

# NYS Public Employer Health Emergency Planning Template

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## Template Instructions:

- **Assemble a planning team!** The planning team should include, as applicable, executive leadership, operations managers/department heads, finance managers, human resources, information technology, managers of other relevant units, and labor union representatives. Be sure to involve your emergency manager/safety lead if you have one or include the emergency manager from the most applicable jurisdiction.
- This is *your* plan! While this template provides suggested guidance and structure, review the document carefully and modify it for your own use.
- **Text highlighted in yellow must be replaced** per the description provided. Be sure to remove the highlight and other text or symbols.
- Some **adjustment to the template** may be needed in terminology or narrative to best accommodate your needs and circumstances. This template has been built for application by all public employers, regardless of size or organization type.
- This template was built on the most current version of Microsoft Word. Formatting may not be preserved if opened with earlier versions.
- This template alone does not provide all information for the plan – your planning team must develop the required protocols which will work for your organization.
- **Text highlighted in green** provides instruction or guidance specific to a certain content area. Be sure to delete this before publication.
- **Text highlighted in purple** is provided as an example. Be sure to delete this before publication.
- Delete this page prior to publication.
- Be sure to right click on the table of contents and select ‘update field’ and ‘update entire table’ prior to publication
- Provide a draft of the plan to applicable labor representatives for review and comment in accordance with S8617B/A10832
- Respond to labor union comments in writing in accordance with S8617B/A10832
- Remove the DRAFT watermark (Design/Watermark/Remove Watermark)
- Publish the final plan in accordance with S8617B/A10832

# Public Employer Health Emergency Plan for Hepburn Library of Norfolk

This plan has been developed in accordance with NYS legislation S8617B/A10832.

## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of the Hepburn Library of Norfolk, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By: Laurel Murphy

Title: Library Director

Signature: \_\_\_\_\_

Record of Changes

Date of Change	Description of Change	Implemented by

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## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for and is applicable to the Hepburn Library of Norfolk. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After consuming food/beverages
  - After entering the building
  - After touching/disposing of garbage
  - After using public/shared computers or other technology equipment, touching public/shared furniture, work stations, carts, totes, high-touch areas such as light switches, lift switches, handrails, doorknobs, circulation desk, curbside table, and other areas
  - After handling library materials such as books, audio, video, or periodicals.
  - After interacting with the public
  - When changing from one task to another
- Practice social distancing when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately and go home.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations, shared items, and high-touch surfaces at the beginning, middle, and end of each shift.

- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and patrons, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our patrons expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

## Concept of Operations

The Library Director of the Hepburn Library of Norfolk, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Library Director.

Upon the determination of implementing this plan, all employees of the Hepburn Library of Norfolk shall be notified by writing, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The general public will be notified of pertinent operational changes by way of inclusion of the plan in the policy manual on-site and on the library's website. Other interested parties, such as vendors, will be notified by as necessary and appropriate. The Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Library Director of the Hepburn Library of Norfolk, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Library Director of the Hepburn Library of Norfolk, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Hepburn Library of Norfolk is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, library patrons, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Hepburn Library of Norfolk

The Hepburn Library of Norfolk has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, library patrons, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Hepburn Library of Norfolk have been identified as:

<b>Essential Function</b>	<b>Description</b>	<b>Priority</b>
Information Technology – Wireless	Provide wireless internet services to users inside and/or outside the library building. Maintain the connection to all wireless routers providing access to users on the front steps/lawn and the side/rear parking areas.	1
Information Technology – Patron Support	Provide library patrons with access to digital library services including the NCLS catalog, Overdrive collection, and other databases requiring use of their library card number and PIN. This includes issuing library cards and resetting PINs for new and existing patrons.	1
Collection Development	Maintain the library’s physical collection with current and relevant library materials per the Library’s Collection Development Policy. Order, receive, process, and catalog items in a timely manner to meet patron requests.	1
Circulation, Education & Outreach – Physical	Provide library patrons with the circulation of physical library materials to support individual and family needs. This includes items supporting early literacy, homeschooling, and remote learning along with items that enhance the well-being of users of all ages.	1
Education & Outreach - Digital	Provide library patrons with digital access to library programs and services via the library’s website and social media accounts.	1
Building Maintenance and Safety	Assessment of the library building including operation of boiler (winter), dehumidifiers (summer), and other issues including but not limited to broken pipes, leaking roof, security camera operation.	1
Mail and Package Delivery	Ensure mailbox is emptied on a regular basis, and packages are received and not returned to the vendor or left sitting outdoors subject to weather damage or theft.	1
Fiscal Responsibility	Ensure bills and invoices are received, vouchers prepared, and checks written/payments authorized on a regular basis; ensure that payroll is processed on schedule.	1
Circulation Support Services	Emptying of library book return and discharging materials from patron accounts.	2
Patron Support Services	Provide printing, copying, scanning, and faxing services to library patrons who do not have such technology readily accessible through their own home or work locations.	3
Collection Maintenance	Maintain the collection’s integrity through shelving, weeding, shelf-reading, and inventorying on a consistent basis per library policies and best practices.	3

## Essential On-Site Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential On-Site Functions	Essential Positions/Titles	Justification for Each
Information Technology – Wireless	<ul style="list-style-type: none"> <li>• Director</li> </ul>	The Director is the only employee with adequate understanding of computer and internet technology to troubleshoot internet access and/or wireless access problems.
Circulation, Education & Outreach – Physical	<ul style="list-style-type: none"> <li>• Director</li> <li>• Aides</li> </ul>	The Director is the employee designated for in-person patron contact during a pandemic/emergency. The Aides can provide backup for simple circulation desk transactions, but knowledge/skills are limited in scope in the areas of research, readers’ advisory, and early literacy support.
Building Maintenance and Safety	<ul style="list-style-type: none"> <li>• Director</li> <li>• Maintenance staff</li> </ul>	The Director is the only person with the knowledge/skill to troubleshoot security cameras. The maintenance staff can check to be sure the heat/dehumidifiers are running, and that there are no water leaks. The maintenance staff will also be needed to remove snow and ice.
Mail and Package Delivery	<ul style="list-style-type: none"> <li>• Director</li> <li>• Aides</li> <li>• Maintenance</li> </ul>	All positions are capable of emptying the mailbox and receiving package delivery.
Circulation Support Services	<ul style="list-style-type: none"> <li>• Director</li> <li>• Aides</li> </ul>	All positions are capable of emptying the book return and discharging materials from patron accounts.
Patron Support Services	<ul style="list-style-type: none"> <li>• Director</li> <li>• Aides</li> </ul>	All positions are capable of printing, copying, scanning, and faxing items for patrons.
Collection Maintenance	<ul style="list-style-type: none"> <li>• Director</li> <li>• Aides</li> </ul>	All positions are capable of shelving, weeding, shelf-reading, and inventorying the collection.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals

- c. Access to VPN and/or secure network drives
- d. Access to software and databases necessary to perform their duties
- e. A solution for telephone communications
  - i. Note that phone lines may need to be forwarded to off-site staff
4. The Library Director can perform many of the library's managerial tasks remotely and has a home office equipped for that purpose.
5. The Library Aides may be assigned tasks by the Library Director to complete remotely if such tasks exist at the time; as a general rule, the Library Aide's day-to-day tasks are dependent on being inside the library building.

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Hepburn Library of Norfolk will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. The Library Director and Library Aides may be scheduled on staggered shifts such that the Aides provides support outside of normal business hours or the Director works outside of normal hours.
2. Approval and assignment of changed work hours is determined by the Library Director.

### Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock

- a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates
4. Library employees have been provided with five reusable face masks, one reusable face shield, a box of disposable gloves, and a personal bottle of hand sanitizer. Employees are also provided with cleaning supplies to be kept at their desk. Employees are expected to launder their own reusable masks and return to work with a minimum of two masks per shift. Contractors and volunteers are expected to provide their own PPE, but the Library has spare face masks on hand.
  5. The library strives to maintain eight weeks of cleaning supplies on hand, and extras are stored in the custodial closet. Anyone who believes the supply level of a particular item has fallen below four weeks should notify the Library Director immediately. The Library Director is responsible for procurement of supplies.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The Library Director must be notified and is responsible for ensuring these protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.

- e. The Library Director is the decision-maker in these circumstances and responsible for ensuring these protocols are followed. In general, the library is not considered critical infrastructure.
- B. If an employee, contractor, or volunteer exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees, contractors, and volunteers who exhibit symptoms in the workplace should be immediately separated from other employees, customers, volunteers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees, contractors, and volunteers who exhibit symptoms outside of work should notify the Library Director and stay home, with a recommendation to contact their physician.
  3. Employees, contractors, and volunteers should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. The Hepburn Library of Norfolk will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The Library Director must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee, contractor, or volunteer has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee, contractor, or employee will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee, contractor, and volunteer exposures will be conducted
    - a. If an employee, contractor, or volunteer is confirmed to have the disease in question, the Library Director or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  4. The Library Director must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. Employees, contractors, and volunteers will clean their own workspaces when changing from one task to another to avoid cross-contamination, and at the end of their shift.
2. At the end of each shift, all items and surfaces touched or used by employees, contractors, and volunteers will be disinfected and ready for use by the next employee, contractor, or volunteer. This includes but is not limited to:
  - a. technology equipment (computers, keyboards, mice, scanners, printers, telephones)
  - b. furnishings (tables, chairs, circulation desk, curbside counter)
  - c. common surfaces (door knobs, handrails, lift buttons, light switches, public restroom fixtures)
  - d. circulation/collection related items (return bins, book carts).
3. Public entryways, browsing areas, and the restroom will be cleaned and disinfected a minimum of once daily and at least hourly when warranted by use. This includes new book shelves, tables/bins designated for lightly browsed items, tables/chairs in the children's room, circulation desk/curbside pickup table.
4. The community room and kitchen will be cleaned and disinfected when warranted by use.
5. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task. Staff have been provided with masks, face shields, and gloves.
6. Soiled surfaces will be cleaned with soap and water before being disinfected.
7. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
8. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Hepburn Library of Norfolk is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Hepburn Library of Norfolk will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Hepburn Library of Norfolk will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Hepburn Library of Norfolk will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Hepburn Library of Norfolk, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Hepburn Library of Norfolk, and as such are not provided with paid leave time by the Hepburn Library of Norfolk, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the Hepburn Library of Norfolk to support contact tracing within the organization and may be shared with local public health officials.

Library employees are required to log hours worked in either digital or paper formats depending on employee status. The Library Director is responsible for sharing relevant information with local public health officials when warranted for the safety of other library employees and library visitors.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of essential operations. The Hepburn Library of Norfolk does not anticipate such a need, nor is such a need a practical consideration.