



**COVID-19 MICRO-CLUSTER PLAN**  
**Continuation of Operations for the Town of Collins Public Library**  
**Amended 1/19/2021**

NAME of BUSINESS: Town of Collins Public Library (ToCPL)

INDUSTRY: Public Library

ADDRESS: 2341 Main Street, Collins, NY 14034

CONTACT: Abigail Barten-McGowan, Director

OWNER/MANAGER: Town of Collins Library Board of Trustees

HUMAN RESOURCES: Judy Fachko, Human Resources Manager, Buffalo & Erie County Public Library System

**I. STATEMENT OF PLAN**

**A. Purpose**

In an effort to identify small geographic areas where the spread of the Novel Coronavirus (COVID-19) has reached levels requiring additional State action, the State of New York (NYS) has put in place a Micro-Cluster Strategy (Strategy). This Strategy contains five key processes: Monitor Data; Identify Area of Concern & Create Specific Geographic Focus Areas; Implement Cluster Zone Focus Area to Control the Virus; Review Data; and Adjust Restrictions.

Further, NYS has developed a Micro-Cluster Approach, whereby cluster identification is more targeted and identifies data in a small geographic area where COVID-19 spread has reached levels requiring additional State action. This approach is based on a variety of factors including: Testing, Hospitalizations, Geographic Considerations, and Other Epidemiological Factors as defined by the NYS Department of Health.

Areas experiencing a concerning increase in COVID-19 spread may be designated as requiring placement into a Micro-Cluster Focus Zone: Red Zone, Orange Zone, or Yellow Zone.

As a public employer in NYS, the Town of Collins Public Library (ToCPL) and the Buffalo & Erie County Public Library (B&ECPL) recognize their responsibility to have a COVID-19 MICRO-CLUSTER PLAN (PLAN) to address library operations in areas designated as a Micro-Cluster Focus Zone.

On December 10, 2020 NYS Governor Andrew Cuomo announced his office had modified the metrics determining placement into Red, Orange or Yellow Zones.

Information regarding the original *Strategy* is attached as Appendix A and can also be found at: [www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster\\_Metrics\\_10.21.20\\_FINAL.pdf](http://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster_Metrics_10.21.20_FINAL.pdf)

New metric information is attached as Appendix B and can be found at [forward.ny.gov/cluster-action-initiative](http://forward.ny.gov/cluster-action-initiative).

At the request of Erie County Executive Mark Poloncarz, the B&ECPL and ToCPL reviewed and modified the ToCPL's PLAN to allow for in-house operations for libraries located in a designated Orange Zone. Working with the County Executive, a new metric has been developed whereby data provided by the Erie County Department of Health (ECDOH) by zip code will be used to define levels of library services.

The ToCPL's PLAN has therefore been modified to reflect the changes in the NYS *Strategy* through the development of this metric-based approach, using data provided by the ECDOH, further defining levels of library services to be provided within Zones based on the data associated with the zip code in which the library resides.

#### B. Applicability

This PLAN is applicable to the Town of Collins Public Library.

#### C. ToCPL PLAN

If the ToCPL falls within a *Micro-Cluster Focus Zone*, the ToCPL will respond accordingly. For the purposes of implementing this PLAN, ToCPL shall be identified as a *Business* under the *Micro-Cluster Type of Activity* (see Appendix A - Section 3 Implement Cluster Zone Focus Area).

The ToCPL COVID-19 REOPENING SAFETY PLAN shall continue to be enforced under all *Micro-Cluster Focus Zone* levels.

The ToCPL will cooperate with New York State, Erie County, and local government officials.

The ToCPL shall implement the following:

#### **RED ZONE:**

1. If the library is located within a Red Zone, it shall be closed;
  - a. Staff may, as determined by the Director, be assigned to work remotely;
  - b. Due dates for materials checked out at a Library in a designated Red Zone will be extended;
  - c. Drop box will remain open;
  - d. Signage will be placed on doors;
  - e. Website will be modified to reflect changes;
  - f. Media will be notified.
2. Maintenance staff will report to a Library in a designated Red Zone only to conduct essential cleaning and disinfecting and required maintenance;
3. Shipping department will NOT continue deliveries to a Library located in the Red Zone.
4. Other System Services may operate under the auspices of "essential services" per Empire State Development Guidelines.

## **ORANGE ZONE:**

Service operations of the ToCPL in a designated Orange Zone shall be determined weekly utilizing the following factors:

The 7-day equalized rate shall be determined by the ECDOH and distributed to the B&ECPL then forwarded to the ToCPL. Following receipt, the ToCPL shall determine operations and evaluate what corrective actions will be taken (Level I or Level II) for the subsequent 7 days.

### **LEVEL I Operating Guidelines**

1. Library operations and in-house services shall continue under the following restrictions:
  - a. Number of patrons in the building will be limited to 20 persons at one time.
    - i. Patrons will be asked to limit visits to 2 hours, during peak times
    - ii. Signage will be placed throughout buildings.
  - b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
    - i. A patron will not be allowed entry to the ToCPL or allowed to remain in the library if they do not comply with facial covering regulations.
  - c. No assembly/gathering permitted.
    - i. Meeting room closed.
    - ii. Families using the library may sit together.
    - iii. No 1:1 tutoring is permitted.
  - d. Social distancing will be strictly enforced at all times and in all areas – public and staff.
    - i. Staff is authorized to limit service if social distancing is not maintained.
  - e. No food or beverages may be consumed in public areas.
    - i. Staff will be limited to food/beverages the office and in the staff lounge.
  - f. Drop box will remain open.
2. Walk-up services may continue or be initiated.
3. Hours of operation may be modified, if deemed necessary. If hours are modified:
  - a. Signage will be placed on doors.
  - b. Website will be modified to reflect changes.
  - c. Media will be notified.
4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
5. Guidelines are subject to change.

### **LEVEL II Operating Guidelines:**

1. In-house operations shall cease.
2. Walk-up service will continue or be initiated.
  - a. Staff may report to the library or may, as determined by Director and ToCPL Board, be assigned to work remotely.
  - b. Walk-up and/or curbside services will be initiated if Library Administration determines it is feasible, as per the ToCPL's COVID-19 MICRO-CLUSTER WALK-UP SERVICE PLAN
  - c. Drop box will remain open.
  - d. Signage will be placed on doors.
  - e. Website will be modified to reflect changes.

- f. Media will be notified.
- 3. Hours of operation may be modified if deemed necessary.
- 4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
- 5. Guidelines are subject to change.

#### **YELLOW ZONE:**

Service operations of the ToCPL in a designated Yellow Zone shall be determined weekly utilizing the following factors:

The 7-day equalized rate shall be determined by the ECDOH and distributed to the B&ECPL then forwarded to the ToCPL. Following receipt, the ToCPL shall determine operations and evaluate what corrective actions will be taken (Level I or Level II) for the subsequent 7 days.

In a designated Yellow Zone, the ToCPL will follow operating guidelines as set forth in Level I below.

#### **LEVEL I Operating Guidelines**

1. Library operations and in-house services shall continue under the following restrictions:
  - a. Number of patrons in the building will be limited to 20 persons at one time.
    - i. Patrons will be asked to limit visits to 2 hours, during peak times
    - ii. Signage will be placed throughout buildings.
  - b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
    - i. A patron will not be allowed entry to the ToCPL or allowed to remain in the library if they do not comply with facial covering regulations.
  - c. No assembly/gathering permitted.
    - i. Meeting room closed.
    - ii. Families using the library may sit together.
    - iii. No 1:1 tutoring is permitted.
  - d. Social distancing will be strictly enforced at all times and in all areas – public and staff.
    - i. Staff is authorized to limit service if social distancing is not maintained.
  - e. No food or beverages may be consumed in public areas.
    - i. Staff will be limited to food/beverages the office and in the staff lounge.
  - f. Drop box will remain open.
2. Walk-up services may continue or be initiated.
3. Hours of operation may be modified, if deemed necessary. If hours are modified:
  - a. Signage will be placed on doors.
  - b. Website will be modified to reflect changes.
  - c. Media will be notified.
4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
5. Guidelines are subject to change.

#### **LEVEL II Operating Guidelines:**

1. In-house operations shall cease.
2. Walk-up service will continue or be initiated.

- a. Staff may report to the library, or may, as determined by Director and ToCPL Board, be assigned to work remotely.
  - b. Walk-up and/or curbside services will be initiated if Library Administration determines it is feasible, as per the ToCPL's COVID-19 MICRO-CLUSTER WALK-UP SERVICE PLAN
  - c. Drop box will remain open.
  - d. Signage will be placed on doors.
  - e. Website will be modified to reflect changes.
  - f. Media will be notified.
3. Hours of operation may be modified if deemed necessary.
  4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
  5. Guidelines are subject to change.

*Approved by ToCPL Safety Committee 11/19/2020. Approved via resolution by the Town of Collins Public Library Board 12/3/2020.*

*Reviewed, amended, and approved by the ToCPL Safety Committee December 19, 2020.*

*Reviewed, amended, and approved by the ToCPL Safety Committee January 19, 2021.*