

SALS COVID-19 Health and Safety Protocols

(Approved June 2, 2020, Revised April 2021 as *SALS Reopening Plan*; updated April 2022)

Per Board approval at the 6/2/2020 emergency meeting, the SALS Director is authorized to amend the following Plan as other information becomes available or conditions change.

GENERAL HEALTH STRATEGIES

1. SALS will follow federal, state, and local protocols regarding wearing well-fitting masks or other PPE and social distancing guidelines, including [CDC COVID-19 Community Levels](#) framework and [Saratoga County Public Health Advisories](#). SALS staff will follow Saratoga County recommendations when the County reaches High COVID levels.
2. SALS staff must wash their hands regularly and adequately with soap. Hand sanitizer may be used when not in proximity to a hand washing station.
3. SALS will provide masks for staff as needed. (*Gaiters, bandanas, and face shields are not substitutes for masks, per guidance from CDC and Johns Hopkins Medicine*).
4. SALS staff will frequently disinfect their work surfaces.
5. SALS staff experiencing any of the [common symptoms](#) related to COVID-19, as defined by the CDC, should stay home and contact the SALS Director.
6. SALS or JA staff must follow member libraries protocols when visiting libraries, and it is recommended that SALS and JA staff wear masks.
7. **RESOURCES:**
 - CDC: [Cleaning and Disinfecting Your Facility: Every Day and When Someone is Sick](#)
 - CDC: [COVID-19 Masks](#)
 - CDC: [COVID-19 Community Levels](#)
 - Saratoga County: [Saratoga County Public Health Advisories & Guidance](#)
 - CDC: [Symptoms of COVID-19](#)
 - Johns Hopkins Medicine: [Coronavirus Face Masks FAQs](#)

PREPARATION AND MAINTENANCE

1. Clean HVAC systems and assess regularly for safe functioning.
2. Maintain building infrastructure, e.g., electrical, plumbing, etc.
3. Verify through the JA staff that technology is working correctly.
4. Provide access to appropriate Personal Protective Equipment (PPE) for staff. PPE may include but not be limited to:
 - a. Masks
 - b. Hand sanitizer
 - c. Gloves
 - d. Infrared thermometer
 - e. Tape or "footprint" stickers
5. Follow [CDC guidelines](#) for cleaning and disinfecting the SALS building and vehicle. Conduct regular cleaning and disinfection at least daily, or more frequently for high-traffic areas.

6. Follow federal, state, and local social distancing guidelines throughout the building, especially when using common areas like the staff room and bathrooms.
 - a. Bathrooms are limited to one person at a time.
 - b. Breakroom are limited to two people at a time for picking up/dropping off.
 - c. Delivery area was reconfigured to create social distancing between vendor personnel. Delivery staff will adhere to both SALS and vendor's safety guidelines, and follow federal, state, and local protocols regarding masks and social distancing guidelines. Vendor safety guidance plan is on file with SALS.
7. Protective shield surrounds the receptionist desk.
8. Hand sanitizer is available near delivery area and front doors.
9. SALS has appointed a COVID-19 workplace coordinator.
10. Guidelines and practices subject to change as a result of declared states of emergency by federal or state authorities. Refer to past SALS pandemic policies for execution of emergency procedures.

COMMUNICATIONS

1. Communicate with SALS staff using face-to-face contact, email accounts, phone, texts, and virtual meetings as appropriate.
2. Update voice messaging system to the public if staffing levels change.
3. Make delivery companies aware of SALS building access and staffing changes if they arise.

SALS BOARD

1. SALS Board meetings will adhere to [New York State Open Meetings Law](#) (Article 7 of the Public Officers Law) and its amendments. Virtual meetings or virtual attendance will be permitted only to the extent allowed by Open Meetings Law.
2. When the Board of Trustees meets in the SALS office, the conference room will meet current social distancing guidelines.

SALS STAFF

1. SALS will follow federal, state, and local guidelines regarding staffing levels.
2. SALS staff will follow the Telecommuting Policy which allows a hybrid schedule that includes telecommuting and working on-site at SALS.
 - a. Staff may work remotely unless work activities require them to physically be in the office.
 - b. Scheduling will be coordinated with the SALS Director and Assistant Director.

RELATED POLICIES

1. *SALS Operational Plan - Global Health Crisis Contingency*
2. *Telecommuting Policy*
3. Proactive Infection Plan (See **Appendix A**)

ARCHIVED OR SUPERSEDED POLICIES

1. Opening PLAN for SALS, revised April 29 2021

2. Guidelines for Materials Handling and Delivery

APPENDIX A

PROACTIVE INFECTION PLAN

SALS staff who test positive for COVID-19 or report COVID-19 symptoms and have been in the workplace:

1. SALS will observe directions from federal, state, and local health officials for best practices in staff and public health safety.
 - a. The SALS Director will notify and cooperate with state and local health departments regarding staff positive COVID-19 tests, as required.
 - b. The SALS director, or their representative, will notify employees or visitors who were in the building at that time, while maintaining confidentiality required by state and federal law and regulations.
 - c. COVID-19 testing site information for **Saratoga County** can be found [here](#).
2. Will be directed not to come into the building or to leave the building if they are already at work.
 - a. Areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations.
 - b. The staff member who tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19 may only return to work after completing a self-quarantine that meets current CDC requirements and guidance found [here](#).

SALS staff who *had close contact with a person with COVID-19 and are symptomatic*:

1. May only return to work after completing quarantine and testing protocols established by current CDC guidelines found [here](#).

SALS staff who *had close contact with a person with COVID-19 for a prolonged period of time and are not symptomatic*:

1. Should notify the SALS Director and follow CDC guidelines found [here](#).
2. Adhere to the following practices before and during their work shifts:
 - a. Regular monitoring: As long as the staff member does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - b. Mask: Wear a mask at all times while in the building.
 - c. Social distance: Follow social distancing guidelines.
 - d. Disinfect and clean workspaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.

SALS staff who are 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 SALS Director. Follow current CDC guidelines found [here](#).

SALS staff are encouraged to be vaccinated and schedule boosters as recommended by the Saratoga health department and CDC. Staff will receive up to four hours of paid time per vaccine.

SALS will familiarize staff with current laws and regulations related to COVID, including COVID-19 Paid Sick Pay.

All SALS employees and essential visitors:

1. Will adhere to any current federal, local, and county guidelines regarding screening for COVID-19 symptoms identified by public health officials following 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. SALS will not retain any employee health data.
 - a. Screening questions may include the following types of questions, "Are any of the following statements true?"
 - i. I have 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 within the past 14 days, OR
 - ii. I have tested positive for COVID-19 in the past 10 days, OR
 - iii. I am awaiting results from a COVID-19 test, OR
 - iv. I have knowingly been in close or proximate contact in the past 10 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.
 - b. Staff and essential visitors should immediately notify the SALS Director if the answers to these questions change later, including during or outside work hours.