

# Airborne Infectious Disease Exposure Prevention Plan

Purpose

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 this plan to the designated contact.

Responsibilities

This plan applies to all employees of the Pioneer Library System and the primary office location at 2557 State Route 21, Canandaigua, NY 14424.

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employees are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

1. Ronald Kirsop, Executive Director
2. Suzanne Macaulay, Deputy Director
3. Kelly Nemitz, Business Manager

Exposure Controls During a Designated Outbreak

*Minimum Controls During an Outbreak*

During an airborne infection 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:
   1. Maintain physical distancing;
   2. Exercise coughing/sneezing etiquette;
   3. Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
   4. Individuals limit what they touch;
   5. Stop social etiquette behaviors such as hugging and hand shaking, and
   6. Wash hands properly and often.
2. **Stay at Home when Sick**[[1]](#footnote-1): 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[[2]](#footnote-2). 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.
   1. Employees may go without a face covering when working in their personal office or their departments “zone” in the building.
   2. Department zones will be Outreach, CANS, Admin, and Garage.
      1. When entering a zone that an employee does not work in, they will be required to wear a face covering.
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.
   1. In situations where prolonged close contact with other individuals is likely, use the following control methods:
      1. restricting or limiting customer or visitor entry;
      2. limiting occupancy;
      3. allowing only one person at a time inside small enclosed spaces with poor ventilation;
      4. reconfiguring workspaces;
      5. telecommuting;
      6. remote meetings;
      7. preventing gatherings;
      8. restricting travel;
      9. creating new work shifts and/or staggering work hours;
      10. adjusting break times and lunch periods;
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:
   1. Touching your eyes, nose, or mouth;
   2. Touching your mask;
   3. Entering and leaving a public place; and
   4. 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.
   5. 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**: High touch areas, such as communal areas, will be cleaned often; low touch areas, such as personal offices, will be cleaned on a typical cleaning schedule.
8. **Practice 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. **Work Remotely**: To reduce contact with individuals, all office staff have the ability to work remotely[[3]](#footnote-3).
10. **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.

*Advanced Controls During an Outbreak*

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls may be enforced.

1. **Elimination**: Temporary suspension or elimination of risky activities where adequate controls may not provide sufficient protection for employees. This action may include:
   1. Suspension of travel to member libraries;
   2. Suspension of travel to office site activities;
   3. Suspension of in-office activities; and/or
   4. Work from home mandates.
2. **Administrative Controls**:
   1. Establishing pods or cohorts working in the same area;
   2. Provide additional short breaks for handwashing and cleaning; and/or
   3. Limit the use of shared workstations.
3. **Personal Protective Equipment (PPE)**: 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 and exposure assessment of their position.

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.

Housekeeping During a Designated Outbreak

*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 will be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, such as personal offices, will receive less frequent disinfection.

*Disinfection of a Sick Employees Work Area*

If an employee develops symptoms of the infectious disease at work, their personal office and designated zone will be isolated 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.

All employees who occupied the same zone as the sick employee will be released to work remotely until future information is attained on the status of the sick employee.

Infection Response During a Designated Outbreak

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

* The sick individual will be instructed to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
* We will follow local and state authority guidance to inform impacted individuals.

Training and Information During a Designated Outbreak

The Executive Director 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)

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.

The training will be

1. Provided at no cost to employees and take 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.

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. Documented revisions of the plan will be noted below.

Authority to Amend Plan

While this plan is Board Approved, the Executive Director maintains the right to amend this plan as they see fit to accommodate the safety of staff and all NY State guidelines in the event of a designated outbreak.

All modifications will be reported to the Board for approval at their next scheduled meeting.

*October 13, 2021 Amendments*

* Updated policy from the NY HERO Template to a customized policy for the System Office.
  + Removed non-applicable practices from the template.
  + Added Executive Director’s amendment clause.
  + Added Appendix A: NY HERO Act Daily Health Screening Form

*Amended: October 13,2021   
Adopted: September 8, 2021*

**Appendix A: NY HERO Act Daily Health Screening Form**

NY HERO ACT   
Daily Health Screening

Signing and dating below indicates that you 1) have not tested positive nor been diagnosed with COVID-19 in the past 10 days; 2) have not experienced symptoms related to COVID-19 within the past 48 hours; 3) are not waiting on the results of a COVID-19 test; 4) have not come in contact with any individual known to be COVID-19 positive.

If you cannot confirm all of the items above, please leave the office immediately and message or call your supervisor.

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1. Outlined in the “Infectious Disease” section of the Employee Handbook. [↑](#footnote-ref-1)
2. Daily Health Screening forms (Appendix I) will be available throughout the building for staff to sign and date when they enter the office. [↑](#footnote-ref-2)
3. Details can be found in the “Working Remotely” section of the Employee Handbook. [↑](#footnote-ref-3)