



COVID-19 MICRO-CLUSTER WALK UP AND CURBSIDE SERVICE PLAN

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

The State of New York (NYS) has put in place a *Micro-Cluster Strategy* which identifies areas of NYS experiencing a concerning increase in COVID-19 spread. These areas are identified as *Micro-Cluster Focus Zones*: Red Zone, Orange Zone, or Yellow Zone. In addition, the Erie County Department of Health releases a weekly report containing COVID-19 metrics by zip code.

The Elma Public Library (Library) has established a COVID-19 MICRO-CLUSTER PLAN (PLAN) for the continuation of operations for the Library. The PLAN defines the level of library services allowable with a combination of our location in a *Micro-Cluster Focus Zone* and local zip code metrics.

The Library's COVID-19 REOPENING SAFETY PLAN will continue to be enforced.

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

Operations Process:

1. The Library Director will notify the Board of Trustees and staff of any changes in our designation;
2. In-library public service operations will cease and preparation for walk-up and/or curbside operations will begin upon Level II status in an Orange or Yellow Zone;
 - a. Staff may report to the Library, or, as determined by the Library Director, be assigned to work remotely;
 - b. Staff will print and place signage on doors that reads: "This Library has been identified as being in a *High Rate COVID-19 Zone*. Per the Library's *COVID-19 Micro-Cluster Plan* this Library will remain closed until further notice. Walk-up and/or curbside service will begin on [DATE]. Please call 716-652-2719 for information."
 - c. Drop box will remain open;
 - d. Request lists will continue; Items will be pulled and shipped to any library not located in a Red Zone;
 - e. Website and social media will be modified to reflect changes;
 - f. Media will be notified.

Walk-Up/Curbside Procedures:

1. The Library will follow our existing Walk-up/Curbside Procedure implemented in June 2020.