

ADMINISTRATIVE

LIBRARY HOURS

The Philmont Public Library (Library) will be open during the following times:

Sunday: Closed
Monday: 12:00-5:00 and 6:00-8:00 PM
Tuesday: Closed
Wednesday: 12:00-5:00 and 6:00-8:00 PM
Thursday: 10:00 AM-2:00 PM
Friday: 12:00-5:00 PM
Saturday: 10:00 AM-2:00 PM

The Library will be open daily except for Sundays, Tuesdays, and the following national holidays:

New Year's Day
Martin Luther King, Jr., Day
Presidents' Day
Memorial Day
Independence Day (July 4)
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Day

Any holiday that falls on a Sunday will be celebrated on the following Monday, when the Library will be closed.

INCLEMENT WEATHER/CLOSING

In case of inclement weather, patrons should call the Library (672-5010) during scheduled hours or check the Library's website (philmontlibrary.com) to find out whether or not the Library is open.

EMERGENCIES

BOMB THREATS

Staff should clear the building and trigger the fire alarm on the way out of the building. Once outside, staff should use available cell phones to call 911 to report the bomb threat. Staff should move people to Main Street, but not directly in front of the building. The police will handle the actual bomb search, and no patron or staff shall reenter the building until the police have declared the Library safe.

FIRE

At the first indication of smoke or flame, staff shall investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, staff should proceed to do so by accessing the nearest fire extinguisher. Staff shall familiarize themselves with the type, location, and application of the fire extinguishers in the building. Fire extinguishers are located at the front door, at the back door, and upstairs.

If there is any doubt whether the fire can be controlled, staff should immediately call 911, trigger fire alarms if necessary, and clear the building. Staff should move people to Main Street, but not directly in front of the building. No patron or staff shall reenter building until the Fire Department declares the Library safe.

HEALTH

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member and the Library. Staff with specialized training may administer assistance when needed at their discretion and comfort level, but are not required to do so. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad/police should be called immediately by calling 911 in the event of any serious problem.

INCIDENT RESPONSE

For crimes in progress or an immediate emergency, staff shall call 911. For any incidents in the Library that involve a crime, a serious problem with a patron, an illness, a fire, a health emergency, or anything that may result in an insurance claim, staff should fill out the Incident Report Form. See Appendix E.

PANDEMIC PROTOCOL

PANDEMIC PREPAREDNESS PLAN

In the event of a pandemic which threatens the lives and well-being of the community that the Philmont Public Library (Library) serves, the following plans will be implemented to impede the spread of contagion. *These plans shall take precedence over the provisions of all other policies.* The Coordinator of all aspects of the Pandemic Preparedness Plan and Pandemic Protocol shall be the Director, whose decisions shall be subject to the approval of the Board of Trustees.

PROCEDURES WHILE THE LIBRARY REMAINS OPEN

1. Use email blasts and postings on the Library's website, in local newspapers, and on social media to:
 - a. Inform and regularly educate the public about the local conditions, possible impact and ramifications of an impending or current epidemic, pandemic, or widespread emergency.
 - b. Provide the public with instructions on effective ways to prevent contracting and spreading a contagious illness.
 - c. Announce that the Library will close if and when local public schools close.
2. Take the following precautions to assist patrons' ability to maintain social distance from each other:
 - a. Limit the number of patrons using the Library at any one time.
 - b. Move/remove some pieces of furniture and equipment to ensure that patrons do not sit close together.
 - c. Remove or make inaccessible furniture or communal areas where patrons normally keep their coats or belongings.
 - d. Postpone group programs and activities.
 - e. Postpone meetings of committees and the Board of Trustees, or if possible, hold taped and transcribed meetings via telephone conferencing if suspension of Open Meetings Law is approved by New York State.

3. Prominently post guidelines for patrons to follow in order to prevent their coming in contact with and spreading germs.
4. Provide hand sanitizer, masks, and disposable gloves for patrons and staff. Supply clearly marked containers for the disposal of all such used items, and train staff in a safe method of emptying those containers and subsequent removal and disposal of their contents.
5. Teach staff methods and standards for the cleaning of bathrooms, door knobs, railings, telephones, keyboards, counters, work stations, furniture, and offices.
6. Establish a procedure for providing and training substitutes for employees on sick leave.
7. Make contingency plans for closing the Library if and when necessary.

PROCEDURES WHILE THE LIBRARY IS CLOSED

1. Notify the public of the Library's closure and, if possible, its duration, through email blasts, on the Library's website, in local newspapers, and on social media.
2. Post signs on Library doors stating that the Library is closed. Identify the reason, the inclusive dates of closure if possible, and other pertinent information such as a contact number.
3. Provide materials and instruction for employees to work from home, or to work in the Library without patrons present. The Director and staff shall be paid for the hours that they would have been scheduled to work if the Library were open, no matter how many hours they are able to work from home or in the Library.
4. Continue to provide, to the extent possible, information services for the public, such as digital reference, access to online materials and resources, regular updates on local conditions, and instructions on the prevention of contraction and further spread of the contagious illness.
5. Use the Library's website and social media to provide the public with sources for home activities including participation in virtual Library programs.
6. Check the Library's phone messages, emails, and contents of the Book Drop regularly.
7. Maintain regular contact between the Director and the staff.
8. Maintain regular communication between the Director and the Board of Trustees.
9. Stay current with the monetary responsibilities of the Library.
10. Arrange with the Village of Philmont for the regular inspection and maintenance of all equipment needed to keep the Library in good condition and ready to be reopened when possible and prudent.

PROCEDURES WHILE THE LIBRARY IS REOPENING

Library services will continue to the fullest extent possible through MHLS's five progressive phases of reopening in compliance with New York State's directives. **See Appendix H.**

PANDEMIC-SPECIFIC POLICIES

1. PROACTIVE INFECTION PLAN

Screening

The library will screen all employees and essential visitors as described below. The library will not screen patrons.

The library will remotely, by electronic form, screen employees scheduled to work in the library building before each shift about any [COVID-19 symptoms](#) identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#) including confidentiality of medical information. The library will not retain any employee health data.

Screening will include the following question: Are any of the following statements true?

1. I have experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days, OR
2. I have tested positive for COVID-19 in the past 14 days, OR
3. I have knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.

Library staff or essential visitors should immediately notify the library director if the answers to these questions change later including during or outside work hours.

The library director will review all responses collected by the screening process on a daily basis and maintain a record of this review.

The library will maintain a log of all library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms

The library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member reports developing symptoms related to COVID-19 or testing positive for COVID-19.

Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come in to the library or to leave the library if they are already at work, and contact a medical professional or the local health department immediately. The library will provide the employee with healthcare and testing information.

The library director will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Areas used by the symptomatic or sick person will be cleaned and disinfected according to the [CDC cleaning and disinfection recommendations](#) after the person has left the facility:

1. Close off areas used by the person. It is not necessary to close operations if the affected areas can be closed off.
2. Open outside doors and windows to increase air circulation in the area.
3. Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.
5. Once the area has been appropriately disinfected, it can be opened for use. Employees without close contact with the person who is sick can return to the work area immediately after disinfection.

If an employee tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a 14 day self-quarantine. If an employee has had close contact with a person with COVID-19 and is symptomatic, they may only return to work after completing a 14 day self-quarantine.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time and is not symptomatic, the employee should notify the library director and adhere to the

following practices prior to and during their work shift, which will be documented by the library director:

1. Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
2. Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
3. Social distance: Employee should continue social distancing practices, including maintaining at least six feet distance from others.
4. Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
5. Employees that are alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the library director.

Patrons that Test Positive for COVID-19

The library will observe directions from local health officials for best practice in staff and public health safety in the event that a patron reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the library.

If a library patron who has visited the library reports testing positive for COVID-19, the library will notify local health officials.

The library will work with local health officials to notify staff and patrons that may have been in contact with the infected patron, while maintaining the patron's right to the privacy of their health information, and the confidentiality of library records.

2. TELECOMMUTING

During special situations, when it will benefit the Philmont Public Library, the Library will consider allowing employees to perform assigned duties at an alternate workplace other than the Library during a portion of or all of their working hours.

All telecommuting agreements must specify the duties to be performed by the employee and the employee's scheduled work hours.

A telecommuter's salary, benefits, and essential functions of their job do not change as a result of the telecommuting arrangement. The Library Director will determine which job duties are and are not suitable for telecommuting. Performance evaluation requirements do not change.

The employee must come to the Library or training/meeting site for any operational need as determined by the Director. Standards regarding confidentiality of information and security of the Library's equipment and documents must be maintained at the alternate workplace.

Telecommuters must be accessible, via telephone and/or email, to their supervisor, co-workers, and customers during their approved scheduled work hours.

The Library may provide equipment depending on the nature of the job, equipment availability, and available funds. The Library is responsible for the maintenance and support of all equipment provided to telecommuting employees. However, the employee may be required to transport the equipment to the repair/maintenance location. Any items purchased by the Library remain the property of the Library. Telecommuters may use their own equipment if it meets the standards established by the Library. The Library assumes no liability in regard to damage or loss of property owned by the employee at the alternate workplace. Supplies required to complete the telecommuter's assigned duties should be obtained from the Library.

3. MEETING ROOM USE

Meeting rooms will be used as the new social distancing computer area and will be available only for specific library meetings that meet the criteria of the limited number of people allowed during each phase of building reopening.

See **Appendix H**.

4. EMPLOYEE DRESS CODE

During pandemic building reopening phases when patrons/ the public are welcome in the building employees will be required to wear masks when in contact with other staff and patrons. Wearing of gloves will be optional. Training will be provided for proper use of these types of equipment.

See Appendix H.

5. PATRON CONDUCT

During pandemic building reopening phases when patrons and the public are welcome in the building, they will be required to:

- a. Wear masks. Paper disposable masks will be available for those who do not have one. Anyone who refuses to wear a mask will be asked to leave.
- b. Maintain social distancing of at least 6 feet apart. The library will be reconfigured to allow for this as well.
- c. Adhere to directions on all posted signs regarding masks, social distancing, and hand washing or hand sanitizing. Hand sanitizer will be available at the entrance and near the circulation desk.
- d. Adhere to all rules specified in **Appendix H.**

6. COMPUTER USE

Access to public computers will be limited to half the number normally available and will be moved outside of the normal computer workspace into the larger Cultural Center. Patrons will be limited to one hour per day to reduce building occupancy and may require a reservation.

Staff will disinfect computer equipment patrons contacted after each use including mouse, keyboard, CPU housing, monitor bezel,.

Hand sanitizer will be available for patrons to use before and after using public computers. Printer/Copier/Fax machine will be handled by staff only.

7. EMERGENCY SICK LEAVE

In the case of employees of the Philmont Public Library needing sick leave during which time they are unable to fulfill their Library's assigned duties because of COVID-19, they shall be paid in accordance with the Federal law entitled the Families First Coronavirus Response (FFCRA), which applies from April 1, 2020 through December 31, 2020.

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

<ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
---	---

PUBLIC ACCESS TO RECORDS: FREEDOM OF INFORMATION

The Library, as a New York State governmental entity, complies, as required by law, with the New York Freedom of Information Law (Public Officer Law, Article 6, Section 84-90s, Freedom of Information Law).

A person may request information and records available to the public in the following manner:

1. Use a request letter/form.
2. Direct a request to the Director.
3. Specify the records requested to be disclosed for inspection or to be copied.
4. Reimburse the Library for its actual costs of reproducing and certifying (if requested) the records at \$.10 per page for employee copied records .
5. The Director shall respond to a written request within five working days or sooner if possible. An extension of an additional fifteen working days may be necessary to respond properly, and if so, the reason for doing this shall be explained.
6. Inspect or copy records in person. An employee must be present throughout the inspection.
7. Make an appeal about the decision of the Director to the Board of Trustees (BOT).
8. Records shall be available during regular Library hours.