



COVID-19 MICRO-CLUSTER PLAN

Continuation of Operations for the Elma Public Library

NAME of BUSINESS: Elma Public Library
INDUSTRY: Public Library
ADDRESS: 1860 Bowen Rd. Elma, NY 14059
CONTACT: Thomas Carloni, Director
OWNER/MANAGER: Elma Public Library Board of Trustees

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 can also be found at:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Micro_Cluster_Metrics_10.21.20_FINAL.pdf

As a public employer in NYS, the Elma Public Library (Library) recognizes its responsibility to have a COVID-19 MICRO-CLUSTER PLAN (PLAN) to address library operations in areas designated as a MicroCluster Focus Zone.

B. PLAN

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

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

The Elma Public Library will cooperate with New York State, Erie County and local government officials.

The Elma Public Library shall implement the following:

Red Zone:

1. If the Library is located in a Red Zone it shall be closed;
 - a. Staff will be assigned to work remotely;
 - b. Material “holds” will be redirected;
 - c. Due dates for materials checked out at the Library will be extended;
 - d. Drop box will be closed;
 - e. Signage will be placed on doors;
 - f. Website and social media will be modified to reflect changes;
 - g. Media will be notified.
2. Essential staff will report to the Library only to conduct essential cleaning and disinfecting and required maintenance;
3. Shipping department will cease deliveries to the Library.

Orange Zone:

1. If the Library is located in an Orange Zone it shall cease in-house operations and initiate walk-up and/or curbside service;
 - a. Staff may report to the Library or, as determined by the Library Director, be assigned to work remotely;
 - b. Drop box will remain open;
 - c. Signage will be placed on doors;
 - d. Website and social media will be modified to reflect changes;
 - e. Media will be notified.
2. Shipping department will continue deliveries to the Library unless otherwise determined by System Administration.

Yellow Zone:

1. If the Library is located in a Yellow Zone it shall continue day-to-day 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 and social media will be modified to reflect changes;
 - d. Media will be notified.
2. Shipping department will continue deliveries to the Library unless otherwise determined by System Administration.