

PERRY PUBLIC LIBRARY

70 N. Main Street

Make It Part of Your Day

Perry, New York 14530

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Pandemic Response Plan

The Perry Library is committed to the safety of its staff and community. To this end the library puts in place this response plan for the 2020 global pandemic due to COVID-19.

The library will close to the public beginning at 8PM 3/17/2020. Usage of the building on 3/16 and 3/17 will be severely limited in order to correspond to social distancing practices as recommended by the CDC and the state government.

While the building is closed to the public the library staff is welcome to either come in to the library or work remotely on any projects they may determine to be useful, as overseen and approved by the Library Director.

During this period of emergency closing full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the board. To be eligible for compensation during this time of emergency closure employees must be ready, willing and able to work remotely on projects identified by library leadership and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board). Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

The library will reopen when the current crisis is lifted. The library board will make this determination.

During library closing all efforts will be made to keep the public as informed as possible.

Approved by board 3/16/2020