



**West Seneca Public Library**  
**1300 Union Rd, West Seneca, NY 14224**  
**Public Health Emergency Operations Plan**  
**March 17, 2021**

I. Purpose and Scope of Plan

1. This Public Health operations Emergency 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 has been 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, 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, 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 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) Library Assistant
- (g) Page, part-time
- (h) Senior Page, part-time

**B. Families First Coronavirus Response Act Requirements**

1. While the Families First Coronavirus Response Act is in effect, the West Seneca Public Library will comply with its requirements, which includes the following:

- (a) Employees will not be charged with leave time for coronavirus testing.
- (b) Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

(c) The West Seneca Public Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is 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 is closed or unavailable for reasons related to the Declared Health Emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

(d) The West Seneca Public Library will provide 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 has been employed for at least 30 calendar days by name of public employer, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the Declared Health Emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

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

**C. 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. 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.

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 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 library entrances and throughout the building notifying patrons and visitors of the facial covering requirement.

3. 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.

2. The B&ECPL System Business Office will maintain 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 shall attempt to ensure there is a minimum of a six (6) month supply of facial coverings and polypropylene disposable gloves onsite.

5. 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 current vendors whom B&ECPL 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](http://www.amazon.com)
- (iii) Face Shields: [www.amazon.com](http://www.amazon.com); Also made internally in the Central Library's Launch Pad
- (iv) Goggles: [www.amazon.com](http://www.amazon.com), CORR Distributors, Inc. (716) 873-8323
- (v) Polypropylene 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 or designee(s) will have access to and may distribute PPE.

B. Cleaning and Sanitizing Supplies

1. The West Seneca Public Library in cooperation with the B&ECPL System will 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. The Storage Room has been determined to be conducive (clean and dry) for storage of such materials.

(a) Supplies will be labeled with expiration dates.

(b) 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. Shipping and Receiving will communicate inventory needs to the Business Office. 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 current vendors from whom 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 B&ECPL System Business Office and the Shipping and Receiving Department, B&ECPL Administration and their designees will have access to and may distribute PPE.

#### 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 has agreed to follow the B&ECPL's Personnel Policies and Procedures and will therefor:

Follow the B&ECPL's "Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19";

1. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees' workday that includes:

(a) Temperature check;

(i) The Temperature will be taken with a touchless thermometer by Human Resources staff and/or library administration, or by manager/supervisor, where applicable;

(ii) Temperature will be noted as either below 100.4 or above 100.4;

(iii) Person/persons 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 – COVID-19 Assessment";

(c) Temperature logs and questionnaires shall be reviewed daily by the Human Resources Department;

(i) All information will be kept confidential and secure pursuant to state and federal laws and regulations;

B. Staff Exposures

The B&ECPL has established the following protocols, following current CDC guidelines. The West Seneca Public Library has agreed to follow these protocols:

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):

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 Human Resources Manager 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 Human Resources Manager 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) 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 Human Resources Manager 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 Disinfection.

(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, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

(ii) Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

#### C. Contact Tracing

1. The B&ECPL Human Resources Manager or designee will confidentially interview the staff member identified as testing positive for the communicable disease seeking the following:

- (a) Work place location;
- (b) Where the staff member traveled in the work location;
- (c) With whom the staff member came in contact;

All information will be kept confidential pursuant to state and federal laws and regulations;

2. 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

1. In the event of a positive test by a West Seneca Public Library employee, the B&ECPL Human Resources Department 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 contact.

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.

#### VIII. Protocols for Identifying Emergency Housing

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.

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

1. 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.

2. 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.

**West Seneca Public Library/B&ECPL Essential/NON-Essential Designation by Title/Department**

**3/17/2021**

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.

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NON-ESSENTIAL - LIBRARY CLOSED	Reason	ESSENTIAL - LIBRARY CLOSED	Reason	NON-ESSENTIAL - Library OPEN	Reason	ESSENTIAL - LIBRARY OPEN	Reason	LOCATION/LIBRARY	POSITION	PAY TYPE
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	West Seneca Public Library	Caretaker RPT	RPT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	West Seneca Public Library	Clerk Typist PT	PT
✓	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.	West Seneca Public Library	Director	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	West Seneca Public Library	Librarian I	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	West Seneca Public Library	Librarian I PT	PT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	West Seneca Public Library	Library Assistant	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	West Seneca Public Library	Page PT	PT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	West Seneca Public Library	Senior Page PT	PT

This list is subject to change

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