



COVID-19 SAFETY PLAN

This PLAN is applicable to the Boston Free Library.

NAME of BUSINESS: Boston Free Library
INDUSTRY: Public Library
ADDRESS: 9475 Boston State Road
Boston, NY 14025
CONTACT: Lydia Herren, Director
OWNER/MANAGER: Boston Free Library Board of Trustees
HUMAN RESOURCES: Judy Fachko, Human Resources Manager

I. PEOPLE

- A. Physical Distancing** – The Boston Free Library will ensure 6 feet (6′) distance between personnel and patrons, unless safety or core function of the work activities requires a shorter distance.
- a. All staff will be provided facial coverings;
 - i. All staff will wear facial coverings when in public areas;
 - ii. All staff will wear facial coverings in workrooms/offices when less than 6′ of separation is available;
 - iii. Patrons over the age of 2 entering will be encouraged to wear a mask through the use of signage and freely available masks;
 - iv. Signage will be placed at library entrance and throughout the building encouraging the use of facial coverings for all persons over the age of 2;
 - b. Social distancing signage will be placed throughout the library;
 - i. Seating will be spaced so as to encourage social distancing;
 - ii. Computers will be spaced so as to encourage social distancing.
 - c. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings;
 - d. Teleconferencing or videoconferencing will be used for meetings;
 - i. If in-person meetings must be held, they will be held in open, well ventilated spaces with appropriate social distancing among participants;

- e. WALK-UP and CURBSIDE SERVICE - Customer (patron) engagement:
 - 1. Facial coverings will be worn by staff at all times when providing walk-up and curbside pickup;

II. PLACES

A. Protective Equipment -

- a. Staff at the Boston Free Library will be provided N95 or KN-95 facial coverings;
- b. Staff will be instructed to frequently wash hands while in the workplace;
 - i. CDC recommended hand washing guidelines will be posted in all staff restrooms and where sinks are located;
 - ii. Staff will be trained on these protocols.

B. Hygiene and Cleaning

- a. Staff and patrons will have access to:
 - i. soap, water, paper towels;
 - ii. hand sanitizer containing 60% or more alcohol;
- b. Cleaning - regular cleaning/ disinfecting will occur regularly in the following areas:
 - i. High transit areas;
 - ii. Restrooms - public and staff;
 - iii. Common areas including but not limited to tables and chairs;
- c. Cleaning - cleaning/ disinfecting will occur after every use of the following, where practicable, in shared staff areas and will be the responsibility of all staff members particularly during staff change overs:
 - i. Staff computers - including keyboards and surface areas of computer desks;
 - ii. Staff telephones;
- d. The B&ECPL System will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the Environmental Protection Agency (EPA);
- e. Staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>.

C. Communication - The Boston Free Library will:

- a. Post signage throughout the libraries to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of personal protective equipment (PPE) and cleaning and disinfecting protocols. Signage will include but is not limited to:
 - i. CDC recommended hand washing guidelines
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>;

- ii. *CDC Use of Face Coverings to Help Slow the Spread of COVID-19*
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
 - iii. Other signage as required;
- b. Cleaning and disinfecting protocols will be provided to Maintenance staff:
 - i. Information pertaining to cleaning and disinfecting of surfaces as listed in Section B (d) will be made available to staff;
- c. If a Boston Free Library employee identifies as having tested positive for COVID-19, the Human Resources Department will:
 - i. Notify the New York State Health Department;
 - ii. Notify the Erie County Department of Health;
 - iii. Cooperate with contact tracing efforts including:
 - 1. Notification of potential contacts such as workers or visitors who had close contact with the individual;
 - 2. All information will be kept confidential pursuant to state and federal laws and regulations.

III. PROCESS

A. Contact Tracing -

- a. The Human Resources Department will confidentially interview the staff member identified as testing positive for COVID-19 seeking the following:
 - i. Work place location;
 - ii. Where the staff member traveled in the work location;
 - iii. With whom the staff member came in contact;
 - iv. All information will be kept confidential pursuant to state and federal laws and regulations;
- b. The Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.