

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Emergency Meeting**  
**June 8, 2020**

**Attendees:** Stephanie McLaughlin, Susan Stone, Karen Franco, Dennis Munnely, Amy Emke, Heather Fidler, Megan Burlington, Virginia West, Wanda Rusiecki, and Brian Avery (Director)

**Absent:** Nick Robertshaw

**Call to order:** The emergency meeting was called to order at 9:30 a.m.

**Reopening:**

- a. Proactive Infection Plan. The Plan was edited to say that staff masks may be removed when staff is on the phone or working alone. Stephanie made a motion to accept the revised plan. 2<sup>nd</sup> by Virginia. All in favor.
- b. Reopening Protocol. The Protocol document was revised to add protocols for Stage 4. Stephanie made a motion to accept the revised Reopening Protocol. 2<sup>nd</sup> by Karen. All in favor.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Karen. Meeting adjourned at 9:34.

Respectfully submitted by Karen Franco, Secretary

**Next Meeting: June 11, 2020 @ 6:45 p.m.**

# Proactive Infection Plan

## Screening

The Library will screen all employees and essential visitors as described below. The Library will also screen patrons on a strictly voluntary basis.

The Library will remotely screen via electronic form all employees and essential visitors 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 delete any personal health data two weeks after its date of submission.

Screening will consist of the following questions:

1. Have you 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?
2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you 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?
4. Do you attest that you will wear a clean, appropriate face covering while working, in accordance with Library policy?

Library staff or screened visitors should immediately notify the Library Director if the answers to these questions change later, regardless of whether the change occurs during or outside work hours.

The Library Director or designee 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.

## **Visitors 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 Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the Library.

If an individual 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 visitors that may have been in contact with the infected visitor, while maintaining the right to the privacy of their health information of the visitor, and the confidentiality of library records.

## **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 or Library visitor 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 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 the healthcare and testing information available on the Dutchess County website: <https://www.dutchessny.gov/Departments/DBCH/dbch.htm>

The Library Director or designee 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.

If an employee tests positive for COVID-19 or shows symptoms of COVID-19 he or she may only return to work with the written permission of a doctor. If an employee has had close contact with a person with COVID-19, he or she may return to work with the written permission of a doctor OR after completing a 14 day self-quarantine.

Employees who have been 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.

## **Closure and Disinfection Plan**

The Library will be considered breached and will immediately close to the public and staff for any of the following reasons:

1. An employee enters the building without having completed the screening protocol
2. An employee or visitor reports experiencing symptoms of COVID-19 after having entered the building
3. An employee or visitor uses the building while not correctly wearing mandated face covering AND does not immediately rectify the situation upon receiving a verbal reminder that face coverings are required\*

Areas breached will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility.

The area breached will be disinfected before being reopened for use the following day.

\*A patron may remove his or her face covering temporarily to consume a beverage while he or she is at least six feet distant from the nearest person unless doing so would violate any library policy. Employees may remove their face coverings temporarily to consume food or beverage, use the library telephone system, or to work in an unshared space, provided that they observe social distancing protocols whenever they are without a face covering.

	Category	Stage 1	Stage 2
A	Staff on-site	One person per building per day, entirely voluntary	Up to two people at a time (exempting library director), entirely voluntary
B	Staff scheduling	Employees add themselves to the calendar	Employees add themselves to the calendar for any timeslot on their normal workday
C	Staff monitoring	None	Staff self-report health status each day before entering building
D	Public monitoring	N/A	N/A
E	Access logging/Contact tracing	Building access calendar is consulted	Building access calendar is consulted
F	Social Distancing	N/A	Employees work from distant stations
G	Hours of service	Asynchronous, at staff discretion	Asynchronous, at staff discretion
H	Materials handling	Items are left untouched for at least 72 hours before being checked in	Items are left untouched for at least 72 hours before being checked in
I	Volunteers	No volunteers on-site	No volunteers on-site
J	Patron access	No patron access	No patron access
K	Personal Protective Equipment	Staff wears gloves and face coverings	Staff wears gloves and face coverings
L	Foot traffic	No patron access	No patron access
M	Checkout	No patron access	No patron access
N	Browsing/reading	No patron access	No patron access
O	Public computers	No patron access	No patron access
P	Programs and events	Virtual only	Virtual only
Q	Cleaning protocols	Standard cleaning, three times a week	Daily cleaning
R	Occasion for moving to next stage	Work from home restriction lifted AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 5 days of stage 1 have transpired AND association libraries in Dutchess County are able to enter into phase 1 reopening AND the library has an adequate supply of gloves and cleaning supplies for staff

	Category	Stage 3	Stage 4
A	Staff on-site	At least two people in the building during hours of service	At least two people in building during hours of service
B	Staff scheduling	Employees work their normal schedules unless working different hours on the same day does not interfere with public service	Employees work their normal schedules unless working different hours does not interfere with public service
C	Staff monitoring	Staff self-report health status each day before entering building	Staff self-report health status each day before entering building
D	Public monitoring	N/A	Voluntary contact tracing at <a href="http://pawlinglibrary.org/tracing">pawlinglibrary.org/tracing</a>
E	Access logging/Contact tracing	Building access calendar is consulted	Building access calendar and patron reported information are consulted
F	Social Distancing	Employees work from distant stations	Employees work from distant stations when possible, six feet markers placed on floors
G	Hours of service	Tue/Thu 12-3 & 5-8, Sat 10-2	Closed Mondays, vulnerable population hour Tue - Thu 10-11, otherwise standard hours of operation
H	Materials handling	Items are left untouched for at least 72 hours before being checked in	Items returned by patrons are quarantined for at least 48 hours, items returned by delivery are checked in the same day
I	Volunteers	No volunteers on-site	No volunteers on-site
J	Patron access	No patron access	Up to seven patrons at a time
K	Personal Protective Equipment	Staff wears gloves and face coverings, patrons wear face coverings	Staff wears gloves and face coverings, patrons wear face coverings
L	Foot traffic	No patron access	Exit through side door only
M	Checkout	Contactless checkout only	Contactless checkout, in-person checkout, homebound delivery
N	Browsing/reading	No patron access	Patrons limited to 60 minutes per visit unless no one else is waiting to enter
O	Public computers	No patron access	Alternate days between odd numbered computers and even numbered computers
P	Programs and events	Virtual only	Virtual only
Q	Cleaning protocols	Daily cleaning	Daily cleaning
R	Occasion for moving to next stage	At least 14 days of stage 2 have transpired AND Dutchess County enters into phase 3 of its reopening plan AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 14 days of stage 3 have transpired AND Dutchess County enters into phase 4 of its reopening plan AND the library has an adequate supply of gloves and cleaning supplies for staff