



# COVID-19 MICRO-CLUSTER PLAN

## *Continuation of Operations for the Elma Public Library*

*Amended 12/23/2020, Effective 1/5/2021*

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](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.

In addition, at the request of Erie County Executive Mark Poloncarz, the Elma Public Library reviewed and modified the 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 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 based on the data associated with our zip code (14059).

#### **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*.

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:**

Service operations for the Library while located in a designated Orange Zone shall be determined weekly utilizing the following factors:

1. LEVEL I Operations – Shall be initiated when the 7-day equalized average of new daily cases per 100,000 is less than or equal to ( $\leq$ ) 70 in the 14059 zip code. Guidelines for services are set forth below.
2. LEVEL II Operations – Shall be initiated when the 7-day equalized average of new daily cases per 100,000 is greater than ( $>$ ) 70 in the 14059 zip code. Guidelines for services are set forth below.

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

1. Library operations and in-house services shall continue under the following restrictions:
  - a. Facial coverings (fully covering the nose and mouth) must be worn at all times.
    - i. A patron will not be allowed entry to the Library or allowed to remain in the library if they do not comply with facial covering regulations.
  - b. No assembly/gathering permitted.
    - i. Meeting room closed.
    - ii. Families using the library may sit together.
    - iii. 1:1 tutoring is permitted.
  - c. 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.
  - d. No food or beverages may be consumed in public areas.
    - i. Staff will be limited to food/beverages at their personal workstations/offices and in the staff lounge.
  - e. Drop box will remain open.
2. Hours of operation may be modified, if deemed necessary. If hours are modified:
  - a. Signage will be placed on doors.
  - b. Website and social media will be modified to reflect changes.
  - c. Media will be notified.
3. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
4. Guidelines are subject to change.

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

1. The Library shall cease in-house operations and initiate walk-up/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. Hours of operation will be modified if deemed necessary.
- 3. Shipping department will continue deliveries to the Library unless otherwise determined by System Administration.
- 4. Guidelines are subject to change.

### **Yellow Zone:**

Service operations for the Library while located in a designated Yellow Zone shall be determined weekly utilizing the following factors:

- 1. LEVEL I Operations – Shall be initiated when the 7-day equalized average of new daily cases per 100,000 is less than or equal to ( $\leq$ ) 70 in the 14059 zip code. Guidelines for services are set forth below.
- 2. LEVEL II Operations – Shall be initiated when the 7-day equalized average of new daily cases per 100,000 is greater than ( $>$ ) 70 in the 14059 zip code. Guidelines for services are set forth below.

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

- 1. Library operations and in-house services shall continue under the following restrictions:
  - a. Facial coverings (fully covering the nose and mouth) must be worn at all times.
    - i. A patron will not be allowed entry to the Library or allowed to remain in the library if they do not comply with facial covering regulations.
  - b. No assembly/gathering permitted.
    - i. Meeting room closed.
    - ii. Families using the library may sit together.
    - iii. 1:1 tutoring is permitted.
  - c. 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.
  - d. No food or beverages may be consumed in public areas.
    - i. Staff will be limited to food/beverages at their personal workstations/offices and in the staff lounge.
  - e. Drop box will remain open.
- 2. Hours of operation may be modified, if deemed necessary. If hours are modified:
  - a. Signage will be placed on doors.
  - b. Website and social media will be modified to reflect changes.

- c. Media will be notified.
- 3. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
- 4. Guidelines are subject to change.

LEVEL II Operating Guidelines:

- 1. The Library shall cease in-house operations and initiate walk-up/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. Hours of operation will be modified if deemed necessary.
- 3. Shipping department will continue deliveries to the Library unless otherwise determined by System Administration.
- 4. Guidelines are subject to change.