be paid in accordance with prevailing NYS law or the collective bargaining agreement should any of the above statements be true.
- The library director will review all responses collected by the screening process on a daily basis and maintain a record of this review.
- The library will maintain a log of all library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.
- Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms
 - The library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member reports developing symptoms related to COVID-19 or testing positive for COVID-19.
 - Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come in to the library or to leave the library if they are already at work, and contact a medical professional or the local health department immediately. The library will provide the employee with healthcare and testing information.
 - The library director will immediately notify state and local health departments and 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.
 - Areas used by the symptomatic or sick person will be cleaned and disinfected according to the [CDC cleaning and disinfection recommendations](#) after the person has left the facility:
 - Close off areas used by the person. It is not necessary to close operations if the affected areas can be closed off.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.
 - Once the area has been appropriately disinfected, it can be opened for use. Employees without close contact with the person who is sick can return to the work area immediately after disinfection.
 - If an employee tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a quarantine period consistent with current NYS and Dutchess County DOH guidelines. If an employee has had close contact with a person with COVID-19 and is symptomatic, they may only return to work after completing a 14 day self-quarantine.
 - If an employee has had close contact with a person with COVID-19 for a prolonged period of time and is asymptomatic, they may only return to work after completing a 10 day self-quarantine and remain asymptomatic without the use of medication. The employee may return to work under the following conditions:
 - Regular monitoring: As long as the employee does not have a temperature or other symptoms, they should self-monitor under the supervision of their employer's occupational health program. Temperature checks and other monitoring measures shall occur at the beginning of the employee's shift and midway through.
 - Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
 - Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.

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- Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
- Employees that are alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the library director.
- Patrons that Test Positive for COVID-19
 - The library will observe directions from local health officials for best practice in staff and public health safety in the event that a patron reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the library.
 - If a library patron who has visited the library reports testing positive for COVID-19, the library will notify local health officials.
 - The library will work with local health officials to notify staff and patrons that may have been in contact with the infected patron, while maintaining the patron's right to the privacy of their health information, and the confidentiality of library records.

Exposure Determination: Bodily Fluids - Classification By Job Title And Duties

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. Head Custodian/Custodian/Custodial Worker: direct contact with blood/body fluids while performing maintenance duties
- B. Librarian I/II - Youth Services: direct contact with blood/body fluid of children unaccompanied by parent, legal guardian, or caregiver injured or ill during programming activities duties prior to arrival of Head Custodian/Custodian/Custodial Worker
- C. Librarian I/II/III - Supervisors: direct contact with blood/body fluids while performing initial maintenance duties prior to arrival of Head Custodian/Custodian/Custodial Worker

Exposure Determination: Viruses - Classification By Job Title And Duties

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. All Classifications – All Departments: direct contact with patrons or co-workers demonstrating COVID-19 like symptoms.

Medical Recommendations

- A. Exposure to Blood/Bodily Fluids

The Library District will provide the Hepatitis B vaccination program to all custodial staff within ten days of employment. The Library District will make available post vaccination to other employees upon an employee report of any incident where such will be required to control infectious disease.

Employees who elect to receive or who decline the vaccination regimen must complete the Consent/Waiver Form for Hepatitis B Vaccination. (Form G). If an employee wishes to be tested for prior immunity for Hepatitis B, the employee assumes the cost of the necessary test(s). The physician administering the regimen will explain its risks and benefits to the employee and complete the applicable section of the Form.

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The signing of the waiver by an at risk employee who is declining immunization will not relieve the Library District of the requirement to provide the vaccine at a later date if requested by an employee.

The Library District will also be responsible for any booster doses recommended at a future date for the duration of active employment with the Library District.

B. Exposure to Viruses

All staff are required to absent themselves from work when ill. In the event that staff report to work sick or during their shift present with COVID-19 like symptoms, they will be immediately isolated from the rest of the staff. Upon an initial evaluation which may include the taking of their temperature and the asking of health-related questions, the individual may be requested to leave work immediately and seek medical attention.

C. Exposure Incidents

Any person involved in a blood/body fluid or virus exposure incident must report the incident as soon as possible. The appropriate form is found at <http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>.

Any person involved in a blood/body fluid or virus exposure incident will be referred to their personal physician for medical counseling, evaluation, and possible treatment.

Methods of Compliance - Engineering And Work Practice Controls

Standard Operating Procedures (SOPs) for blood/body fluid clean up and sanitizing after an exposure incident to a virus as described in Appendices A-2 through A-5 will be followed.

Materials and protective equipment will be provided, with training, to all employees. SOPs pertinent to each area will be available in an easily retrieved manner.

Materials and protective equipment will be provided to implement and sustain an effective control program in the public library environment.

Responsibilities

A. Program Administrator (Library Director)

A qualified person will be designated to coordinate, implement, and provide education and training for all employees. This designated person will have on-going education in order to keep current in regard to any new regulations, medical updates, or other pertinent information.

In addition, this person will be responsible for the medical management program for the Library District. These responsibilities include:

1. coordinating the education program concerning exposure to blood borne pathogens and viruses
2. coordinating the availability of the HBV vaccination for employees, as needed
3. insuring the confidentiality of the employee's medical record
4. informing the Administrative Office of additions to the OSHA Illnesses and Injuries log

B. Head Custodian/Custodian/Custodial Worker

The custodial staff will be the first response team for incidents, when possible. They will assume the responsibility of responding in a timely and professional fashion to any situation dealing with the spill of blood/bodily fluids.

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C. Supervisors

The supervisors are responsible for insuring that their staff have easy access to personal protective equipment and that such is used as necessary when handling blood/bodily fluids or during periods of viral contagion. Supervisors are to determine if the incident requires a response from custodial staff and to insure that, if such is needed, it is handled in a timely manner to meet the safety needs of their staff. Supervisors at sites without on-site custodial staff are the first response team for that site. If emergency services are required, supervisors are to use prescribed Library District policy. Supervisors are required to complete a Blood/Body Fluids Incident Form (<http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>) or to instruct involved staff to complete the form and submit it to the Administrative Office within 24 hours.

D. All Other Staff

Staff are responsible for following all procedures relating to this policy.

Training

The Library District will provide training for all staff upon initial assignment for all new employees.

The training will include:

- an explanation and an accessible copy of related OSHA standards
- a general explanation of the epidemiology and symptoms of blood borne and viral diseases
- an explanation of the mode of transmission of blood borne pathogens and viral diseases
- an explanation of the Exposure Control Plan and an accessible copy of that Plan
- an explanation of the methods for recognizing tasks and activities that may involve exposure
- an explanation of work practices, engineering controls and personal protective equipment selection and use
- complete information on the Hepatitis B vaccine
- information on the appropriate actions to take and person to contact in an emergency
- incident reporting and follow up
- signs and labels used

Biomedical/Infectious Waste

For small amounts of non-regulated waste, custodial staff will double bag and dispose of waste as described in Appendix A - 4, Item #4. As defined by New York State Department of Environmental Conservation, non-regulated waste includes sanitary napkins, razors, gauze and band aids used under normal circumstances.

Biomedical/infectious waste will be disposed of by responding emergency services crew.

Labeling

Large quantities of biomedical/infectious waste will be red-bagged and disposed of by the emergency services crew.

Program Evaluation

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The Program Administrator will review the Infection Control Program, training, implementation and all other procedures on an annual basis.

Appendix A – 1: General Guidelines For Infection Control

These guidelines and procedures should be followed by all staff at all times to eliminate and minimize transmission of all infectious disease.

Handwashing - Handwashing is the single most important procedure for preventing transmission of infectious organisms. Proper handwashing procedures follow:

1. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed off. Dispenser-style liquid soap is recommended.
2. Wet hands thoroughly under warm running water and dispense soap into wet hands.
3. Rub and scrub hands together for approximately 25 seconds to work up a lather.
4. Scrub knuckles, back of hands, nails and between fingers.
5. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
6. Use paper towels to thoroughly dry hands.
7. After drying hands, use the towel to turn off the faucet.
8. Discard paper towels into appropriate plastic lined waste receptacle.
9. Allow sufficient time for handwashing:
 - after using the toilet
 - before meals, snacks and preparing food
 - after handling soiled garments, menstrual pads, soiled diapers
 - after blowing nose
 - after touching potentially contaminated objects, soiled materials, etc.
 - after removing disposable gloves
 - after contact with blood or other body fluids

The Library District must assure convenient and accessible handwashing facilities for all staff. Handwashing materials should always be available: dispenser-style liquid soap, paper towels, and plastic lined baskets for disposal.

When handwashing facilities are not available a waterless antiseptic hand cleaner should be used. The manufacturer's recommendations for the product should be followed.

Additional ways to control infections are as follows:

1. Cover mouth when coughing or sneezing.
2. Dispose of used tissues in plastic-lined waste receptacle.
3. Keep fingers out of eyes, nose, mouth.
4. Stay home when sick. i.e., fever, diarrhea, vomiting, excessive sneezing, coughing.
5. Dry feet after taking a shower.
6. Refrain from sharing personal care items. i.e. combs, brushes, makeup, razors, toothbrushes.
7. Cover open, draining lesions.
8. Maintain updated immunizations
9. Refrain from sharing eating utensils, drinking cups or water bottles.

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Appendix A – 2: Clean-Up Materials

Blood/body fluid clean up-materials will be readily accessible in every Library District location. These materials will be packaged into a readily accessible container.

Clean-up materials are:

1. Disposable latex gloves
2. Disposable paper towels
3. Sanitary absorbent material
4. Zip lock plastic bags
5. Alcohol towelettes
6. Gauze pads
7. Band-Aids - assorted sizes

Materials for areas requiring sanitizing will be held and maintained by custodial staff.

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Appendix A – 3: Standard Operating Procedures (SOPs): Clean-Up

Blood Borne Pathogens

1. If an accident involving a blood/body fluid spill occurs, the individual should be encouraged to tend to his/her own injury. Staff in the immediate area should notify a custodian. On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:
 - a. wear disposable latex gloves and disposable towels/clean gauze for each injury
 - b. any blood-stained first aid supplies should be placed in a sealable plastic bag
 - c. follow proper glove removal procedures and place in a sealable plastic bag
 - d. wash hands thoroughly with soap and water using proper procedures
2. Wear disposable latex gloves whenever faced with a situation involving blood/body fluid. When disposable latex gloves are not available or unanticipated contact occurs, hands and all other affected areas should be washed with dispenser soap and water immediately after contact.
3. While wearing gloves, clean and disinfect all soiled, washable surfaces (i.e., tables, chairs, floors) immediately, removing soil before applying a disinfectant.
 - a. use paper towels or tissues to wipe up small soiled areas; after the spill is removed, use clean paper towels and soap and water to clean area
 - b. apply sanitary absorbent agent for larger soiled areas; after the spill is absorbed, vacuum or sweep up materials; immediately discard materials in sealable plastic bag
 - c. disinfect area with an EPA-approved disinfectant according to manufacturer's instructions
4. Clean and disinfect soiled rugs, carpets, and upholstered furniture immediately.
 - a. apply sanitary absorbent agent, let dry and vacuum; discard material in a sealable bag
 - b. apply a sanitary shampoo with a brush or an extractor and revacuum; discard material in a sealable bag
 - c. spray with an EPA-approved disinfectant according to manufacturers instructions
5. Clean equipment and dispose of all disposable materials:
 - a. soiled tissues and flushable waste can be flushed in a toilet; discard paper towels and vacuum bag or sweep into plastic bag, seal and dispose of according to procedure
 - b. rinse broom and dustpan in disinfectant solution after removing debris
 - c. soak mop in disinfectant solution for a minimum of twenty minutes and rinse thoroughly
 - d. used disinfectant solution should be promptly poured down a drain
 - e. remove disposable gloves and discard in a sealable plastic bag; avoid touching skin with soiled gloves
 - f. wash hands thoroughly with soap and water using handwashing procedures.
 - g. plastic bags containing contaminated waste should be secured and disposed of daily according to procedure

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- h. store all disinfectants in safe areas inaccessible to patrons
- i. all staff should take precautions to prevent injuries by needles, razor blades, broken glass, and any other sharp instruments for devices that have potential for penetrating the skin; a tool such as pliers, forceps or tweezers should be used to pick up sharp items.

Viruses

1. If an area requires sanitizing due to exposure from an individual presenting with COVID-19 like symptoms, the area will be sanitized with an agent meeting the current criteria of the EPA as being effective against SARS-CoV-2. Responding staff will conduct sanitizing in accordance with the directions for use provided by the manufacturer. These agents can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Staff will wear gloves and, if desired, a mask while sanitizing the area. Mask and glove removal will be done in accordance with current infection control standards.

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Appendix A – 4: Standard Operating Procedures (SOPs): Head Custodian/Custodian

1. Gloves: Latex, rubber or vinyl gloves must be worn when cleaning restrooms and for other activities where custodians may come in contact with blood/body fluids during regular or emergency cleaning tasks. Household rubber gloves can be used. However, they should be discarded if they are peeling, cracked or discolored or if they have punctures, tears or other evidence of deterioration.
2. Mop Water: Generally, mop water should be changed when the mop is not visible through the solution. Mop water must be changed after it has been used to clean blood/body fluid spills. Dirty mop water should be carefully poured down the drain to prevent spilling or splashing onto clean areas. After use, mops should be soaked in a disinfectant solution for twenty minutes.
3. Restroom Cleaning: Floors, toilets and sinks of all restrooms should be cleaned and disinfected daily with an EPA-approved disinfectant. Toilet paper, paper towels and dispenser soap should be restocked on a daily basis. Busy restrooms should be checked throughout the day and restocked when necessary. Overflowing toilets or blocked drains should be placed “out of service” until repaired and cleaned. These repairs should be given high priority.
4. Garbage and waste receptacle: All garbage cans and waste paper baskets should have plastic liners and must be changed daily. Plastic liners should be tied as part of that removal and disposal process. Any plastic liner that contains blood/body fluid waste should be double bagged and then discarded in the normal trash.
5. Disinfectant: Select an intermediate level disinfectant which will kill vegetative bacteria, fungi, tubercle bacillus, and virus. Select an agent that is registered with the US Environmental Protection Agency (EPA) for use as a disinfectant in places of public assembly (such as schools or other public buildings). Use all products according to the manufacturer’s instructions. Agents should belong to one of the following classes of disinfectants:
 - a. sodium hypochlorite (1:10 dilution of household bleach); this solution must be made fresh for each use; effective against HIV and Hepatitis B
 - b. ethyl or isopropyl (70% - 90%)
 - c. quarternary ammonium germicidal detergent solution (2% aqueous solution)
 - d. iodophor germicidal detergent (500 ppm available iodine)
 - e. phenolic germicidal detergent solution (1% aqueous solution)
6. Frequently wash hands in accordance with outlined procedure (Appendix A) and especially after removing gloves.
7. When responding to an incident resulting in a blood/body fluid spill, follow SOP for Clean-Up (Appendix A-3). Adherence to the SOP is critical for decreasing transmission of infectious disease.

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Appendix A – 5: Standard Operating Procedures (SOPs): Librarian I/II - Youth Services,

Librarian I/II/III - Supervisors

Staff in these job classes should always direct or help an individual involved with blood/body fluid incident to care for him/herself with minimal contact to the staff person. However, there are situations when a staff person will need to intervene and provide assistance that requires contact. Staff should always implement a barrier between him/herself and the individual in need of assistance, using clean materials or gloves. In most instances, staff should not be expected to clean up the blood/body fluid spill or the environment. Custodial staff should be called for clean up.

When staff intervene and implement “universal precautions” they do so from an informed, voluntary response under the Good Samaritan Act and should use prudent public health protective procedures.

On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:

- a. wear disposable latex gloves and disposable towels/clean gauze for each injury
- b. any blood-stained first aid supplies should be placed in a sealable plastic bag
- c. follow proper glove removal procedures and place in a sealable plastic bag
- d. wash hands thoroughly with soap and water using proper procedures
- e. immediate notify custodial staff

Keep other staff and patrons from the area of blood/body fluid spill until the areas is cleaned and disinfected.

Report incident to the Administrative Office following the procedures of Appendix Form F.

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Appendix A – 6: Documentation of an Incident of Exposure

Documentation is extremely important, as a follow-up to any exposure incident. Having a written record of what occurred protects both the employee and employer. It can also aid in identifying unsafe conditions and practices.

Documentation of the incident should include:

- a. completion of Exposure Incident Form
- b. the extent that appropriate work practices were followed and protective equipment was used
- c. the counseling the individual received concerning the potential for infection from the incident
- d. the need for medical evaluation
- e. the need for follow-up sought by the individual following the incident
- f. the physician's written evaluation, diagnosis, treatment, and recommendations within fifteen working days in accordance with New York State law
- g. appropriate entry on the New York State Department of Labor DOSH 900 form, if necessary

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Form F: Exposure Incident Report

Name:	Title:	Employee Number:
Address:	Phone (H):	Phone (W)
	Department:	Supervisor:

Date of Incident:

Description of Incident: Briefly describe what happened.

Wounds

Did the incident involve a wound? ☐ yes ☐ no

Did the wound result in visible bleeding? ☐ yes ☐ no

Identify the cause of the wound ☐ needle ☐ human bite
☐ other sharp instrument (specify):

☐ other (specify):

Blood/Body Fluid Exposure

Did the individual's blood/body fluids come in contact with your body? ☐ yes ☐ no

What was the substance to which you were exposed? ☐ not exposed ☐ blood
☐ feces ☐ emesis (vomit)
☐ sputum ☐ sexual fluids

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Supervisor notified as follows:

Medical Intervention: In the event of contact with blood and/or body fluid it is suggested that you discuss the following with your health professional:

- a. HBV antibody or previous vaccination status for HBV
- b. the need for HBV/HIV antibody testing

Virus Exposure

Where was the exposure? ☐ staff area ☐ public area

When and how was the area sanitized? With which product?

How were sanitizing materials discarded?

Return this completed form to the Administrative Office within 24 hours of exposure.

Employee Signature

Date

Supervisor Signature

Date

This form maintained for duration of employment plus 30 years.

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Form G: Consent/Waiver Form for Hepatitis B Vaccination

I understand the benefits and risks of Hepatitis B vaccination. I understand that I must receive at least three intramuscular doses of vaccine in the arm over a six-month period to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine.

Hepatitis B vaccine will be made available at no charge to employees having exposure as well as a post vaccination program.

I have had an opportunity to ask questions and all my questions have been answered to my satisfaction. I believe that I have adequate knowledge upon which to base an informed consent.

I understand that pre-vaccine blood testing for immunity is available at my own cost.

I understand that participation is voluntary and my consent or refusal of vaccination does not waive any employment rights. In addition, I can withdraw from the vaccination regiment at any time.

- ☐ I wish to be tested for prior immunity for Hepatitis B before proceeding with the vaccination.
- ☐ I grant permission for _____ to administer the three doses of Hepatitis vaccine.
- ☐ I understand that due to my occupational exposure to blood/body fluids I may be at risk of acquiring Hepatitis B. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B. If in the future, I continue to have occupational exposure to blood/body fluids and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination regiment at no charge to me.
- ☐ I decline to be immunized at this time. In the event of an accidental exposure, I will report the incident immediately to the Administrative Office and consult with my health care provider regarding post-exposure prophylaxis.

Date

Signature

To be Completed by Administering Physician

I certify that I have explained the reasonable risks and benefits of Hepatitis B vaccine to _____ *(insert name of patient)* in a manner which permits the patient to make a knowledgeable decision.

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