

Infectious Disease Policy

I. Objectives and Key Considerations

Key Library objectives in the event of an outbreak include:

- 1) Reducing transmission among staff
- 2) Protecting people who are at higher risk for adverse health complications
- 3) Maintaining business operations
- 4) Minimizing adverse effects on guests and the community

Some considerations when making decisions on appropriate responses include:

- 1) Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community
- 2) Work-related exposure and health risks to employees and guests and the impact of disease on employees who are vulnerable and may be at higher risk for adverse health complications
- 3) Recommendations and guidelines as put out by the CDC, New York State Department of Health (DOH) and local health officials.

To ensure that we stay up to date on the guidance that is being issued by the State, we will monitor public health communications including New York State Department of Health, the CDC, OSHA and all applicable Executive Orders on a periodic basis or whenever notified of the availability of new guidance.

II. Preventive Actions

Everyday preventive actions help stop the spread of germs and lower the impact of them in the workplace. Coughing, sneezing, or unclean hands spread flu and other serious respiratory illnesses. Germs are often spread when a person touches a contaminated surface and then touches their eyes, nose, or mouth. For all workers, regardless of specific exposure risks, it is always a good practice to:

1) Hand Washing

Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Additional key times to clean hands include:

- a. After blowing one's nose, coughing, or sneezing.
- b. After using the restroom.
- c. Before eating or preparing food.
- d. After contact with animals or pets.
- e. Before and after providing routine care for another person who needs assistance such as a child.
- f. Avoid touching your eyes, nose, or mouth with unwashed hands.
- g. Practice good respiratory etiquette, including covering coughs and sneezes with a tissue (or an elbow or shoulder if no tissue is available)
- h. Get a flu vaccine as per CDC recommendations

i. Avoid close contact with people who are sick.

2) Hygiene Stations

The Library will provide and maintain hand hygiene stations for employees, including handwashing with soap, water, and paper towels, as well as alcohol-based hand sanitizers containing 60% or more alcohol at service points and in each department office.

3) Sick Employees

Prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the Library. Employees with flu like symptoms or symptoms of acute respiratory illness (sneezing, coughing, sore throat etc.) should stay home to help prevent spreading your illness to others. Those who had a fever, should stay home until free of fever (under 100.4°F), have no signs of a fever, or any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom- altering medicines (e.g. cough suppressants).

Employees who feel sick at work should notify their supervisor as soon as possible. Supervisors should send employees who appear to have the flu or acute respiratory illness symptoms (i.e. cough, shortness of breath) home immediately. When an employee goes home sick, supervisors should ensure that any shared surfaces (computer, desk, phone etc.) are cleaned and disinfected.

Supervisors may work with employees without sick time to make up their hours and will attempt to make up sick time with PT employees when possible.

III. Communication

- 1) All employees will be informed of new protocols put into place and trained about all safety guidelines in the event of an outbreak.
- 2) Employees will be notified of updated information via their Hauppauge email account and the staff blog.
- 3) Signage inside and outside of the Library will be posted to remind employees and guests to adhere to proper hygiene, staying home when sick, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- 4) The Library will use social media, the Library website and signage to provide guests of updated information. Guests and staff will be notified of Library closings and other information via the Library's Emergency Closing Procedures.

Employees who may be at increased susceptibility for infection or complications should report their vulnerability to their supervisor who will attempt to make reasonable accommodations.

IV. Outbreak Measures

1) Social Distancing

If public health officials call for social/physical distancing, i.e. minimizing exposure between employees and between employees and the public, the following measures may go into effect to ensure appropriate distance between personnel: limiting the number of people who can come in at any one time; staggering employee schedules; implementing a work from home plan ; modification of facilities and service programs including

restrictions on library hours, occupancy, public access, move to increased online services, seating areas, computer usage, and access to library stacks etc.

2) Personal Protective Equipment

The Library will provide an adequate supply of appropriate PPE for employees as per local guidelines, such as masks and gloves at no cost to the employee. The Library may require guests to use face coverings or other PPE in accordance with CDC and DOH guidelines. Workers required to use PPE will be trained on how to properly put on, use, take off and

3) Shared Objects and Surfaces

In the event of an outbreak, employees should not share staplers, scissors, pens and pencils etc. and should notify the Administration if additional supplies are needed. When in contact with shared objects or frequently touched areas, employees should wear gloves or sanitize/wash hands before and after contact. Employees should wipe commonly used surfaces/shared workspaces before and after use.

4) Contact Tracing of Confirmed Cases

The Library will confirm cases of the infectious disease and perform contact tracing as required by local health authorities. The Administration is responsible for notifying state and local health departments and cooperating 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. If required, detailed logs keeping track of employees will be maintained by department heads to facilitate contact tracing. The Administration will keep track of workers and other visitors.

5) Library Closing and Essential Staff

In the event of a library closing for an extended time, a schedule will be set for seeing to essential needs. These include payroll, cleaning, building checks, emptying the book drop, paying bills and banking considerations. Essential staff include Library Administration and Business Office.

V. Cleaning and Disinfecting

Reducing the risk of exposure to infectious diseases by cleaning and disinfection is an important part of maintaining healthy public spaces. The Library will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and ensure appropriate local protocols and guidelines.

1) Cleaning Logs

If required, cleaning logs will be kept on site that document date, time, and scope of cleaning.

2) Surface Guidelines

Cleaners will clean and disinfect all areas such as offices, bathrooms, kitchens, common areas, toys and shared electronic equipment (like tablets, touch screens, copiers, keyboards, remote controls) focusing on frequently touched surfaces according to current CDC, OSHA guidelines. Surfaces will be cleaned using a detergent or soap and water and then disinfected with an EPA approved disinfectant to kill germs according to the manufacturer's instructions.

3) Worker Safety

Staff should always wear appropriate PPE for cleaning and disinfecting. Cleaners are required to wear disposable gloves, including when handling trash. Additional PPE might be required based on the cleaning/ disinfectant products being used and whether there is a risk of splash. Gloves should be removed carefully to avoid contamination and hands washed after removing gloves. Cleaners should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Resources:

- [CDC's website on Cleaning and Disinfection for Community Facilities.](#)
- New York State Department of Health
- OSHA's [Control and Prevention.](#)
- OSHA's [Training and Reference Materials Library](#)
- OSHA's [Personal Protective Equipment Safety and Health Topics](#) page

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