

HENDRICK HUDSON FREE LIBRARY  
NY HERO ACT: AIRBORNE INFECTIOUS DISEASE EXPOSURE PREVENTION PLAN

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

*Employees should report any questions or concerns with the implementation of this plan to the designated contact.*

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

**I. RESPONSIBILITIES**

This plan applies to all employees of Hendrick Hudson Free Library:

185 Kings Ferry Road, Montrose, NY 10548
914-739-5654

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:

<b>Name</b>	<b>Title</b>	<b>Location</b>	<b>Phone</b>
M. Jill Davis	Library Director	185 Kings Ferry Rd., Montrose	914-424-0502
Jenny Kolesar	Business Manager	185 Kings Ferry Rd., Montrose	914-557-3093
Katie Caracci	Administrative Assistant	185 Kings Ferry Rd., Montrose	914-263-2858

## **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 should remember to:
  - Maintain physical distancing;
  - Exercise coughing/sneezing etiquette;
  - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
  - Individuals limit what they 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 designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
  
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.
  
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 covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.

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:*

- restricting or limiting customer or visitor entry;
  - limiting occupancy;
  - allowing only one person at a time inside small enclosed spaces with poor ventilation;
  - reconfiguring workspaces;
  - physical barriers;
  - signage;
  - floor markings;
  - telecommuting;
  - remote meetings;
  - preventing gatherings;
  - restricting travel;
  - creating new work shifts and/or staggering work hours;
  - adjusting break times and lunch periods;
  - delivering services remotely or through curbside pickup;
6. **Hand Hygiene:** To prevent the spread of infection, employees 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:
- Touching your eyes, nose, or mouth;
  - Touching your mask;
  - Entering and leaving a public place; and
  - 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.

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 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. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
  
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
  - i. Mechanical Ventilation:  
General Ventilation, for example:
    - Increasing the percentage of fresh air introduced into air handling systems;
    - Avoiding air recirculation;
    - Using higher-efficiency air filters in the air handling system;
    - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another.
  - ii. Natural Ventilation, for example:
    - Opening outside windows and doors to create natural ventilation; and
    - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors.
  - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
  - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
  - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional time clocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

<b>Engineering Controls Utilized/Location:</b>
Increasing the percentage of fresh air introduced into air handling systems; Avoiding air recirculation
Using higher-efficiency air filters in the air handling system
If fans are used in the facility, arrange them so that air does not blow from one worker to another
Opening outside windows and doors to create natural ventilation
Install automatic disinfection systems (e.g., ultraviolet light disinfection systems)
Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards
Change layout to avoid points or areas where employees may congregate

3. “Administrative Controls” are policies and work rules used to prevent exposure. Examples include: • Increasing the space between workers;

- Slowing production speed to accommodate fewer workers at a time;
- 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 workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

<b>Administrative Controls Utilized/Location:</b>
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 workstations
Post signs reminding employees of respiratory etiquette, masks, handwashing Rearrange traffic flow to allow for one-way walking paths
Provide clearly designated entrance and exits

4. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators, and gloves that protect the wearer from infection. 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.

<b>PPE Required – Activity Involved/Location:</b>
Face masks when interacting with co-workers and/or the public
Gloves while handling items are optional unless required by governing authorities

*1 The use of respiratory protection, e.g. an N95 filtering face-piece respirator, requires compliance with the OSHA Respirator Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.*

*2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.*

**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, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see [dec.ny.gov](https://dec.ny.gov) and [epa.gov/pesticide-registration/selected-epa-registered-disinfectants](https://epa.gov/pesticide-registration/selected-epa-registered-disinfectants)). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

#### B. Adjustments to Normal Cleaning Procedures

Normal cleaning duties and schedules should 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, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Custodial staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some cleaning activities, like dry sweeping, vacuuming, and dusting, can re-suspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting cleaning during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See [cdc.gov](https://cdc.gov) for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area 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. As feasible, liners should 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. Trash containers may contain soiled tissue or face coverings.

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

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- 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. **The director or person in charge** will verbally 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. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

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

C. The training will be

1. Provided at no cost to employees and takes place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
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. Document the plan revisions below:



<b>Plan Revision History</b>			
<b>Date</b>	<b>Participants</b>	<b>Major Changes</b>	<b>Approved By</b>

**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.

HENDRICK HUDSON FREE LIBRARY  
PANDEMIC, EPIDEMIC, PUBLIC HEALTH CONCERN, AND/OR PUBLIC INFECTION  
CONCERN RESPONSE PLAN

I: Purpose

This protocol is created to provide guidance in the event of a pandemic, epidemic, public health concern, and/or similar public infection concern, for either limiting or closing Library services as well as re-establishing Library services.

If there is a serious infectious disease outbreak, the Library must plan for the safety of staff and public, and for staff being unable to report to work. During a pandemic, epidemic, public health concern, and/or public infection concern, the Library may be required to take unique measures to help slow the spread of the illness including:

- Closing down;
- Limiting or canceling programs and social and public gatherings
- Requiring quarantines and/or other social distancing measures
- Requiring staff and public to wear personal protective equipment (PPE)

Recovery from a pandemic, epidemic, public health concern, and/or public infection concern may be slow, as compared to a natural disaster or other physical crises. Consistent with acknowledging that the safety of the public and our staff are of paramount importance, it is important to ensure that core business activities of the Library be maintained to the extent advisable, albeit with limited staff and reduced hours.

II: Definitions

*“Pandemic.”* A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new virus appears against which the human population has no immunity (Sources: World Health Organization: <http://www.who.int> and Centers for Disease Control and Prevention <http://www.cdc.gov>)

III: Library Operations

**Continuity of Services**

The Library seeks a balanced, responsible approach to operations informed by the best and latest science and public health guidance available. There are obvious risks in failing to prepare for and respond adequately to the threat presented by a community health emergency. The Library will consider costs and benefits to residents and staff of all proposed changes to procedure. The Library will maintain services to the greatest extent possible while simultaneously working to provide safe facilities and cooperating with government agencies and public health authorities.

**Public Health Measures**

The Library is committed to providing safe and sanitary facilities for the public and for Library staff. Based on recommendations from Westchester County, the State of New York’s Division of Library Development, the Center for Disease Control (CDC), or

other public health authorities, the Library may decide to implement specific procedures with regard to cleaning, sanitizing, posting signage and hygiene requirements. We encourage staff and visitors to follow the CDC guidelines which aim to slow the spread of germs.

### **Temporary Reduction or Suspension of Services and Programs**

During the course of a pandemic, epidemic, public health concern, and/or public infection concern, public health authorities may advise that libraries minimize or entirely suspend situations where numerous individuals would ordinarily congregate in relatively confined spaces. In such cases the Director may decide to discontinue temporarily Library programs and use of Library meeting rooms and other areas of the building.

### **Temporary Library Building Closure**

Hendrick Hudson Free Library's building will close due to pandemic, epidemic, public health concern, and/or public infection concern in the event that a mandate, order, or recommendation for closure is issued by public health or government officials on a county or state level.

At the discretion of the Library Director and Library Board President, the Hendrick Hudson Free Library may close, reduce its operating hours, or limit services temporarily in the event that:

- There is not sufficient staff to maintain basic Library service levels
- Any other condition exists which prevents the Library from operating safely and effectively

## **IV. Impacts on Operations and Services**

The Library provides crucial resources and services to residents. The Library will strive to minimize negative impacts on access to resources and services resulting from procedures adopted in response to pandemic, epidemic, public health concern, and/or public infection concern.

### **Access to Information**

The Library will work to preserve access to all of its materials, programs and services as effectively as possible while maintaining the health and safety of staff and the public and adhering to any mandates. The Library will maintain access to its Internet site, subscription databases, digital content, and online catalog. In the event the Library building is unavailable for an extended period, the Library will invest more of its materials budget in digital collections. The Library may choose to suspend inter-library loans from the Westchester Library System.

### **Access to Computers in the Library**

Many residents lack home computers or online access and rely on the public Library to provide free Internet access. While the Library remains open, we will strive to maintain public Internet access insofar as it is possible to do so safely. In coordination with health authorities the Library will consider alternatives to suspension of public computing, depending on emerging conditions. When access to the building is restricted, we will work to provide wifi service that is accessible outside of the building

for public use. We will also make available, to the extent possible, electronic devices for lending to cardholders.

### **Suspension of Due Dates**

In the event of a temporary closure of the Library, the Library will extend or suspend all due dates. The Library will also encourage the public to keep borrowed items in their homes until further notice.

### **Material Handling**

The Library will minimize the handling of Library materials by staff. All materials will be returned through the book drop. Returned materials may be quarantined for up to 72 hours before such items are checked in and re-shelved. The Library may no longer accept cash; payments can be made by credit card.

### **V: Staffing**

An inability to maintain the minimum level of staff required to properly operate will result in reduced hours, or closing the Library. The absentee level of Library staff will determine the ability to carry out services and maintain open hours.

### **VI: Communication**

In the event of closure necessitated by a pandemic, epidemic, public health concern, and/or public infection concern, effective communication about any reduction in services or open hours is of the utmost importance. To publicize any such changes the Library will use its website; telephone voice system, social media, Library email distribution lists, electronic sign, and work with local media. Patrons are encouraged to sign up for email communications by joining our mailing list via our website home page at [www.henhudfreelibrary.org](http://www.henhudfreelibrary.org).

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Reviewed 06.17.24  
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