

West Seneca Public Library
1300 Union Rd, West Seneca, NY 14224
Public Health Emergency Operations Plan
September 16, 2026

I. Purpose and Scope of Plan

1. This Public Health Emergency Operations Plan ("Plan") has been developed by the West Seneca Public Library 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 West Seneca Public Library, 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"). It is recognized that the West Seneca Public Library is an independent organization governed by its own Board of Trustees. It is further recognized the West Seneca Public Library is a member of the Buffalo & Erie County Public Library System (B&ECPL System)

2. 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.

3. The Plan was originally developed with the input of the following unions that represent employees of the West Seneca Public Library:

- (a) The Clerical & Maintenance Union of the Buffalo & Erie County Public Library- Contracting Libraries, NYSUT/AFT, AFL/CIO (CMU);
- (b) The Librarians' Association of the Buffalo & Erie County Public Library (LA).

4. The Plan is applicable to the West Seneca Public Library, and to B&ECPL system services.

5. 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, West Seneca Public Library and/or B&ECPL operations.

II. Essential and Non-Essential Positions and Titles

1. 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.

2. The West Seneca Public Library 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 within the West Seneca Public Library are listed in Attachment 1.

III. Telecommuting Protocols

The West Seneca Public Library 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 West Seneca Public Library, in cooperation with the B&ECPL System, 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 the West Seneca Public Library Director with approval from B&ECPL System 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 the West Seneca Public Library Director. The determination whether or not to provide requested equipment, software and/or internet access will be made by the West Seneca Public Library Director in cooperation with the B&ECPL System.

IV. Scheduling of Essential Employees

- A. In the event of a Declared Health Emergency:

1. The West Seneca Public Library 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, West Seneca Public Library and/or B&ECPL operations.

2. In addition, the West Seneca Public Library will abide by all contractual obligations regarding notification of schedule changes, as required by applicable laws.

3. The West Seneca Public Library 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 holding the following titles shall be provided with their typical or contracted minimum work hours:

- (a) Caretaker, RPT
- (b) Clerk-typist, part-time
- (c) Director
- (d) Librarian I
- (e) Librarian I, part-time

- (f) Librarian Trainee
- (g) Library Assistant
- (h) Senior Page, part-time

B. Other Protocols

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

1. The West Seneca Public Library will comply with any and all laws associated with future Declared Health Emergencies.

2. Contractors, either independent or affiliated with a staffing agency or other contracted firm, are not classified as employees of the Library, and as such are not provided with paid leave time, unless required by law.

3. Social Distancing.

(a) The West Seneca Public Library will mandate 6 feet (6') distance (or another minimum distance that B&ECPL Administrator 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 the West Seneca Public Library Director/Board of Trustees 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 West Seneca Public Library will attempt to implement appropriate measures, which may include facial coverings.

4. 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 West Seneca Public Library in cooperation with the B&ECPL System 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 West Seneca Public Library entrances and throughout the building notifying patrons and visitors of the facial covering requirement.

5. Walk-Up and Curbside Service. As determined by the West Seneca Public Library Director/Board of Trustees, the West Seneca Public Library 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 pickup, and appropriate protocols will be followed.

V. Protocols for Acquiring and Storing Personal Protective Equipment

The West Seneca Public Library 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 West Seneca Public Library, in cooperation with the B&ECPL System, will 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 coverings so long as it does not violate any Library dress code or policies.

2. The B&ECPL System Business Office will attempt to ensure that there is a minimum six (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.
- (d) PPE received for use at the West Seneca Public Library will be kept in the Workroom with additional supply kept in the Storage Room. The West Seneca Public Library will communicate inventory needs to the Central Library.

4. The B&ECPL System Business Office will purchase materials pursuant to the B&ECPL Procurement Policy.

(a) The West Seneca Public Library may place orders for PPE using the B&ECPL Staff Intranet: <http://intranet.buffalolib.org/supplies>

(b) The following are vendors from whom the B&ECPL System has previously purchased the identified PPE:

- (i) Masks: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578
- (ii) Masks: www.amazon.com
- (iii) Face Shields: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578
- (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) 858-6578
- (vi) Goggles: www.amazon.com, CORR Distributors, Inc. (716) 873-8323
- (vii) Polypropylene Gloves: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578
- (viii) Polypropylene Gloves: Home Depot Pro (800) 466-3337

5. Additional PPE will be purchased as needed.

6. For emergency supplies, in addition to the Business Office and the Shipping and Receiving Department, Library Administration and their designee(s) may have access to and distribute PPE.

B. Cleaning and Sanitizing Supplies

1. The West Seneca Public Library in cooperation with the B&ECPL System, shall attempt to provide cleaning and sanitizing supplies to all essential employees during a Declared Health Emergency. The B&ECPL System Business Office shall ensure there is a minimum of a six (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.

(d) Cleaning and sanitizing products received for use at the West Seneca Public Library will primarily be kept in the Storage Room and at the main service desk.

3. The Business Office will purchase cleaning and sanitizing products pursuant to the B&ECPL Procurement Policy.

(a) The West Seneca Public Library may place orders for cleaning and sanitizing products using the B&ECPL Staff Intranet: <http://intranet.buffalolib.org/supplies>.

(b) The following are vendors from whom the Buffalo & Erie County Public Library System has previously purchased the identified cleaning and sanitizing products:

(i) Hand Sanitizer (Gel): CORR Distributors, Inc. (716) 873-8323

(ii) Kaivac Kaibosh Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323

(iii) PFG04 Neutral Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323

(iv) Brutab 65: CORR Distributors, Inc. (716) 873-8323

(v) MPC Fresh Breeze: CORR Distributors, Inc. (716) 873-8323

(vi) MPC Lemon One Step: CORR Distributors, Inc. (716) 873-8323

(vii) Symmetry Foam Hand Sanitizer: CORR Distributors, Inc. (716) 873-8323

(viii) Toilet Paper: CORR Distributors, Inc. (716) 873-8323

(ix) Bleach: W.B. Mason (888) 926-2766

- (x) C-Fold Paper Towels: Chudy Paper Company (716) 825-1935
- (xi) Jumbo Brown Roll Paper Towels: New York State Industries for the Disabled (800) 221-5994
- (xii) Round Roll Paper Towels: Regional Distributors, Inc. (585) 458-3300
- (xiii) Facial Tissues: Regional Distributors, Inc. (585) 458-3300
- (xiv) 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 B&ECPL System Business Office and the Shipping and Receiving Department, B&ECPL Administration and their designees may have access to and distribute cleaning and sanitizing supplies.

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

The West Seneca Public Library 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 West Seneca Public Library will:

1. 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 may 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 B&ECPL's "Pre-entry Questionnaire – Health Assessment";

2. If used, 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 six feet with that person), the West Seneca Public Library will follow current CDC guidelines, which may include:

1. Exposures. Potentially exposed employees or contractors who do not have symptoms may be required to 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 West Seneca Public Library 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) The West Seneca Public Library will follow CDC criteria and other public health official guidance on when persons exhibiting symptoms of the communicable disease may return to their worksite.

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) The West Seneca Public Library will follow CDC and other public health official guidance for the appropriate cleaning, disinfecting, and reoccupation of those spaces. If this time period is not possible, a period of as long as possible will be given.

(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 item 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;

(c) With whom the staff member came in 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 A.D.D. of Human Resources will follow the guidance of the CDC, New York State Department of Health and/or Erie County Department of Health in notifying staff and visitors that they may have been exposed to a communicable disease from the staff member identified as testing positive.

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

1. 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. 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 B&ECPL 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, the West Seneca Public Library Director/Board of Trustees in cooperation with B&ECPL System 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 West Seneca Public Library 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 West Seneca Public Library, B&ECPL System or a West Seneca Public Library 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.

Adopted by the West Seneca Public Library Board of Trustees on March 17, 2021. Revised and reapproved September 16, 2026.

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