



Pandemic Preparedness Policy

Adopted by the Board June 20, 2020; revised November 18, 2025

Purpose

The Apalachin Library is committed to protecting the health and safety of employees, volunteers, and the public while maintaining essential library services. This policy establishes procedures for responding to a pandemic or public health emergency in New York State, Tioga County, or the Town of Owego. Its goal is to safeguard the Library community while sustaining operations as safely and effectively as possible.

Criteria for Adjusting or Closing Library Operations

The library may modify or suspend public access under any of the following conditions:

- Federal, state, or local government mandates or recommendations to close public facilities.
- Declaration of a local state of emergency or public health emergency.
- Insufficient staffing to operate the Library safely.
- Inability to maintain proper cleaning, ventilation, or infection-control practices due to supply shortages or staffing issues.

The Library may also transition to limited, hybrid, or virtual services rather than full closure when circumstances allow.

Employee Policies

Sick Leave

- Employees exhibiting symptoms consistent with the pandemic illness are required to stay home.
- Sick leave policies will be flexible and non-punitive to encourage responsible reporting and isolation.
- The Library will follow all applicable laws and regulations regarding paid sick leave and family medical leave.
- Employees may provide a health attestation rather than a doctor's note if medical documentation is difficult to obtain.

Payroll and Banking

- Payroll will continue through direct deposit.
- If the Library is closed, payroll functions will be managed remotely by the Library Director.
- In the Library Director's absence, payroll may be managed by a designated Trustee or contracted financial service provider.

Work from Home

- When feasible, employees will be permitted or assigned to work remotely.
- Job responsibilities that can be performed remotely may include digital reference, collection development, website updates, and virtual programming.