

Safety Policy-Finger Lakes Library System (FLLS)

Approved by the FLLS Board of Trustees June 17, 2020

The Finger Lakes Library System is committed to serving its members during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our members during this difficult time, while placing the health and safety of our community at the forefront, the System Board of Trustees has adopted the below Temporary Safety Practices Policy.

The safety measures in this policy have been confirmed with the Tompkins County Health Department.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Finger Lakes Library System have the authority to enforce these measures like any other of the System's Rules. Concerns about this policy should be directed to the Executive Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the system.

Finger Lakes Library System Temporary Safety Practices

Scope of Temporary Safety Measures

The Finger Lakes Library System operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders. This policy can be adapted at the discretion of the Executive Director following consultation of the Board of Trustees via email.

Activities

Necessary business functions such as paying bills, payroll, receipt and delivery of PPE, any other pertinent tasks that may arise to run the organization.

Any equipment or building maintenance that requires immediate attention so that the staff and member libraries remain able to perform necessary functions to run their organizations.

Safety Practices

All employees and visitors must wear a mask when entering the premises.

When employees/visitors are out in common spaces such as hallways, meeting rooms, bathrooms, kitchen areas, a mask must be worn.

Employees must wipe down any and all surfaces with provided wipes/disinfection spray that have been touched by you while in common areas (i.e. the copier, refrigerator, door handles, sinks, etc.) and fill out the necessary cleaning log that coincides with that area.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Executive Director or HR Administrator to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the System will transmit this policy through social media, email, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the System's Code of Conduct until such time as this temporary policy is revoked.