

Bedford Hills Free Library (BHFL)
Workplace Safety
Approved by the Board of Trustees November 6, 2021

STAY HOME. STOP THE SPREAD. SAVE LIVES.

This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State (NYS) Department of Health (DOH) or local health or safety authorities in the event of an inspection.

The purpose of this plan is to provide guidance to BHFL employees on reducing the impact of communicable diseases in the workplace through safe workplace practices. This plan is an adaptation of the COVID-19 Reopening Safety Plan following the end of the pandemic-related State of Emergency on June 24, 2021.

Name of Business: Bedford Hills Free Library

Industry: 51 Information, 519 Other Information Services, 5191 Other Information Services, 519120 Libraries and Archives

Address:

26 Main Street, Bedford Hills, NY 10507

Contact Information:

Main Number: (914) 666-6472 Executive Director Mobile (212) 242-4747

Owner/Manager of Business: Mary Esbjornson, Executive Director

I. PEOPLE

A. Physical Distancing.

To ensure employees comply with physical distancing requirements, BHFL will do the following during an infectious disease emergency:

- Ensure 6 ft. distance between personnel or the use of an acceptable face covering is feasible within the layout and workstation assignments as to provide staff that require reasonable accommodation without creating an environment that exposes said employee to a loss of privacy regarding vaccination or medical status and without subjection to implicit or explicit bias.
- Provide an atmosphere where personnel, regardless of vaccination status, are encouraged to make a personal choice whether to wear a face covering without implicit or explicit bias.
- Create a common knowledge set of high-risk areas that require mitigation should an infectious disease emergency occur.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

The following common situations may not allow for 6 ft. of distance between individuals. Please note the measures that will be implemented, when required to ensure the safety of your employees in such situations:

- Spaces exist where staff work areas border the common space and there is not 6 ft of space. Staff in these areas would need to wear appropriate face coverings at their workstation. Corridors will be made one-way passages to reduce traffic and allow for more distancing.
- Corridors will be signed as one-way with a "DO NOT ENTER" sign on the opposite side.
- Workstation assignments will be evaluated and changed as needed.
- Workstations will be physically altered as needed to promote a healthier workplace including extended partitions and/or relocation.
- Access to bathrooms is suspended for visitors.
- Doorways will become exit only as needed to maintain one-way corridors.
- A doorbell at the main entrance allows visitors to be announced while the main entrance door is closed during open office hours. All doors will be kept closed during an infectious disease emergency.

Management of engagement with customers and visitors:

- Visitors/Customers coming to the office will be limited to essential visits only during an infectious disease emergency.
- This document will be provided at the main entrance to the office suite with the safety concerns and measures of the facility.
- All customers and visitors will be required to make an appointment that is recorded by staff in the visitor log.
 - The employee admitting the customer or visitor will be responsible for ensuring the log is completed and access is appropriate.
- Visitor records will be used for employee contact tracing during an infectious disease emergency.
- Deliveries will be made on the porch entrance (contact-less) and brought in by staff according

to procedures in this document; couriers entering the suite will do so in accordance with the current guidelines from NYS and the Centers for Disease Control and Prevention (CDC).

Manage industry-specific physical social distancing during an infectious disease emergency:

- Staggered staffing schedules will be established where possible with a goal of maintaining no more than one employee in each work area on site at any time.
- Common areas like the break room will have limited access, with 6 ft. distances from preparation areas like sinks and counters.
- Workstations and work areas will be reconfigured to allow for appropriate distancing. If there are workstations that cannot be properly secured, staff will be asked to wear a mask at all times.
- Enclosed spaces, such as meeting rooms and offices will have occupancy limits posted that conform to current guidance.
- Open-air common areas are recommended for meetings that do not require confidentiality.
- Staff will be asked to consume food in areas that allow for appropriate distancing. Outdoor café and picnic tables will also be installed.

II. PLACES

A. Protective Equipment.

To ensure employees comply with protective equipment requirements, BHFL will do the following during an infectious disease emergency:

- **Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.**

BHFL will procure, make available and maintain supply of personal protective equipment (PPE) to each employee through the following measures:

- PPE supplies and cleaning products will be provided to the employees through the workplace supply stores at no cost to the employee.
 - BHFL will procure these supplies through any channels available using the established supply procurement procedures.
- **Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.**

The following should be used as guidance regarding disposing and replacing PPE:

- Employees will be directed to dispose of soiled gloves and face masks in garbage bins. These items are one-time use disposable products and should not be cleaned for reuse.
- Refills for PPE supplies will be kept on hand at BHFL's expense for the use of every employee.
- It will be the employee's responsibility to refill their supply from the workplace stores.

If a required supply becomes unavailable, the Executive Director may indicate an alternative administrative or engineered control up to and including closing the office until the safety of employees can be reestablished.

- **During an infectious disease emergency until surface transmission risk has been established, limit the sharing of objects and discourage touching of shared surfaces; when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); sanitize or wash hands before and after contact.**

The following are common objects that are likely to be shared between employees and should be limited or used with the above-listed precautions:

- Areas of concern are the copier and break room areas.
- Commonly shared break room items like milk will be replaced with single use items.
- Shared resources like the refrigerator will be cleaned more often and may have item restrictions applied. All items in the fridge must be marked with a name.
- Open beverage and food items will not be supplied at meetings. Only sealed, individual use items will be served.

B. Hygiene and Cleaning.

To ensure employees comply with hygiene and cleaning requirements, BHFL agrees that it will do the following:

- **Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning, as required during an infectious disease emergency.**

Maintenance log and location of cleaning log:

- The building management is responsible for scheduled cleaning. They have modified cleaning practices to meet the needs of keeping a safer workplace.
 - Employees will be kept up to date on changes to those procedures through emails and at staff meetings.
 - Employees are responsible for cleaning their workstations at the start and end of each workday using the supplies provided, complete the workstation cleaning log provided and post in their work area.
- **Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.**

To provide employees with access to the appropriate hand hygiene and/or sanitizing products at the workplace BHFL will promote good hand hygiene through:

- Providing soap and a hands-free paper towel dispenser in the break room.
- Hand sanitizer dispenser at the main entrance sign-in station.

- The landlord provides hand sanitizer stations to all common areas.
- Staff will be supplied hand sanitizer for their work area.

- **Regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed during an infectious disease emergency.**

The following will be implemented to ensure regular cleaning and disinfection of the worksite and any shared objects or materials, using products identified as effective against the infectious disease of concern:

Management will ask cleaning service providers to modify cleaning practices as best as possible to meet the needs of the emergency:

- Employees will be kept up to date on changes to those procedures through emails and at staff meetings.
- Employees will have access to disinfectant spray and wipes for their workstations.
- BHFL will adopt a “clean desk” practice:
 - Employees will minimize objects on desks
 - Anything not essential should be kept in drawers and cabinets
 - At the close of the workday, desks should be cleared of all objects to the extent possible
 - Staff will clean their work area at the start and end of each workday

C. Communication

To ensure the business and its employees comply with communication requirements during an infectious disease emergency, BHFL agrees to do the following:

- **Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.**
- **Establish a communication plan for employees, visitors, and customers with a consistent means of providing updated information.**
- **Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.**

The plan will be communicated to each employee:

- Employees will have access to the current plan on Dropbox.
- A log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means) will be kept at the circulation desk.
- Logs records will be maintained in the office of the Executive Director.

- Staff will be asked to submit health status to the Executive Director and communicated as needed to comply with contact tracing and applicable laws and orders.
- **If a worker tests positive for the infectious disease of concern, employer must 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 a worker tests positive for the infectious disease of concern, the Executive Director will be responsible for notifying state and local health departments:

III. PROCESS

A. Screening.

To ensure the Library and its employees comply with protective equipment requirements, BHFL will implement the following:

- **Implement mandatory health screening assessments as required by applicable laws and orders.** The following type(s) of daily health and screening practices will be implemented. The screenings must be done before employees get to the work site. The following also outlines training:
 - Employees will be asked to self-assess before deciding to come to work each day.
 - If an employee feels that they are exhibiting symptoms of the infectious disease of concern, test positive in the window of possible transmission and/or had close contact with a confirmed or suspected case, they should self-quarantine for the time prescribed by guidelines published by NYS DOH and CDC. During the quarantine period the employee should:
 - take paid time off or
 - work from home and/or
 - discuss other options that may be available with the Executive Director
 - Employees will submit an acknowledgement of their self-assessment through an email and completed each day PRIOR to coming to the workplace.
 - Employees working from home will certify their health status each day by indicating they are working from home each day on their digital timesheet.
 - There will be no penalty for any employee who chooses stays home based on the results of their daily health status check.
 - If an employee is required to stay home under these conditions and is not sick, they should work from home and be in contact with their supervisor for assignments.

- If the employee is sick, they should not work from home and address issues of time off/PTO with the Executive Director.
- Employees are strongly encouraged to be more cautious and opt to stay home at any suspected sign of exposure.
- Visitors will be asked to make the same self-assessments regarding health as employees on the visitor sign-in sheet.
- BHFL will not be conducting screenings at the workplace unless required by applicable laws or orders.

B. Contact tracing and disinfection of contaminated areas.

To ensure the Library and its employees comply with contact tracing and disinfection requirements, BHFL will do the following:

- **Have a plan for cleaning, disinfection and contact tracing in the event of a positive case.**

In the case of an employee testing positive for an infectious disease of concern, BHFL will take the following actions to clean the applicable contaminated areas:

- All employees will be sent home immediately.
- The space will be vacated for the period recommended by the DOH and CDC after employees are sent home to allow particulates to settle and the contaminant to die on most surfaces.
- The building management will be informed to indicate the office is closed for a 24-hour period to allow for a thorough cleaning of the office after the period recommended by the DOH and CDC.
- BHFL will work with public health agencies to report the case.
- Any employees who were in the office during or after the infected person was on site will be asked to quarantine and work from home in accordance with current guidelines from NYS and Westchester Departments of Health as well as the CDC.
- The name of the infected employee will not be released to anyone except public health agencies to protect the employee's privacy.

In the case of an employee testing positive for the infectious disease of concern, the following will be used to trace close contacts in the workplace and inform those that may have been infected:

- Anyone on site during the same day as the infected person, regardless of potential or direct contact with the infected person, will be required to follow current exposure and quarantine guidelines from the NYS and Westchester County Departments of Health as well as the CDC.
- Notification lists will be produced using the timing of security badge access and visitors' logs as needed.

IV. OTHER

Shipping and Receiving

Contact-less shipping and receiving will be accomplished by establishing a delivery and pickup area near the porch entrance.

- All incoming deliveries will be left on the porch by the courier for contact-less delivery.

- A BHFL staff person, donning a face mask as required by applicable laws and orders, will bring in and distribute deliveries to the appropriate areas.
 - BHFL will provide gloves which may also be used at the staff-person's discretion.
- Items to/from Intra-library Loan (BHFL delivery system) will follow the same protocol as exterior couriers.
- Outgoing packages and mail will be deposited in the office area on the first floor if the courier is to pick up a package from BHFL. Mail will be brought to the Post Office by staff.
- Personal packages sent to employees at the workplace will be required to follow the same protocol.

Food Deliveries

- If an employee receives a delivery of food during the workday, they must arrange for the delivery to take place on the porch outside the main entrance.

Reasonable Accommodations

BHFL will consider requests whereby an employee, contractor or visitor requires an alternative and reasonable accommodation as an alternative to the provisions set forth in this plan in accordance with the Americans with Disabilities Act (ADA), or any such applicable law.

Requests are to be submitted in writing to the Executive Director through email to mesbjornson@wlsmail.org. The Executive Director will evaluate the request and provide a written response within 30 days of the request.

