

## COVID-19 REOPENING SAFETY PLAN - EDEN LIBRARY

**This PLAN follows the New York Forward Safety Plan Template and is applicable to Eden Library, a contracting member of Buffalo & Erie County Public Libraries (B&ECPL).**

**NAME of BUSINESS:** Eden Library

**INDSUTRY:** Public Library

**ADDRESS:** 2901 East Church Street  
Eden, NY 14057

**CONTACT:** Donna-Jo Webster, Director

**OWNER/MANAGER:** Eden Library Board of Trustees,  
Patricia R. Smith, President

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

### I. PEOPLE

**Physical Distancing** - Eden Library will ensure 6 feet (6') distance between personnel and patrons, unless safety or core functions of work activities require a shorter distance. Facial coverings will be worn at all times if personnel are less than 6' apart:

- Staff will be provided with reusable facial coverings.
- All staff will wear facial coverings/personal protective equipment (PPE) when in public areas.
- Staff will be provided with Centers for Disease Control (CDC) Prevention Guidelines *Use of Cloth 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>.
- Staff will wear facial coverings in workrooms/offices when less than 6' of separation is available.
- All patrons over the age of two (2) entering and remaining in the building will be required to wear facial covering.

- Signage will be posted at the library entrance and throughout the building requiring facial coverings to be worn at all times for all persons over the age of five.
- Social distancing signage will be placed throughout the library.
- Floors will be marked with 6' increment markers in areas surrounding the circulation desk and self-check area; one-way traffic flow will be denoted when practicable.
- Seating will be spaced to encourage social distancing. Some seating will be temporarily removed.
- Computers will be spaced to encourage social distancing - every other computer in the main reading room will be made "unavailable for use."
- Patrons will not be allowed to socially gather.
- Industry specific social distancing will be enacted: in-house programs and meeting room usage will not be scheduled until such time as social gatherings are permitted under *New York Forward*.
- Tightly confined spaces (i.e., areas in the stacks with tables) will be occupied by only one individual at a time unless all occupants are wearing facial coverings.
- Employee break rooms, workrooms, etc., will be used at 50 percent capacity.
- Meetings will be held via teleconferencing or videoconferencing. In the event in-person meetings are necessary, they will take place in open, well-ventilated areas with appropriate social distancing practiced among participants.
- When social distancing is not appropriate (i.e., when receiving receipt of goods/materials), facial coverings and gloves/PPE will be worn. This may include but is not limited to receiving vendor deliveries, receiving/sorting library materials, etc. Hand washing protocols will be in place with notices posted.
- When walk-up and curbside service requires customer/patron engagement, facial coverings and gloves will be worn by staff at all times when providing these services. Walk-up and curbside protocols will be followed.

## II. PLACES

**Protective Equipment** - Eden Library staff will be provided reusable facial coverings by B&ECPL.

- Reusable facial coverings must be properly stored between use, cleaned/washed regularly, and replaced when damaged.

- Staff will be provided with CDC guidelines regarding cleaning/washing facial coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Staff will be provided with an individual sealable plastic bag for storing their reusable mask and will be instructed to label their bags with their names.
- Staff will be instructed to inform their immediate supervisor if/when their reusable mask needs replacing.
- Staff will be provided with a disposable mask if a reusable mask is not available or if the staff member does not bring their reusable mask with them to their shift.
- Staff will be provided gloves and instructed to wear them during materials handling procedures.
- Staff will be instructed not to share items such as pens, pencils, eating utensils, etc., whenever practicable.
- If shared items are handled, staff will be instructed to thoroughly wash hands in accordance with CDC recommended hand washing guidelines: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>.
- Staff will be instructed to frequently wash their hands while in the workplace. CDC recommended hand washing guidelines will be posted in the staff restroom and where all sinks are located.

**Hygiene and Cleaning** - Eden Library staff will adhere to hygiene and sanitation requirements from the CDC and New York State (NYS) Department of Health: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf); [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). Staff will maintain cleaning logs on site, documenting date, time, and scope of cleaning.

- Maintenance staff at Eden Library will be responsible for maintaining cleaning logs for regularly scheduled cleaning. Clerical staff will be responsible for maintaining cleaning logs for public restroom sanitation after usage.
- Cleaning logs will be kept near maintenance equipment areas or on inside doors of public restrooms.
- Staff and patrons will have access to soap, water, paper towels and hand sanitizer containing 60 percent or more alcohol.
- Regular cleaning/disinfecting will occur daily in the high traffic areas, and common areas including tables and chairs.
- Cleaning/disinfecting will occur after every use in the following areas in both staff and public spaces and will be the responsibility of all staff members:

circulation desks, self-checkout machines, public access computers, including keyboards and surface areas of computer desks, staff computers, including keyboards and surface areas of computer desks, staff telephones, staff FAX machine, kitchen areas.

- B&ECPL will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the Environmental Protection Agency (EPA).
- Staff will be instructed to follow handwashing protocols outlined above.

**Communication** - Eden Library will post signage throughout the building to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfecting protocols. Signage includes but is not limited to CDC recommended hand washing guidelines, CDC *Use of Cloth Face Coverings*, CDC *How to Remove Gloves*, social distancing signage, and others.

- Cleaning and disinfecting protocols will be provided to maintenance staff, including information about cleaning and disinfecting surfaces.
- Upon staff members' initial return to work, information will be distributed and later updated via email or through inner-office delivery of documents. The library director will be held accountable in continued distribution and dissemination of up-to-date information. Information will be placed on the B&ECPL Staff Intranet under *COVID-19 information*. Signage will be posted in staff areas.
- Visitors other than patrons, including but not limited to vendors, repair persons, Town of Eden maintenance staff, and contractors will be provided with pertinent information regarding social distancing, facial coverings, hand washing, etc., at the front and staff entrances of the building. Information will be updated as necessary.
- All visitors, other than patrons, will use the main (parking lot) entrance to enter the building. Town of Eden maintenance staff may, on occasion, use the staff entrance. Visitor logs will be kept by staff/Town of Eden maintenance personnel (self-sign-in).
- If an Eden Library employee identifies as having tested positive for COVID-19, the library director will notify Human Resources, who will in turn notify the NYS Health Department, notify the Erie County Department of Health, and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors having close contact with the individual. All information will be kept confidential pursuant to state and federal laws and regulations.

### III. PRO CESS

**Screening** - Eden Library will follow B&ECPL Personnel Policies and Procedures: *Protective Measures to Reduce Risk of Exposure to COVID-19*.

- Daily, mandatory health screenings for all staff members prior to the beginning of their respective shifts including temperature check (taken with a touchless thermometer by each staff member and noted as either above or below 100.4 degrees Fahrenheit), and completion of the B&ECPL *Pre-entry Questionnaire - COVID-19 Assessment*.
- Temperature logs and questionnaires will be reviewed daily by supervisor or library director and forwarded to HR as needed. All information will be kept confidential and secure pursuant to state and federal laws and regulations.
- Facial coverings and gloves will be worn when conducting health screenings. Handwashing protocols will be followed afterwards.

**Contact Tracing and Disinfection of Contaminated Areas** - Eden Library will disinfect any/all areas determined/identified to have been used by any staff member who has been identified as testing positive for COVID-19.

- B&ECPL will provide cleaning and disinfecting products identified as effective against COVID-19 by the EPA.
- Human Resource will confidentially interview the staff member identified as having tested positive for COVID-19, seeking information including work place location, where the staff member traveled within the work location, persons the staff member may have come in contact with. All information obtained will be kept confidential pursuant to state and federal laws and regulations.
- Human Resources 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 identifying as having tested positive.

### IV. OTHER

**Materials Handling** - Eden Library will follow B&ECPL's *Handling Materials During COVID-19* procedures.