



## COVID-19 REOPENING SAFETY PLAN

This PLAN follows the New York Forward Safety Plan Template and is applicable to the Aurora Town Public Library, a member of the Buffalo & Erie County Public Library System.

**NAME of BUSINESS:** Aurora Town Public Library

**INDUSTRY:** Public Library

**ADDRESS:** 550 Main Street, East Aurora, NY 14052

**CONTACT:** Paula M. A. Klocek, Director

**OWNER/MANAGER:** Aurora Town Public Library Board of Trustees

**HUMAN RESOURCES:** Judy Fachko, Human Resources Manager

### I. PEOPLE

**A. Physical Distancing** – The Aurora Town 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/downloads/DIY-cloth-face-covering-instructions.pdf>;

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 - in computer labs, every other computer will be made "unavailable for use;"



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- 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;
  - iii. 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
      - 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 noticed posted;
- g. Walk-Up – Customer (patron) engagement:
  - 1. Facial coverings and gloves will be worn by staff at all times when providing walk-up pickup;
    - a. Walk-up service protocols will be followed.

## II. PLACES

- A. Protective Equipment – Staff at the Aurora Town Public Library will be provided reusable face 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;



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- 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/downloads/DIY-cloth-face-covering-instructions.pdf>
  - 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;
  - i. Staff will be instructed to inform their supervisor if/when their reusable mask needs replacing;
  - ii. 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/wash-your-hands-fact-sheet-508.pdf>;
  - ii. Staff will be instructed to frequently wash hands while in the workplace;
  - iii. Staff will be trained on these protocols.

**B. Hygiene and Cleaning**—The Aurora Town Public Library will adhere to hygiene and sanitation requirements from the CDC  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

and

Department of Health (DOH)

[https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning\\_guidance\\_general\\_building.pdf](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 staff at the Aurora Town Public Library will be responsible for maintaining cleaning logs for regular cleaning schedules;
  - i. The logs will be kept in the utility room;
- b. Staff will have access to:
  - i. soap, water, and 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 Aurora Town 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/downloads/DIY-cloth-face-covering-instructions.pdf>;
    - iii. CDC How to Remove Gloves  
<https://www.scribd.com/document/455417646/CDC-Poster-How-to-Remove-Gloves>;
    - 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;

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- 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 Log** – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, consultants, performers and other non-library patron visitors;
  - i. All visitors must report to the Utility Room entrance in the rear of the Library. Before entering the building beyond the Utility Room, the **Senior Library Clerk**; or **Librarian-In-Charge**; or **Director**, where applicable, will require visitors to:
    - 1. Have a temperature check, recorded as a) below 100.4 or b) above 100.4
    - 2. Complete a Pre-Entry Questionnaire – COVID-19 Assessment
  - ii. Visitor logs will be kept by the: **Senior Library Clerk**; or **Librarian-In-Charge**; or **Director** where applicable.
- e. If an Aurora Town Public Library employee identifies as having tested positive for COVID-19, the Director will contact Human Resources Department to:
  - i. Notify the New York State Health Department;
  - ii. Notify the Erie County Department of Health;
  - iii. Cooperate with contact tracing efforts including:

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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 Aurora Town 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. Employees should be mindful of their health, monitoring their temperature from home, where practicable, and report to Utility Room in the rear of the Library to record temperature and complete the Pre-Entry Questionnaire – COVID-19 Assessment.
    2. If employees are not able to take their temperature at home, they must report to the Utility Room Entrance, in the rear of the library to take their temperature with the provided touchless thermometer;
    3. 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;
    1. Employees should be mindful of their health, monitoring the symptoms listed on the Pre-Entry Screening Questionnaire-Covid-19 Assessment, and if possible, take their temperature at home. If staff are experiencing symptoms on the Pre-Entry Questionnaire, they are asked to call the Director/their immediate supervisor to discuss their health status confidentially.
    2. All employees reporting to work must report to the Utility Room entrance, in rear of library, to complete the Pre-Entry Questionnaire regardless of the time of day.
    3. Employees may not enter through other entrances or bypass screening process.
  - iii. Temperature logs and questionnaires shall be reviewed daily by the Human Resources Department;
  - iv. 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 of Contaminated Areas** – The Aurora Town Public Library will:



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- 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 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;
- c. 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.

**IV. OTHER**

- A. **Materials Handling**–The Aurora Town Public Library will follow the B&ECPL’s Handling Materials During COVID-19 procedures.

Adopted by the Aurora Town Public Library Board of Trustees 6/2/2020.