



COVID-19 MICRO-CLUSTER PLAN

Continuation of Operations for the Town of Collins Public Library

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.

Information regarding the 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)

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.

B. 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.

Orange Zone:

1. If the library is located within an Orange Zone, it shall cease in-house operations and initiate walk-up service;
 - a. Staff may report to the Library, or may, as determined by the Director, be assigned to work remotely;
 - b. Walk-up services will be initiated if the Director and Library Board 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.
2. Shipping department will continue deliveries to a Library located in an Orange Zone unless otherwise determined by B&ECPL.

Yellow Zone:

1. If the Library is located within a Yellow Zone, it shall continue day-to-day library operations. Hours of operation may be modified as deemed necessary. If hours are modified;
 - a. Drop box will remain open;
 - b. Signage will be placed on doors;
 - c. Website will be modified to reflect changes;
 - d. Media will be notified.
2. Shipping department will continue deliveries to a Library located in a Yellow Zone unless otherwise determined by B&ECPL.