



**Buffalo & Erie County Public Library
1 Lafayette Square, Buffalo, NY 14203**

**Public Health Emergency Operations Plan
March 18, 2021**

I. Purpose and Scope of Plan

- A. This Public Health operations Emergency Plan ("Plan") has been developed by the Buffalo & Erie County Public Library (B&ECPL) in order to comply with New York legislation (S8617B, A10832) signed into law by Governor Cuomo on September 7, 2020 (the "Health Emergency Operations Plan Law" or simply the "Law"). The Law requires public employers, including the B&ECPL, to adopt a plan for the continuation of operations in the event of a Declared Health Emergency involving a communicable disease (a "Declared Health Emergency").
- B. The Plan includes provisions for the identification of essential positions by job title, the facilitation of remote work for non-essential positions, the provision of personal protective equipment (PPE), and protocols for contact tracing.
- C. The Plan has been developed with the input of the following unions that represent employees of the B&ECPL:
 - 1. The American Federation of State, County and Municipal Employees (AFSCME) Local 1095, Council 66, AFL-CIO.
 - 2. The Civil Service Employees Association (CSEA) Erie County Unit 6700 of the CSEA Erie County Local 815.
 - 3. The Librarians' Association of the Buffalo and Erie County Public Library (LA).
- D. The Plan is applicable to the Buffalo & Erie County Public Library (B&ECPL) which includes all libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and to B&ECPL system services.
- E. The Plan stated herein will apply in the event of a Declared Health Emergency in the State of New York which impacts, or may impact, B&ECPL operations.

II. Essential and Non-Essential Positions and Titles

- A. Under the Law, (1) an "essential employee" is defined as a public employee or contractor who is required to be physically present at a work site to perform their job; and (2) a "non-essential employee" is defined as a public employee or contractor who is not required to be physically present at a work site to perform their job.

- B. The B&ECPL has identified positions as either essential or non-essential in accordance to the Law, depending on whether or not the library is open to the public for in-house services during a Declared Health Emergency. The essential and non-essential positions by Department are listed in Attachment 1.

III. Telecommuting Protocols

- A. The B&ECPL will attempt to implement the following protocols in order to enable non-essential employees and contractors to telecommute:
 - 1. Positions requiring remote VPN access will be designated on the Essential/Non-Essential designation list (Attachment 1).
 - 2. The B&ECPL will use its reasonable best efforts to provide appropriate equipment, software and/or internet access to employees with non-essential designations who require remote VPN access, as determined by B&ECPL Administration. Employees designated as essential and those non-essential employees who do not require VPN access (and do not have access to a home computer) who require specialized software or internet access may request such by contacting their respective Department Head or Administrator. The determination whether or not to provide requested equipment, software and/or internet access will be made by B&ECPL Administration in their sole discretion.

IV. Scheduling of Essential Employees

- A. In the event of a Declared Health Emergency:
 - 1. The B&ECPL will abide by all Federal, State and Local laws pertaining to the Declared Health Emergency in the State of New York which impacts, or may impact, B&ECPL operations.
 - 2. In addition, the B&ECPL will abide by all contractual obligations regarding notification of schedule changes, as required by applicable laws.
 - 3. The B&ECPL may stagger the work shifts of some essential employees and contractors to reduce overcrowding at worksites and on public transportation systems. The following positions or job titles may have scheduled work shifts altered accordingly. Employees shall be provided with their typical or contracted minimum work hours:
 - a. Administrative Clerk
 - b. Assistant Deputy Director
 - c. Assistant Library Administrative Manager

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- d. Assistant Library Display Artist
- e. Caretaker
- f. Cleaner, part-time
- g. Clerk Typist, part-time
- h. Copy Machine Operator, RPT
- i. Deputy Director
- j. Development and Communications Clerk
- k. Director
- l. Jr. Personnel Clerk
- m. Laborer
- n. Librarian I
- o. Librarian I, part-time
- p. Librarian II
- q. Librarian III
- r. Librarian IV
- s. Library Assistant
- t. Library Associate
- u. Library Director
- v. Library Clerk
- w. Library Display Artist
- x. Maintenance Worker
- y. Maintenance Worker, RPT
- z. Page, part-time
- aa. Sr. Account Clerk
- bb. Sr. Library Clerk
- cc. Sr. Materials Processor
- dd. Sr. Page, part-time

- ee. Sr. Page, RPT
- ff. Stationary Engineer
- gg. Stores Clerk, RPT
- hh. Truck Driver
- ii. Truck Driver, part-time
- jj. Truck Driver, RPT

B. Families First Coronavirus Response Act Requirements (Illustrative)

1. While the Families First Coronavirus Response Act was in effect, the B&ECPL complied with its requirements, which included the following:
 - a. Employees were not charged with leave time for coronavirus (COVID-19) testing when experiencing symptoms and seeking medical diagnosis. Nor were employees charged leave time if they were in close contact with a person who tested positive for COVID-19.
 - b. Employees were provided with up to 2 weeks (80 hours) of paid sick leave at the employee's regular rate of pay for the period which the employee was unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or were experiencing symptoms and seeking medical diagnosis.
 - c. The B&ECPL provided, through the expiration of the law (12/31/2020), up to 2 weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee was unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider was closed or unavailable for reasons related to the Declared Health Emergency and/or the employee was experiencing a substantially similar condition as specified by the CDC/public health officials. This provision could be modified if an employee was able to effectively work remotely and the need existed for them to do so.
 - d. The B&ECPL provided, through the expiration of the law (12/31/2020), up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who had been employed for at least 30 calendar days by name of public employer, was unable to work due to a bona fide need for leave to care for a child whose school or child care provider was closed or unavailable for reasons related to the Declared Health Emergency. This provision could

be modified if an employee was able to effectively work remotely and the need existed for them to do so.

2. The B&ECPL will comply with any and all laws associated with future Declared Health Emergencies.
3. Contractors, either independent or affiliated with a staffing agency or other contracted firm, are not classified as employees of the B&ECPL, and as such are not provided with paid leave time, unless required by law.

C. Other Protocols

During a Declared Health Emergency, the B&ECPL will observe some or all of the following additional protocols in order to reduce overcrowding of essential employees at B&ECPL worksites and on public transportation systems:

1. Social Distancing.

- a. The B&ECPL will mandate 6 feet (6') distance (or another minimum distance that B&ECPL Administration deems appropriate) between personnel and patrons, unless safety or core functions of the work activities requires a shorter distance.
- b. Social distancing signage will be placed throughout the library, and floors will be marked with increment markers in areas such as the circulation desk and reference desk. One-way traffic flow will be mandated where practicable.
- c. Seating will be spaced so as to encourage social distancing, or seating may be removed if B&ECPL Administration deems this appropriate.
- d. Computers will be spaced so as to encourage social distancing, and in computer labs, some or all computers will be made "unavailable for use."
- e. Patrons will not be allowed to socially gather.
- f. Teleconferencing or videoconferencing will be used for meetings to the extent practicable.
- g. In situations that may not allow for 6 feet (or other prescribed minimum distance) of separation, such as in connection with deliveries and pick-ups, the B&ECPL will attempt to implement appropriate measures, which may include facial coverings.

2. Facial Coverings.

- a. Facial coverings or other appropriate protections mandated or recommended by New York State or another governmental authority may

be required if personnel must work more closely together than the prescribed minimum distance. The B&ECPL will attempt to furnish appropriate facial coverings to all staff and to require that they be worn whenever staff are in public areas or in workrooms and offices when 6 feet (or the prescribed minimum distance) of separation is not available.

- b. Patrons over the age of 2 entering and remaining in the building may be required to wear facial coverings. Signage will be placed at library entrances and throughout the building notifying patrons and visitors of the facial covering requirement.
3. Walk-Up and Curbside Service. As determined by B&ECPL Administration, the B&ECPL may provide walk-up or curbside pick-up service in addition to, or in lieu of, in-library services. Facial coverings and gloves will be required of staff at all times when providing walk-up and curbside pick-up, and appropriate protocols will be followed.

V. Protocols for Acquiring and Storing Personal Protective Equipment

The B&ECPL will observe the following protocols with respect to the acquisition and storage of personal protective equipment (PPE) for essential employees and contractors:

A. PPE

1. The B&ECPL shall attempt to provide PPE, which may include facial coverings (masks, face shields or goggles) and disposable gloves, to all essential employees working during a Declared Health Emergency.
 - a. Employees may be allowed to wear their own facial covering so long as it does not violate any B&ECPL dress code or policies.
2. The B&ECPL Business Office will maintain a minimum 6 month supply (quantity of 2 per essential employee) of facial coverings: masks (disposable and reusable), face shields or goggles and polypropylene disposable gloves.
3. The PPE will be kept in the Shipping and Receiving storage room located at the Central Library.
 - a. The storage room has been determined to be conducive (clean and dry) for storage of such materials.
 - b. Supplies will be labeled with expiration dates.
 - c. Shipping and Receiving will communicate inventory needs to the Business Office.

4. The Business Office shall attempt to ensure there is a minimum of a 6 month supply of facial coverings and polypropylene disposable gloves onsite.
 5. The Business Office will purchase materials pursuant to the B&ECPL Procurement Policy.
 - a. Central Library Departments and Buffalo Branch Libraries may place orders for PPE using the B&ECPL Staff Intranet:
<http://intranet.buffalolib.org/supplies>.
 - b. The following are current vendors from whom the Buffalo & Erie County Public Library System has purchased the identified PPE:
 - i. Masks: Erie County Emergency Services – Homeland Security Preparedness (716) 858-7109, (716) 858-2944, (716) 858-4909
 - ii. Masks: www.amazon.com
 - iii. Face Shields: Erie County Emergency Services – Homeland Security Preparedness (716) 858-7109, (716) 858-2944, (716) 858-4909
 - iv. Face Shields: www.amazon.com; also made internally in the Central Library’s Launch Pad
 - v. Goggles: Erie County Emergency Services – Homeland Security Preparedness (716) 858-7109, (716) 858-2944, (716) 858-4909
 - vi. Goggles: www.amazon.com; CORR Distributors, Inc. (716) 873-8323
 - vii. Polypropylene (disposable) Gloves: Erie County Emergency Services – Homeland Security Preparedness (716) 858-7109, (716) 858-2944, (716) 858-4909
 - viii. Polypropylene (disposable) Gloves: Home Depot Pro (800) 466-3337
 6. Additional PPE will be purchased as needed.
 7. For emergency supplies, in addition to the Business Office and the Shipping and Receiving Department, Library Administration and their designees will have access to and may distribute PPE.
- B. Cleaning and Sanitizing Supplies
1. The B&ECPL shall attempt to provide cleaning and sanitizing supplies to all essential employees during a Declared Health Emergency. The Business Office shall ensure there is a minimum of a 6 month supply of cleaning and sanitizing products onsite.

2. Cleaning and sanitizing products will be kept in the Shipping and Receiving storage room located at the Central Library.
 - a. The storage room has been determined to be conducive (clean and dry) for storage of such materials.
 - b. Supplies will be labeled with expiration dates.
 - c. Shipping and Receiving will communicate inventory needs to the Business Office.
3. The Business Office will purchase cleaning and sanitizing products pursuant to the B&ECPL Procurement Policy.
 - a. Central Library Departments and Buffalo Branch Libraries may place orders for cleaning and sanitizing products using the B&ECPL Staff Intranet: <http://intranet.buffalolib.org/supplies>.
 - b. The following are current vendors from whom the Buffalo & Erie County Public Library System has purchased the identified cleaning and sanitizing products:
 - i. NY Clean Liquid Hand Sanitizer: Erie County Emergency Services - Homeland Security Preparedness (716) 858-7109, (716) 858-2944, (716) 858-4909
 - ii. Hand Sanitizer (Gel): CORR Distributors, Inc. (716) 873-8323
 - iii. Kaivac Kaibosh Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323
 - iv. PFG04 Neutral Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323
 - v. Brutab 65: CORR Distributors, Inc. (716) 873-8323
 - vi. MPC Fresh Breeze: CORR Distributors, Inc. (716) 873-8323
 - vii. MPC Lemon One Step: CORR Distributors, Inc. (716) 873-8323
 - viii. Symmetry Foam Hand Sanitizer: CORR Distributors, Inc. (716) 873-8323
 - ix. Toilet Paper: CORR Distributors, Inc. (716) 873-8323
 - x. Bleach: W.B. Mason (888) 926-2766
 - xi. C-Fold Paper Towels: Chudy Paper Company (716) 825-1935

- xii. Jumbo Brown Roll Paper Towels: New York State Industries for the Disabled (800) 221-5994
- xiii. Round Roll Paper Towels: Regional Distributors, Inc. (585) 458-3300
- xiv. Facial Tissues: Regional Distributors, Inc. (585) 458-3300
- xv. Napkins: Regional Distributors, Inc. (585) 458-3300

- 4. Additional cleaning and sanitizing products will be purchased as needed.
- 5. For emergency supplies, in addition to the Business Office and the Shipping and Receiving Department, Library Administration and their designees will have access to and may distribute cleaning and sanitizing supplies.

VI. Protocols in the Event of Exposure, Symptomatic Employees or Positive Test

The B&ECPL will observe appropriate protocols in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the Declared Health Emergency, (2) exhibits symptoms of such disease, or (3) tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace.

Such processes and protocols will be based on the processes and protocols which were implemented in connection with the COVID-19 Declared Health Emergency, but will be modified as required or appropriate in connection with any new Declared Health Emergency.

A. Screening. The B&ECPL will:

- 1. Follow the B&ECPL's "Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19."
- 2. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees' workday. Health screening will be self-directed/reported unless otherwise noted, must be completed before or at the time of entry to the respective work location and will include the following:
 - a. Temperature check.
 - i. Temperature will be noted as either below 100.4 or above 100.4.
 - ii. If it is deemed necessary or if it is required that temperature checks be completed by a staff member or members, the staff member/members conducting the temperature checks and distributing and collecting questionnaires shall be supplied with facial coverings and gloves.

- b. Completion of the B&ECPL's "Pre-entry Questionnaire - COVID-19 Assessment."
 3. Temperature logs and questionnaires shall be reviewed daily by the Human Resources Department.
 - a. All information will be kept confidential and secure pursuant to state and federal laws and regulations.
- B. Staff Exposures. If employees or contractors are exposed to a known case of communicable disease that is the subject of the Declared Health Emergency (defined as a "close contact" with someone who is confirmed infected, which is a prolonged presence within 6 feet with that person), the B&ECPL has established the following protocols, following current CDC guidelines:
 1. Exposures. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question. The B&ECPL Assistant Deputy Director (A.D.D.) of Human Resources or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Identify who, by title/position, in the organization must be notified and who is responsible for ensuring these protocols are followed.
 - c. See Section C, below for additional information on contact tracing.
 2. Symptomatic Employees. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the Declared Health Emergency, the B&ECPL A.D.D. of Human Resources or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:
 - a. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - b. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

- c. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - d. The B&ECPL will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave or return to work unless there is a recommendation from the CDC/public health officials to do so.
 - e. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
3. Positive Tests. If an employee or contractor has tested positive for the communicable disease that is the subject of the Declared Health Emergency, the B&ECPL A.D.D. of Human Resources or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:
- a. Apply the steps identified in Section B.2 above, as applicable.
 - b. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - i. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - ii. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately, in accordance with Section V, B. Cleaning and Sanitizing.
 - c. Identification of potential employee and contractor exposures will be conducted.
 - i. If an employee or contractor is confirmed to have the disease in question, the B&ECPL A.D.D. of Human Resources or designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA) and other laws as applicable.

- ii. Apply the steps identified in Section B.1, above, as applicable, for all potentially exposed personnel.

C. Contact Tracing.

1. The B&ECPL A.D.D. of Human Resources or designee will confidentially interview the staff member identified as testing positive for the communicable disease seeking the following:
 - a. Workplace location;
 - b. Where the staff member traveled in the work location; and
 - c. With whom the staff member came in close contact, as defined by the CDC, New York State Department of Health, or Erie County Department of Health.
2. All information will be kept confidential pursuant to state and federal laws and regulations.
3. The B&ECPL Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.

VII. Protocol for Documenting Precise Hours and Work Locations for Essential Employees

- A. In the event of a Declared Health Emergency, essential employees will keep a log of their work hours, work locations and duties performed including a description of the time of day specific duties were completed.
 1. The log form shall be made accessible electronically on the Staff Intranet.
 2. Staff shall be instructed on its use.
 3. Supervisors will ensure logs are completed in a timely fashion.
 4. The Human Resources Department shall keep an electronic file of completed logs.
 5. All information will be kept confidential pursuant to state and federal laws and regulations.

VIII. Protocols for Identifying Emergency Housing

- A. In a Declared Health Emergency there may be unusual circumstances when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease.

- B. If such an unusual need arises, B&ECPL Administration will determine whether hotel rooms must be made available and, if required, will arrange for such lodging at no cost to the employee.

IX. Other

- A. The B&ECPL shall not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the Plan.
- B. Nothing in the Plan shall be deemed to impede, infringe, diminish or impair the rights of the B&ECPL or a B&ECPL employee under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

B&ECPL Essential/NON-Essential Designation by Title/Department

as of 1/14/2021*

Non-Essential: an employee or contractor who is NOT required to be physically present at the work-site in order to perform their job.

Essential: an employee or contractor who IS required to be physically present at a work site to perform their job.

VPN Access Required

NON-ESSENTIAL - LIBRARY CLOSED	Reason	ESSENTIAL - LIBRARY CLOSED	Reason	NON-ESSENTIAL - Library OPEN	Reason	ESSENTIAL - LIBRARY OPEN	Reason	DEPARTMENT	POSITION	PAY TYPE
		✓	System operations, payroll, requires access to sensitive material and paper files			✓	System operations, payroll, requires access to sensitive material and paper files	Administration - Office of CFO	Administrative Clerk	FT
✓	Conduct virtual operational oversight, meetings, etc.	✓	Requires access to sensitive material and paper files	✓	Conduct virtual operational oversight, meetings, etc.	✓	System operational oversight also requires access to sensitive material and paper files	Administration	Assistant Deputy Director	FT
✓	Conduct virtual operational oversight, meetings, etc.	✓	System operations, requires access to sensitive material and paper files	✓	Conduct virtual operational oversight, meetings, etc.	✓	System operational oversight also requires access to sensitive material and paper files	Administration	Deputy Director	FT
✓	Conduct virtual operational oversight, meetings, etc.	✓	System operations, requires access to sensitive material and paper files, access to SAP for payroll, etc.	✓	Conduct virtual operational oversight, meetings, etc.	✓	System operations, requires access to sensitive material and paper files, access to SAP for payroll, etc.	Business Office	Assistant Library Administrative Manager	FT
✓	Design, formatting, communication can be done remotely	✓	System operations, requires access to equipment to produce physical materials			✓	System operations, requires access to equipment to produce physical materials	Creative & Productive services	Assistant Library Display Artist	FT
		✓	Duties/tasks can only be conducted on site			✓	Operational oversight, supervision, duties/tasks can only be conducted on site	Maintenance	Assistant Supervisor of Bldg Operations & Maintenance	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Buffalo Branches	Building Guard	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Central	Building Guard	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Central	Building Guard PT	PT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Central	Building Guard RPT	RPT

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VPN Access Required

		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Buffalo Branches	Caretaker	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Buffalo Branches	Cleaner PT	PT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Buffalo Branches	Clerk Typist PT	PT
✓	Can contact community connections virtually					✓	Operations support, respond to in-house tenants, community needs, operational support	Development & Communications	Community Engagement Manager	FT
✓	Can run reports remotely	✓	Monitor servers, operational support, break fix			✓	Monitor servers, operational support, break-fix	Information Technology	Computer Operator	FT
		✓	System operations support, duties/tasks can only be conducted on site			✓	System operations support, duties/tasks can only be conducted on site	Creative & Productive services	Copy Machine Operator RPT	RPT
✓	Respond to communications	✓	Mail letters, access to sensitive files			✓	Mail letters, access to sensitive files, operational support	Development & Communications	Development & Communications Clerk	FT
✓	Write grants, respond to communications	✓	Mail letters, access to sensitive files			✓	Mail letters, access to sensitive files, operational support	Development & Communications	Development Manager	FT
✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc.	✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc.	✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc.	✓	Oversee operations, maintain response to emergency-update accordingly, communicate with staff, etc.	Administration	Director	FT
		✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site	Maintenance	Gardener PT	PT
✓	Correspondence, telephone response, employee referral, benefits administration	✓	Requires access to sensitive material and paper files	✓	Correspondence, telephone response, employee referral, benefits administration	✓	Department employee oversight, system operations support, requires access to sensitive material and paper files	Human Resources	Human Resources Manager	FT
✓	Correspondence, telephone response, employee referral, benefits administration	✓	Requires access to sensitive material and paper files	✓	Correspondence, telephone response, employee referral, benefits administration	✓	System operations support, requires access to sensitive material and paper files	Human Resources	Junior Personnel Clerk	FT

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VPN Access Required

✓	System services - can access remotely			✓	System services - can access remotely		Information Technology	Junior Technical Support services Specialist	FT	
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Shipping & Receiving	Laborer	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Adult Outreach services	Librarian I	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Children's Programming	Librarian I	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Buffalo Branches	Librarian I	FT
✓	System services - can access remotely			✓	System services - can access remotely		Public services - operations	Collection Development	Librarian I	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Information services	Librarian I	FT
✓	Oversee virtual programming, communication, reference	✓	Rare and unique collections require on site work, only			✓	Public services - operations, rare and unique collection require on site work, only	Special Collections	Librarian I	FT
		✓	System operations, duties and tasks require on site			✓	System operations, duties and tasks require on site	Technical services	Librarian I	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Youth Outreach services	Librarian I	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Information services	Librarian I PT	PT
		✓	Mobile operation may continue depending on whereabouts of declared emergency.			✓	Mobile services may continue or position moved to Buffalo Branches/Central Library Public services - operations.	Mobile services	Librarian I PT	PT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Buffalo Branches	Librarian I PT	PT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Technology Outreach services	Librarian I PT	PT

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Essential: an employee or contractor who IS required to be physically present at a work site to perform their job.

VPN Access Required

✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Youth Outreach services	Librarian I PT	PT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Adult Outreach services	Librarian II	FT
✓	System services - can access remotely			✓	System services - can access remotely			Collection Development	Librarian II	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Information services	Librarian II	FT
✓	Virtual programming, correspondence, training, etc.	✓	Institutional services may continue depending on emergency.			✓	Institutional services may continue depending on emergency. Position may be moved to Buffalo Branches/Central Library Public services.	Institutional services	Librarian II	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Buffalo Branches	Librarian II	FT
✓	System services - some duties/tasks may be done remotely	✓	System operations, departmental oversight/supervision	✓	System services - some duties/tasks may be done remotely	✓	System operations, departmental oversight/supervision	Technical services	Librarian II	FT
✓	System services - duties/tasks may be done remotely			✓	System services - duties/tasks may be done remotely			Technical services	Librarian II	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Training Lab	Librarian II	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Adult Outreach services	Librarian II - Accessibility services	FT
✓	Virtual programming, correspondence, training, etc.	✓	Oversee department employees, conduct telephone reference, on site duties and responsibilities			✓	Public services - operations	Children's Programming	Librarian III	FT
✓	Virtual programming, correspondence, training, etc.	✓	Oversee department employees, conduct telephone reference, on site duties and responsibilities			✓	Public services - operations	City Branch services	Librarian III	FT
✓	System services - can access remotely			✓	System services - can access remotely			Collection Development	Librarian III	FT

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✓	Conduct virtual programming, communication	✓	Oversee Rare Book Room employees, conduct telephone reference, on site duties and responsibilities			✓	Public services - operations	Special Collections	Librarian III	FT
✓	System services - can access remotely	✓	System services - operational oversight if departments working	✓	System services - can access remotely	✓	System services - operational oversight	Technical services	Librarian III	FT
✓		✓	Oversee department employees, conduct telephone reference, on site duties and responsibilities			✓	Public services - operations	Borrower services	Librarian IV	FT
✓	Conduct virtual programming, communication	✓	Oversee department employees, conduct telephone reference, on site duties and responsibilities			✓	Public services - operations	Central Public services	Librarian IV	FT
✓	Conduct virtual programming, communication	✓	Mobile services may continue depending on location of emergency. Telephone reference, on site duties and responsibilities			✓	Mobile operations may continue or position will be moved to Buffalo Branch/Central Library Public services - operations	Mobile services	Librarian Trainee	FT
✓	Conduct virtual operational oversight, meetings, etc.	✓	System operations, requires access to sensitive material and paper files, access to SAP for payroll, purchasing, etc.	✓	Conduct virtual operational oversight, meetings, etc.	✓	System operations, requires access to sensitive material and paper files, access to SAP for payroll, purchasing, etc.	Business Office	Library Administrative Manager	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓		Children's Programming	Library Assistant	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Buffalo Branches	Library Assistant	FT
✓	Library card registration, reports, communication	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Borrower services	Library Associate	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	Buffalo Branches	Library Associate	FT

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		✓	Duties/tasks can only be conducted on site			✓	Public service operations support, duties/tasks can only be conducted on site	Information services	Library Associate	FT
		✓	System Operations support, duties/tasks can only be conducted on site			✓	System Operations support, duties/tasks can only be conducted on site	Interlibrary Loan	Library Associate	FT
		✓	System Operations support, duties/tasks can only be conducted on site			✓	System Operations support, duties/tasks can only be conducted on site	Stacks	Library Associate	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓		Training Lab	Library Associate	FT
✓	Library card registration, reports, communication	✓	Telephone reference, on site duties and responsibilities			✓	Public services operations	Borrower services	Library Clerk	FT
		✓	Duties/tasks can only be conducted on site			✓	Public service operations support, duties/tasks can only be conducted on site	Buffalo Branches	Library Clerk	FT
		✓	Duties/tasks can only be conducted on site			✓	Public service operations support, duties/tasks can only be conducted on site	Information services	Library Clerk	FT
		✓	Duties/tasks can only be conducted on site			✓	Public service operations support, duties/tasks can only be conducted on site	Special Collections	Library Clerk	FT
		✓	System Operations support, duties/tasks can only be conducted on site			✓	System Operations support, duties/tasks can only be conducted on site	Technical services	Library Clerk	FT
✓	Design, formatting, communication can be done remotely	✓	System operations, requires access to equipment to produce physical materials, oversee department employees		Requires access to equipment to produce physical materials	✓	System operations, requires access to equipment to produce physical materials	Creative & Productive services	Library Display Artist	FT
✓	System operations - can be conducted remotely			✓	System operations - can be conducted remotely			Information Technology	Library Information Technology Administrator	FT
✓	Conduct virtual programming, communication	✓	Telephone reference, on site duties and responsibilities			✓		Buffalo Branches	Library Technology Clerk	FT

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✓	Conduct virtual programming, communication	✓	Telephone reference, on site duties and responsibilities			✓		Training Lab	Library Technology Clerk PT	PT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Maintenance	Maintenance Worker	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Maintenance	Maintenance Worker RPT	RPT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Central/ Buffalo Branches	Page PT	PT
		✓	Rare and unique collections duties/ tasks can only be conducted on site			✓	Operations support, rare and unique collections duties/tasks can only be conducted on site	Special Collections	Rare Book Clerk	FT
✓	Conduct virtual programming, communication	✓	Operations support, rare and unique collections require on site work			✓	Operations support, rare and unique collections require on site work	Special Collections	Rare Book Curator	FT
		✓				✓		Shipping & Receiving	Receiving & Distribution Supervisor	FT
✓	Letters, report writing, etc.	✓	Board activities			✓	System operations, support director complete reports, correspondence, Board duties	Administration	Secretary to the Director	FT
	Correspondence, telephone response to voicemail, some clerical duties and tasks	✓	System support, business operations, purchasing, payroll, account work, payables			✓	System support, business operations, purchasing, payroll, account work, payables	Business Office	Senior Account Clerk	FT
✓	Correspondence, telephone response to voicemail, some clerical duties and tasks	✓	System support, business operations, purchasing, payroll, account work, payables			✓	System support, business operations, purchasing, payroll, account work, payables	Business Office	Senior Account Clerk	FT
		✓	Oversee department employees, duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Security	Senior Building Guard	FT
✓	Payroll and communications can be conducted remotely	✓	Operations support			✓	Operations support, duties/tasks can only be conducted on site	Maintenance	Senior Clerk Typist	FT
✓	Run reports, communication can be conducted remotely	✓	System operations support some duties require on site	✓	Run reports, communication can be conducted remotely	✓	System operations support	Information Technology	Senior Computer Operator	FT

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✓	Library card registration, reports, communication	✓	Library card completion - mailing, answering telephones			✓	Operational support, library card registrations on site, etc.	Borrower services	Senior Library Clerk	FT
		✓	System Operations support, duties/tasks can only be conducted on site			✓	System Operations support, duties/tasks can only be conducted on site	Human Resources	Senior Library Clerk	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Information services	Senior Library Clerk	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Buffalo Branches	Senior Library Clerk	FT
		✓	System Operations support, duties/tasks can only be conducted on site			✓	System Operations support, duties/tasks can only be conducted on site	Technical services	Senior Library Clerk	FT
		✓	System Operations support, duties/tasks can only be conducted on site			✓	System Operations support, duties/tasks can only be conducted on site	Technical services	Senior Materials Processor	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Central/Buffalo Branches	Senior Page PT	PT
		✓	System Operations support, duties/tasks can only be conducted on site			✓	System Operations support, duties/tasks can only be conducted on site	Shipping & Receiving	Senior Page RPT	RPT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Maintenance	Stationary Engineer	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Shipping & Receiving	Stores Clerk RPT	RPT
		✓	Supervision, duties/tasks can only be conducted on site			✓	Operational support, supervision, duties/tasks can only be conducted on site	Maintenance	Supervisor of Building Operations & Maintenance	FT

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✓	Library card registration, reports, communication	✓	System operations, departmental supervision	✓		✓	System operations, departmental oversight/supervision, public services	Borrower services	System Circulation Manager	FT
✓	Virtual programming, correspondence, training, etc.	✓		✓		✓		Information Technology	Technical Specialist Computers	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities	✓		✓		Technology Outreach services	Technical Specialist Computers PT	PT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities	✓		✓		Training Lab	Technical Specialist Computers PT	PT
✓	System operations - can be conducted remotely	✓		✓	System operations - can be conducted remotely	✓		Information Technology	Technical Support services Specialist	FT
		✓	System operations support, duties/tasks can only be conducted on site	✓		✓	System Operations support, duties/tasks can only be conducted on site	Shipping & Receiving	Truck Driver	FT
		✓	System Operations support, duties/tasks can only be conducted on site	✓		✓	System Operations support, duties/tasks can only be conducted on site	Shipping & Receiving	Truck Driver PT	PT
		✓	System Operations support, duties/tasks can only be conducted on site	✓		✓	System Operations support, duties/tasks can only be conducted on site	Shipping & Receiving	Truck Driver RPT	RPT
		✓	Duties/tasks can only be conducted on site	✓		✓	Operations support, duties/tasks can only be conducted on site	Buffalo Branches	Watch Attendant PT	PT
		✓	Duties/tasks can only be conducted on site	✓		✓	Operations support, duties/tasks can only be conducted on site	Buffalo Branches	Watch Attendant RPT	RPT
✓	System services - can access remotely	✓		✓	System services - can access remotely	✓		Information Technology	Web Page Master	FT

*This list reflects essential/n-n-essential designations as of 1/14/2021 and is subject to change

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