

# Coburn Free Library Airborne Infectious Disease Exposure Prevention Plan

## I. RESPONSIBILITIES

This plan applies to all employees of the Coburn Free Library, located at 275 Main Street, Owego, NY 13827.

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Meredith Gallaro, Executive Director  
Mandi Wolcott, Assistant Director

## II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

### A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others.

Employees and visitors should remember to:

- Maintain physical distancing;
- Exercise coughing/sneezing etiquette;
- Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
- Limit items individuals touch;
- Stop social etiquette behaviors such as hugging and hand shaking, and
- Wash hands properly and often.

2. **“Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the library director and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating. If a member of the employees' household develops symptoms of the infectious disease, the same process should be followed as above.
3. **Health Screening:** Employees are responsible for self-screening for symptoms of the infectious disease before arrival. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available. See the library director with questions regarding screening protocol. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the library director. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions.
4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged. Any and all visitors will abide to these requirements as well for the duration of their visit.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained. In situations where prolonged close contact with other individuals is likely, use the following control methods, as feasible and necessary:

- restricting or limiting visitor entry;
- limiting occupancy;
- closure of meeting rooms;
- reconfiguring public spaces;
- physical barriers;
- signage;
- floor markings;
- remote meetings (Board of Trustees, as approved by Open Meetings Law);
- preventing gatherings;
- restricting travel;
- change in service model to curb-side pickup;
- quarantining materials and returns.

6. **Hand Hygiene:** To prevent the spread of infection, employees and visitors should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
  - a. Touching your eyes, nose, or mouth;
  - b. Touching your mask;
  - c. Entering and leaving a public place; and
  - d. Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens
  - e. Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.
7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees and visitors should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

#### B. **ADVANCED CONTROLS DURING AN OUTBREAK**

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary.

**Building controls:** Appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent.

- Not accepting returns from patrons.
- Closing the library.
- Natural Ventilation: a. Opening outside windows and doors.
- Modify common area layouts, by rearranging or removing fixtures, so that employees are socially distant from each other.
- Reducing the number of people in an area as well as number of people touching the same surfaces.

**Administrative Controls:** Policies and work rules used to prevent exposure, used as appropriate and necessary.

- Daily health screenings of all persons entering the office;
- Increasing the space between workers;
- Disinfecting procedures for specific operations;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared work stations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Provide clearly designated entrance and exits;
- Provide additional requirements for handwashing and cleaning;
- Reduce occupancy by limiting the number of employees/members/visitors permitted in the store at any one time;
- Deny admission to individuals who do not wear face coverings;
- Provide disinfecting wipes for employees/members and encourage them to wipe off surfaces that they touch, such as door handles to minimize worker exposure;
- Additional quarantine of materials upon receipt;

Subject to changes based on operations and circumstances surrounding the infectious disease.

**Personal Protective Equipment (PPE):** PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace. The following PPE are anticipated to be used:

- Disposable masks/face coverings
- Disposable gloves
- Hand sanitizer
- Disposable sanitizing wipes
- Any other PPE requested by staff, as reasonably appropriate

Adopted by the Board of Trustees 9/2/21 Updated 3.17.22

#### **C. EXPOSURE-CONTROL READINESS, MAINTENANCE AND STORAGE**

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

### **III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK**

#### **A. Disinfection Methods and Schedules**

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, water faucet handles, computers, phones, or other equipment/electronics must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

Disinfectants and other cleaning materials will be selected based on recommendations by the CDC and the compiled lists of approved disinfectants that are effective against many infectious agents (see [dec.ny.gov](http://dec.ny.gov) and [epa.gov/pesticide-registration/selected-epa-registered-disinfectants](http://epa.gov/pesticide-registration/selected-epa-registered-disinfectants)) by the New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA).

#### **B. Adjustments to Normal Housekeeping Procedures**

Normal housekeeping duties and schedules will continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, increased disinfection of high traffic areas will be conducted at the beginning and end of each day by staff.

**C. If an employee develops symptoms of the infectious disease at work**, the area will be isolated in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee's work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

**D.** Liners will be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed.

### **IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK**

**If an actual, or suspected, infectious disease case occurs at work, the following actions will be taken:**

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

### **V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK**

**A. Coburn Free Library will** inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act.

**B. When this plan is activated**, all personnel will be informed of all elements of this plan, including the following topics:

- The infectious agent and the disease(s) it can cause;
- The signs and symptoms of the disease;
- How the disease can be spread;
- An explanation of this Exposure Prevention Plan;
- The activities and locations at our worksite that may involve exposure to the infectious agent;
- The use and limitations of exposure controls
- A review of the standard, including employee rights provided under Labor Law, Section 218-B.

**C. Any necessary training will be:**

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time with pay.
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

### **VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK**

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.

**Plan revisions have occurred on:** 09.2021 ACTIVATED, 02.2022 DEACTIVATED, 03.2022 REVIEWED

Adopted by the Board of Trustees 9/2/21 Updated 3.17.22

## **VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS**

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions. Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high-risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working