

COVID-19 REOPENING SAFETY PLAN

This PLAN follows the New York Forward Safety Plan Template and is applicable to the Town of Collins Public Library.

NAME of BUSINESS: Town of Collins Public Library

INDUSTRY: Public Library

ADDRESS: 2341 Main Street, Collins, NY 14034

CONTACT: Abigail Barten-McGowan, Director

OWNER/MANAGER: Town of Collins Public Library Board of Trustees

HUMAN RESOURCES: Judy Fachko, Human Resources Manager, Buffalo & Erie County Public Library (B&ECPL) System - 1 Lafayette Square, Buffalo, NY

I. PEOPLE

A. Physical Distancing – The Town of Collins Public Library will ensure 6 feet (6') distance between personnel and patrons, unless safety or core function of the work activities requires a shorter distance. Facial coverings will be worn at all times if personnel are less than 6' apart:

- a. All staff will be provided reusable facial coverings;
 - i. All staff will wear facial coverings when in public areas;
 1. Staff will be provided with Centers for Disease Control and Prevention Guidelines (CDC) Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diycloth-face-coverings.html>;
 - ii. All staff will wear facial coverings in workrooms/offices when less than 6' of separation is available;
 - iii. All patrons over the age of 2 entering and remaining in the building will be required to wear facial coverings;
 - iv. Signage will be placed at library entrance and throughout the building requiring facial coverings for all persons over the age of 2 to be worn at all times;
- b. Social distancing signage will be placed throughout the library;
 - i. Floors will be marked with 6' increment markers in areas such as the circulation desk and reference desk; one way traffic flow will be denoted where practicable;
 - ii. Seating will be spaced so as to encourage social distancing - seating will be removed;
 - iii. Computers will be spaced so as to encourage social distancing – every other computer will be made “unavailable for use;”
 - iv. Patrons will not be allowed to socially gather;
 - v. Industry specific physical social distancing:
 1. Programs will not be scheduled until such time as social gatherings are permitted under New York Forward;
 2. Meeting rooms will not be made available for public use until such time as social gatherings are permitted under New York Forward;

- c. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings;
 - i. If occupied by more than one person, the occupancy will be kept under 50% of maximum capacity;
 - ii. Employee break rooms, staff lounge, etc. will be at 50% capacity;
- d. Floors will be marked with 6' increment markers in areas such as circulation desk; reference desk; self-checkout machines; and workrooms where practicable;
- e. 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;
- f. Pick-up and deliveries:
 - i. Common situations that may not allow for 6' of distance:
 - 1. Receipt of goods/materials – Town of Collins Public Library
 - a. Facial coverings and gloves will be worn when receiving vendor deliveries, USPS, FedEx, United Parcel Service and working with library materials;
 - b. Facial coverings and gloves will be worn when receiving/sorting library materials;
 - c. Hand washing protocols will be in place with notices posted;
 - g. WALK-UP and CURBSIDE SERVICE - Customer (patron) engagement:
 - 1. Facial coverings and gloves will be worn by staff at all times when providing walk-up and curbside pickup;
 - a. WALK-UP and CURBSIDE SERVICE protocols will be followed.

II. PLACES

- A. Protective Equipment – Staff at the Town of Collins Public Library will be provided reusable facial coverings:
 - a. The B&ECPL has, in stock as of 5/18/2020, 2,000 reusable facial coverings from Erie County Emergency Services. These reusable facial coverings will be distributed to each library within the B&ECPL System;
 - i. The B&ECPL has ordered an additional 1,000 reusable facial coverings from DIVAL Products with an estimated date of arrival as 5/19/2020;
 - b. The B&ECPL has 1,000 disposable facial coverings in-stock as of 5/18/2020;
 - i. The B&ECPL has ordered an additional 1,000 disposable facial coverings from AMAZON.com with an estimated date of arrival as 5/27/2020;
 - c. Reusable facial coverings must be stored properly between use, cleaned/washed regularly and replaced when damaged;
 - i. Staff will be provided with CDC guidelines regarding cleaning/washing face masks <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
 - ii. Staff will be provided with an individual sealable plastic bag for storing their reusable mask;

- 1. Staff will be instructed to label the plastic back with their name;
- iii. Staff will be instructed to inform their supervisor if/when their reusable mask needs replacing;
- iv. Staff will be provided with a disposable mask if a reusable mask is not available or if the staff member does not have their reusable mask at the start of their shift;
- d. Sharing of objects – Staff will be provided gloves and instructed to wear during materials handling procedures;
 - i. Staff will be instructed to not share such items as pens, pencils, utensils, etc. whenever practicable;
 - 1. If shared items are handled, staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines
<https://www.cdc.gov/handwashing/pdf/washyour-hands-fact-sheet-508.pdf>;
 - ii. Staff will be instructed to frequently wash hands while in the workplace;
 - 1. CDC recommended hand washing guidelines will be posted in all staff restrooms and where sinks are located;
 - iii. Staff will be trained on these protocols.

B. Hygiene and Cleaning – The Town of Collins Public Library will adhere to hygiene and sanitation requirements from the CDC https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf and Department of Health (DOH) https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf and maintain cleaning logs on site that document date, time and scope of cleaning:

- a. Maintenance/cleaning staff at the Town of Collins Public Library will be responsible for maintaining cleaning logs for regular cleaning schedules;
 - i. The logs will be kept in a designated area determined by the director
- b. Staff and patrons will have access to:
 - i. soap, water, paper towels;
 - ii. hand sanitizer containing 60% or more alcohol;
- c. Cleaning – regular cleaning/disinfecting will occur daily in the following areas:
 - i. High transit areas;
 - ii. Restrooms – public and staff;
 - iii. Common areas including but not limited to tables and chairs;
- d. Cleaning – cleaning/disinfecting will occur after every use of the following, where practicable, in shared staff and public areas and will be the responsibility of all staff members:
 - i. Reference desks;
 - ii. Circulation desks;
 - iii. Self-checkout machines;

- iv. Public access computers – including keyboards and surface areas of computer desks;
- v. Staff computers – including keyboards and surface areas of computer desks;
- vi. Staff telephones;
- e. 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);
- f. 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 Town of Collins Public 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 Cloth Face Coverings to Help Slow the Spread of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-clothface-coverings.html>;
 - iii. CDC How to Remove Gloves
<https://www.scribd.com/document/455417646/CDC-Poster-How-to-RemoveGloves>;
 - iv. Social Distancing is in Effect at this Library – General];
 - v. Social Distancing is in Effect at the Library – Computers;
 - vi. Wearing a Mask is Required in this Library;
 - vii. “Stand Here” floor markings;
 - viii. 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. Communication plan for employees, visitors and customers with a consistent means to provide updated information:
 - i. Employees -
 - 1. Information will be distributed to staff during initial return to work and subsequently through inner-office delivery and via email to those employees utilizing such;
 - a. Supervisors will be held accountable in the continued distribution and dissemination of up-to-date information;

- b. Information will be placed on the B&ECPL Staff Intranet under COVID-19 Information
<http://intranet.buffalolib.org/covid-19-information>;
 - c. Signage will be posted in staff workrooms, breakrooms, restrooms, etc.
 - ii. Visitors – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, contractors, performers, and other non-library patron visitors;
 - 1. Pertinent information pertaining to social distancing, required facial covering, hand washing, etc. will be posted at entrances associated with visitors, i.e. Shipping Docks, staff entrance(s), etc.;
 - a. Information will be updated as new information is disseminated;
 - d. Visitor Logs – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, consultants, performers and other non-library patron visitors;
 - i. All visitors will report to Staff Entrance;
 - ii. Visitor logs will be kept by Library Director;
 - e. If a Town of Collins Public 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. Screening – The Town of Collins Public Library will:
 - a. Follow the B&ECPL Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19;
 - b. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees work day that includes:
 - i. Temperature check;
 - 1. The Temperature will be taken with a touchless thermometer by the Director or a designated staff member where applicable;
 - 2. Temperature will be noted as either:
 - a) below 100.4 OR
 - b) above 100.4;
 - ii. Completion of the B&ECPL Pre-entry Questionnaire – COVID-19 Assessment;

- iii. Temperature logs and questionnaires shall be reviewed daily by the director;
 - 1. All information will be kept confidential and secure pursuant to state and federal laws and regulations;
 - c. Person/persons conducting the temperature checks and distributing and collecting questionnaires shall be supplied with facial coverings and gloves.
- B. Contact tracing and disinfection of contaminated areas – The Town of Collins Public Library will:
- a. Disinfect any/all areas determined/identified to have been used by a staff member who has been identified as testing positive for COVID-19;
 - i. The B&ECPL System will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the EPA;
 - b. The Director or Human Resources 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;
 - c. The Human Resources Department will work with the Erie County Department of Health and the Cattaraugus County Health Department to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.

IV. Other

- A. Materials Handling – The Central Library and Buffalo Branch Libraries will follow the B&ECPL's Handling Materials During COVID-19 procedures.

Approved at a Special Meeting of the Town of Collins Public Library Board of Trustees on 5/28/2020.

Amended at a Regular meeting of the Town of Collins Public Library Board of Trustees via resolution 6/4/2020.

Reviewed by Committee 6/16/2020 with no changes.

Reviewed by Committee 6/30/2020 with no changes.