

Code Of Conduct Policy

Adopted June 4, 2020

Code of Conduct Policy (Draft June 5, 2020)

The Claverack Free Library is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practice Policy.

The safety measures in this policy have been confirmed with the Columbia County Health Department.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255,260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Claverack Free Library Temporary Safety Practices

Scope of Temporary Safety Measures

The Claverack Free Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Activities

Until the board votes to revoke this temporary policy, only the following routine activities may be performed on site at the library:

1. Periodic checkups on building security and condition
2. Access to ongoing fiscal responsibilities by Director and Board
3. Response to email and telephone messages
4. Facility cleaning

Safety Practices

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices:

1. A face mask must be worn when other individuals are closer than 6'
2. A mask and gloves must be worn when disinfecting employee work stations, the workplace and materials.
3. A social distance of 6' or more must be maintained.
4. Building occupants must frequently wash hands, use hand sanitizers and avoid touching the face.
5. Using or touching workplace items such as printers, telephones and staplers without sanitizing first must be avoided.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

Cleaning Protocols

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- All workstation areas must be cleaned and logged at the end of each shift in accordance to the directions for use on the cleaning container. (includes desk surfaces, computer monitors, power buttons, keyboard, mouse, scanners, all copiers and printers. Pens, pencils, staplers, tape dispensers, and other tools should also be cleaned)
- Table for curbside pickup must be cleaned after each pick up.
- Staff will place personal items in an assigned locker.
- High traffic areas must be sanitized (including door frames and handles)
- Each staff person will use an assigned restroom. Working guests will use the restroom at the Elevator. This restroom should be cleaned after every shift.

- Upon opening to the public, all restrooms need daily cleaning of all surfaces including light switches and door handles and the trash emptied.

Signage

Staff must check daily that signs are posted (visible in many locations) regarding:

- Hand washing/ use of hand sanitizer
- Six foot social distancing
- Distance markers on floor where applicable
- Wiping down computer workstations after each use

Signs that are missing, damaged or no longer relevant should be replaced/adjusted as needed.

B. Proactive Infection Plan (What to do if staff or patron presents as symptomatic)

Screening

1. The library will screen all employees and essential visitors as described below. The library will not screen patrons.
2. 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 questions:

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

1. 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.
2. Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come into 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 testing and healthcare information.
3. 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.
4. 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:
 - a. Close off areas used by the person.
 - b. It is not necessary to close operations if the affected areas can be closed off.
 - c. Open outside doors and windows to increase air circulation in the area.
 - d. Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
 - e. Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.
 - f. Once the area has been appropriately disinfected, it can be opened for use.
 - g. Employees without close contact with the person who is sick can return to the work area immediately after disinfection.
5. 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.
6. 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:

- a. 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.
 - b. Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
 - c. Social distance: Employees should continue social distancing practices, including maintaining, at least, six feet distance from others.
 - d. Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
7. 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

1. 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.
2. If a library patron who has visited the library reports testing positive for COVID-19, the library will notify local health officials.
3. 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.

C. Staff Training

Donning and Doffing PPE

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Health screening questionnaire

<https://forms.gle/MfxQZxgw5mvPEeSG7>

- Sign into your timesheet everyday at the beginning of your shift with dates and times in the library.

Social Distancing

1. Maintain at least 6 feet off distance between individuals
2. Wear mask over nose and mouth, or shield when interacting with patrons (not required when working in personal work space in the building)

What to do if a patron refuses to wear a mask covering their nose and mouth?

<https://themighty.com/2020/05/responding-mask-protests-covid-19/>

<https://www.jdsupra.com/legalnews/ada-implications-i-don-t-want-to-wear-a-91357/>

These are difficult situations and employees should above all do what is necessary to remain safe and secure when a customer or visitor needs to be approached regarding not wearing a mask. The following are tips for employees to consider when dealing with this problem:

- Communicate your concerns professionally. Keep in mind that it is not personal.
- They may say they have a disability that prevents them from wearing it. DO NOT ask what the disability is - let it go.
- Reference the safety needs of both parties reminding guests, "Wearing a mask is a good idea to keep us both safe from infection."
- Offer a disposable mask (extras are on hand)
- Work to understand their position and show empathy with comments such as, "I understand wearing a mask is uncomfortable, it takes a while to get used to it."
- Ask for patrons' help in resolving the issue, expressing gratitude in ways such as, "We appreciate that you use our library . How can we resolve this issue so you can get what you need?"
- Present alternatives to the issue: "We can provide you curbside service if you let us know what items you would like to borrow. Please wait outside. If you are not sure I can surprise you with something if you give me a general idea of what you are looking for."

D. Temporary Rule: Paid Leave under the Families First Coronavirus Response Act (FFCRA).

Please read the attached information for details of temporary paid sick leave made available by FFCRA. Employees should notify the library director if they develop a qualifying condition/situation for leave related to COVID-19.