

PANDEMIC POLICY
ULYSSES PHILOMATHIC LIBRARY

The library is committed to protecting the health and safety of staff and community while maintaining essential functions and security of the library during a public health crisis.

Closing the Library

If possible in an emerging health and safety threat the full Board of Trustees will meet to discuss potentially closing.

An immediate threat to public health and safety may warrant emergency closure of library by the decision of the Library Director and the President of the Board of Trustees. Communication of this action to the Board of Trustees, Library Staff, and the public will happen as quickly as possible.

Health & Safety

The library will comply with guidance from Federal, State & local government, the Center for Disease Control, and Tompkins County Health Department. This is including but not limited to guidance on: personal hygiene, sanitation of the building, gatherings, percentages of occupancy, social distancing, and personal protective equipment requirements of staff or public.

The library will supply all necessary personal protective equipment to staff, staff will be responsible for cleaning their own cloth masks, disposable paper masks will also be provided.

In the event of closure the Library Director will establish procedure for entering the building.

Outbreaks

The library will cooperate with Health Department 'contact tracers' and maintain necessary records, to the extent mandated by law. The library will respect the privacy of staff and patrons, and make no public announcement of a staff person's medical status beyond what is required by the local Health Department. The Library Director will notify the Health Department immediately if a staff person reports testing positive for a public health infection.

In the event of a staff person becoming sick the staff person will follow Tompkins County Department of Health guidelines before returning to work. Appropriate areas will be immediately cleaned or quarantined according to guidance from the CDC or NY State Department of Health.

Work Accommodations

In the event library staff are required to work from home, equipment necessary to complete essential duties owned by the library may be taken to a staff person's home with the permission of the Library

Director. The Library Director will maintain a list of items owned by the library that is borrowed by a staff person to facilitate work at home.

The Library Director will define and assign essential duties to staff. Full time staff will create contingency plans with the Library Director in the event the staff person becomes ill or unavailable due to illness. Depending upon the position she or he may be asked to create outlines and instructions for the Library Director of their essential duties. The Library Director will create a similar plan in the event she or he becomes ill or unavailable due to illness.

Remote work requests will be handled on a case-by-case basis. While not all positions may be eligible, all requests for temporary remote work after reopening should be submitted to the Director for consideration.

It is the responsibility of the Library Director to stay informed on all applicable Federal and State laws in regards to sick leave for staff, including leave to care for children or immediate family members.

In the event of school or daycare closures impacting a staff person's ability to report for work she or he is strongly encouraged to submit a remote work request to the Library Director.

In recognition of the wide variety of home lives of library staff and the importance of privacy for staff when working completely or partially from home due to emergency closures, the Library Director and Library Board of Trustees will be respectful of requests for flexible scheduling from library staff while they complete essential duties in a timely manner. Factors to be mindful of while being flexible include home internet access & bandwidth and childcare schedules.

Reopening the Library

Once it is deemed safe to do so, Ulysses Philomathic Library will return operations to normal to the best of its ability and as quickly as possible. Due to the specific nature of a pandemic, a specific reopening plan will be written, and approved by the Board as necessary. Depending on the level of severity of the pandemic, and requirements dictated by the government, this may come in stages to ensure the safety and health of staff.

The Library Director reserves the right to waive fees for damaged or lost materials during an extended shutdown.

First approved by Board of Trustees 06/09/20