

# GRAND ISLAND MEMORIAL LIBRARY

1715 BEDELL ROAD \* GRAND ISLAND, NEW YORK 14072-1796 \* 773-7124

## BOARD OF TRUSTEES REGULAR MEETING

**THURSDAY, JUNE 4<sup>TH</sup>, 2020 @ 5:00 PM VIA ZOOM CLOUD MEETING**

**LIVE STREAM VIA TOWN OF GRAND ISLAND YOUTUBE PAGE**

### AGENDA

- I. Minutes: May 14<sup>th</sup>, 2020 regular meeting
- II. Correspondence
  - a. WNYLRC health literacy funding
  - b. Wi-fi signal boosting grant
  - c. Polling location information
- III. Reports
  - a. Director
    - i. NYS Grant update
    - ii. Library reopening update: curbside
- IV. New Business
  - a. Safety Plan: discussion and approval
  - b. Reopening Plan: discussion and approval
  - c. Rules of Conduct: discussion of proposed updates and approval

Next Meeting: TBD

# GRAND ISLAND MEMORIAL LIBRARY

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## BOARD OF TRUSTEES SPECIAL MEETING

**THURSDAY, June 4, 2020 @ 5:00 PM ZOOM CLOUD MEETING**

CALL TO ORDER: The meeting was called to order at 5:06 pm by President Crawford

ROLL CALL: Present were:

President Richard Crawford

Secretary Pat Rizzuto

Vice President Jill Banaszak

Treasurer Richard Earne

Trustee Agnes Becker

Library Director Bridgette Heintz

Town Liaison Jennifer Baney

### MINUTES

The minutes of the special meeting held on March 26, 2020 were approved. Motion by Trustee Becker, seconded by Trustee Earne. Motion passed by roll call vote 5-0.

### FINANCIAL REPORT

The financial reports were moved to the next regular meeting.

### CLAIMS AUDIT ABSTRACT REPORT

The Claims Audit Abstract report was moved to the next regular meeting.

### CORRESPONDENCE

The Correspondence Report is attached.

### DIRECTOR'S REPORT

The complete Director's Report is attached.

### NEW BUSINESS

- Safety Plan  
After discussion, the Grand Island Library Safety Plan was approved by a roll call vote, (5-0) Motion made by Trustee Rizzuto, seconded by Trustee Banaszak.

- The Grand Island Memorial Library Reopening Plan  
After discussion, Trustee Rizzuto moved, and Trustee Becker seconded and motion to approve Resolution: 2020-02 Approval of Reopening Plans Motion was approved by a roll call vote. (5-0) The attached resolution was attested by Secretary Rizzuto.
- Rules of Conduct Policy Updated  
The Grand Island Memorial Library Rules of Conduct was amended to include Rule 17: “Due to the COVID-19 pandemic, the wearing of face coverings is required of all visitors, except for those under age 2 and those who cannot medically tolerate masks.” After discussion, Trustee Banaszak moved, and Trustee Becker seconded a motion to update the policy. The motion was passed by a roll call vote of 4-1, with Trustee Earne dissenting.

#### ADJOURNMENT

Trustee Banaszak moved, and Trustee Becker seconded a motion to adjourn the meeting. The meeting was adjourned by a roll call vote of 5-0 at 6:09 pm.

#### NEXT MEETING

The next meeting will be held in July on a date to be determined.

## **Grand Island Memorial Library Board Meeting**

**Via Zoom, live streamed via the Town of Grand Island's You Tube Page**

Special Meeting June 4, 2020 @ 5:00 pm

### **Minutes**

- Special Meeting May 14<sup>th</sup>, 2020

### **Financial Report**

- Moved to next regular meeting

### **Claims Audit**

- Moved to next regular meeting

### **Correspondence**

- 4/9/20: WNYLRC has given us \$600 to use for health literacy initiatives in the library. The money is being received due to librarian Pamela Edholm completing her Consumer Health Information Specialization Certificate through the WNYLRC sponsored Medical Library Association program this year. The funds will be deposited into the private/local account until a determination has been made as to what the funds will be used for.
- 5/26/20: the board of elections will be holding physical polling on June 23<sup>rd</sup>. The library is a set polling location and we will be accommodating. Polling will take place in the vestibule that day. I am told that safety precautions will be taken to ensure that voters, poll workers and you site is safe, things like masks and hand sanitizer will be provided by the Board of Elections and sites will be cleaned after use by the Board of Elections.
- 5/29/20: Maureen Germaine from the BECPL Development & Communications Department informed me they are working on an application to the Federal Institute of Library & Museum Services (IMLS) that is due on June 12. A major component of the grant is the opportunity to boost Wi-Fi coverage outside library buildings in selected areas of Erie County that are known to have limited Wi-Fi coverage. They would like to include the Grand Island Library in the grant request as one of the libraries that would get this enhanced outdoor coverage.

### **Director's Report**

#### **Library improvement projects:**

- NYS Construction Grant and projects update:
  - I have heard from the state regarding the requested extension and am told the NYSL Division of Library Development is working to finish approving all of the requests and will send out an official approval soon. The email stated that, as long as the scope of the project has not changed, the extension should be granted.
  - RFP's for the doors were mailed 6/3/20 to three vendors.
  - Harold and I are almost finished with securing the bid for the security cameras...we are waiting on a few answers to last minute questions.

**Reopening update:**

- Our library entered Stage 1 of the reopening plan on June 1<sup>st</sup> with curbside service. So far, the response has been good. I am currently working on building protocols for entering Stage II as per the reopening plan. At this point, I am considering reopening the library with limited service access on Monday, June 15<sup>th</sup>. HOWEVER, the date is dependent on the NYS guidelines at that time and a consensus with the library board and the Town of Grand Island.
  - Limited services would include: opening the building for browsing, circulation at the desk, and still offering curbside pick-up. DISCUSSION: computer use...
- The following meetings/trainings were attended by Director Heintz in May and June:
  - 5/5/20: 3D Printer meeting with system admin via Zoom
  - 5/8/20: Manager/Director meeting via Zoom
  - 5/13/20: GI Rotary – guest speaker via Zoom
  - 5/14/20: GI library board meeting via Zoom
  - 5/20/20: Budget/reopening meeting with Central Admin, Directors, and Board Presidents via Zoom
  - 5/21/20: Friends of the GIML informational meeting regarding reopening plans via Zoom
  - 5/21/20: Contract Member Library Director meeting via Zoom
  - 5/27/20: Contract Member Library Director meeting via Zoom
  - 5/29/20: Legal Considerations of Reopening Libraries during the COVID-19 Pandemic webinar – ZOOM, sponsored by WNYLRC
- The following meetings/trainings were attended by Youth Services Librarian, Pamela Edholm:
  - 5/20/20: Webinar - How to Create a Trans-Inclusive Workplace (hosted by BECPL/Niche Academy)
  - 5/21/20: Webinar - Psychological First Aid (hosted by SENYLRC/WNYLRC)

Respectfully submitted,

Bridgette Heintz

**Old (Unfinished) Business****New Business**

- Grand Island Library Safety Plan: discussion and approval pending
  - Cleaning Log Procedure and Cleaning Log (received and adapted 6/3/20)
- Grand Island Library Reopening Plan: discussion and approval pending

- Rules of Conduct update: discussion and approval pending



## Grand Island Memorial Library

### GRAND ISLAND MEMORIAL LIBRARY REOPENING PLAN

The Grand Island Memorial Library, a member of the Buffalo & Erie County Public Library System (B&ECPL), has formed a plan and put precautions in place for staff members as well as our community to minimize the risk of infection while strategically scaling operations. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

#### I. NEW YORK STATE REOPENING PLAN

##### A. New York Forward

Governor Andrew Cuomo of the State of New York has developed *New York Forward: a Guide to Reopening New York & Building Back Better* as a plan which focuses on getting people back to work and easing social isolation, without triggering renewed spread of the Coronavirus (COVID-19). He has indicated New York will reopen on a regional basis as each region meets the criteria necessary to protect public health. A *New York Forward* Reopening Advisory Board has been created with representatives from Western New York.

Once the criteria have been met regionally, businesses may be able to open following the strategies as determined by the State of New York as set forth below:

##### 1. **Centers for Disease Control and Prevention (CDC) Guidelines:**

Based on CDC recommendations, regions must experience a 14-day decline in hospitalizations and deaths on a 3-day rolling average. Regions with few COVID-19 cases cannot exceed 15 new total cases or 5 new deaths on a 3-day rolling average. A region must have fewer than 2 new COVID-19 patients admitted per 100,000 residents per day.

##### 2. **Phasing Strategy in Accordance with the Governor of the State of New York (5/4/2020):**

- **Phase One:** Construction, manufacturing and wholesale supply chain, select retail using curbside pickup only;
- **Phase Two:** Professional services, finance and insurance, retail, administrative support, real estate and rental leasing;
- **Phase Three:** Restaurants and food service, hotels and accommodations;
- **Phase Four:** Arts, entertainment and recreation, education.

## **Grand Island Memorial Library**

### 3. “Business Precautions” per New York State as of 5/4/2020:

Each business and industry must have a plan to protect employees and consumers, make the physical work space safer and implement processes that lower risk of infection in the business.

- Adjust workplace hours and shift design as necessary to reduce density in the workplace;
- Enact social distancing protocols;
- Restrict non-essential travel for employees;
- Require all employees and customers to wear masks if in frequent contact with others;
- Implement strict cleaning and sanitation standards;
- Enact a continuous health screening process for individuals to enter the workplace;
- Continue tracing, tracking and reporting of cases; and
- Develop liability processes.

### B. Other Considerations

Western New York, per Governor Andrew Cuomo, may enter Phase I of *New York Forward*, effective **5/19/2020**.

In addition, it must be noted that a multitude of studies have been released in an effort to provide guidance for reopening based on “science-driven data.” On 4/18/2020, the Johns Hopkins Center for Health Security issued a report offering science-based guidance for state officials including governors on how to safely reopen communities. The report offered a risk assessment for various types of businesses and public spaces, with advice on how to best ease out of social distancing without creating a spike in coronavirus cases. The 4/18/2020 report listed libraries as a “low risk” entity for the spread of the coronavirus. This report was amended on 4/20/2020 stating that “libraries that incorporate social activities or community gatherings into their services should refer to the ‘community centers’ category” which subsequently changed the risk factor to moderate.



## II. B&ECPL GUIDELINES FOR REOPENING

### A. Pre-opening Planning

The first priority of the B&ECPL toward reopening is the health and safety of staff and patrons.

#### 1. **ALL libraries within the B&ECPL System will:**

- Follow guidelines as set forth in New York State's *New York Forward* plan;
- Develop Business Reopening Safety Plan;
- Make available (post) for public and staff;
- Follow additional/supplemental guidelines, beyond New York State as set forth by the County of Erie;
- Follow additional/supplemental guidelines, beyond New York State and the County of Erie, as set forth by local municipalities where applicable;
- Develop a plan for staged reopening in accordance with Federal, State, County and local guidelines;
- Following screening and reporting protocols as set forth in the B&ECPL's *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- Follow *Handling Materials During COVID-19* (effective 5/13/2020) as set forth by the B&ECPL System; and
- Follow public computer guidelines set forth by the B&ECPL System.

#### 2. **The B&ECPL System will provide the following to all B&ECPL and Contract Libraries prior to reopening:**

- Hand sanitizer;
- Tissues;
- Disposable gloves for employees;
- Disposable masks for employees;
- Reusable masks for employees;
- Reusable face shields – priority for employees working with the public;
- Cashier-style protective shields for public service desks – up to 4 per library\*;
- Touchless thermometers;
- Health screening questionnaires and privacy notices for employees;
- Social distancing floor signage;



## **Grand Island Memorial Library**

- Social distancing “Enforced Here” signage;
- “Masks required upon entry signage”; and
- Cleaning/sanitizing products in accordance with recommended CDC standards.

\*Consideration for the System to purchase additional panels will be made on a case-by-case basis.

**3. The B&ECPL System recommends a staged approach for returning staff to onsite work and for reopening library operations to the public. Timeframes for each of the STAGES are not noted. Timeframes are dependent upon continued expansion of *New York Forward* and authorization from the County of Erie.**

**Prior to STAGE 1 the System will:**

- Monitor *New York Forward* requirements, seek guidance and authorization from the County of Erie and report results to Contract Library Directors.
- Seek permission from County of Erie to determine if libraries may operate under the auspicious of Phase One of the *New York Forward* plan and provide walk-up and/or curbside services.

## **B. Grand Island Memorial Library Stages of Reopening**

### **1. STAGE I (25%- 50% of staff allowed in building: 4-8)**

Western New York, per Governor Andrew Cuomo, may enter Phase I of *New York Forward*, effective **5/19/2020**. Per the State of New York, a maximum 50% workforce restriction is in place.

Per Erie County Executive Mark Poloncarz, **5/19/2020**, B&ECPL libraries, those that are municipal libraries, may begin to return staff to work in preparation of reopening to the public. Municipal libraries are asked to consider walk-up/curbside pickup. Determination to participate in such service is at the discretion of the local library Board of Trustees. Association libraries are not municipal organizations and, therefore, must wait to open until authorized by the State of New York.

During STAGE I, the Grand Island Memorial Library building will remain closed to the public. Curbside pick-up services will be offered beginning June 1<sup>st</sup>, 2020.

## **Grand Island Memorial Library**

- **STAGE I Building Preparation:**

- Thoroughly clean building with hospital grade disinfectant cleaners – including all surfaces, door handles, restrooms, telephones, copy machines, computers, printers, etc.;
- Develop procedures for continued disinfectant cleaning;
- Confirm supply of cleaning/ disinfecting products, hand sanitizer, tissues, gloves, masks, face shields for employee use;
- Install Plexiglas protection shields at public service desk and in the staff workroom.
- Denote proper social distancing using System-provided floor and other signage denoting social distancing will be enforced in both public and staff areas;
- Remove chairs, rope/block off areas where social gathering typically occurs, arrange seating and computer access to employ social distancing;
- Remove all stuffed animals and any toys/games/puzzles that cannot be cleaned using disinfectant cleaners;
- Ensure adequate office supplies and eliminate sharing items;
- Confirm supply of hand sanitizer and tissues for public and staff areas;
- Review/implement cleaning/ disinfecting protocols; and
- Other as determined required by State, County and local mandates.

- **STAGE I Operational Preparation:**

- Develop *Business Reopening Safety Plan*;
- Determine if the Grand Island Memorial Library can provide walk-up/curbside operations (if yes, see also CURBSIDE SERVICE);
- Review employee schedules:
  - Determine shift design;
  - Determine work location – remain at home/return to library;
- Develop/determine/modify work processes to meet required social distancing guidelines;
- Review/implement health screening processes for employees per *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- Review/implement *Handling Materials During COVID-19 (effective 5/13/2020)*;

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- Open drop box (book drop reopened as of 5/26/20) : As per guidelines recommended by the Northeast Document Conservation (NEDCC) laid out in *Handling Materials During COVID-19* “a 72-hour quarantine of collection items [is] the safest and most effective way to disinfect them after handling by staff and patrons.” Returned items to be quarantined in the meeting room. All returns will be backdated 3 days when discharged;
  - Begin materials ordering;
  - Resume delivery of supplies/materials;
  - Continue virtual/online program offerings;
  - Inform staff of requirements to operate businesses under *New York Forward*;
    - Post and inform staff of ***Business Reopening Safety Plan***
  - Inform staff of schedules, work location, new workflows (if applicable); and
  - Follow all State, County, local COVID-19 guidelines pertaining to employee health and safety.
- **STAGE I Curbside Service:**

Curbside Service will begin on June 1<sup>st</sup>, 2020, the Library must:

    - Secure permission from the Town of Grand Island regarding traffic flow;
    - Inform the System of the intent to provide walk-up and curbside operations;
    - Update their respective portion of the B&ECPL website and SIRSI calendar to denote hours of operation for walk-up and curbside service;
    - Follow guidelines as set forth by B&ECPL regarding processes associated with walk-up and curbside service;
    - Adhere to *Handling Materials During COVID-19* (effective 5/13/2020) as set forth by B&ECPL; and
    - Follow all State, County, local COVID-19 guidelines pertaining to employee health and safety.
2. **STAGE II (50% staff allowed in building: 8)**
- In STAGE II, physical libraries open to the public – for limited services (see Operational Preparation). This stage should occur only when allowable by *New York Forward* and the County of Erie.
- The System will continue to monitor *New York Forward* requirements, seek guidance and authorization from the Erie County Executive and report results to Contract Library Directors.



## Grand Island Memorial Library

In an abundance of caution, during STAGE II, the Grand Island Memorial Library may not immediately reopen to the public for limited services. If approved, the Grand Island Memorial Library will continue to provide curbside service.

However, at the discretion of the Grand Island Memorial Library Board of Trustees and Director, following the entry of Erie County to Phase II of *New York Forward*, the building may be deemed ready to open to the public for modified hours and limited services.

### **STAGE II Building Preparation:**

- See STAGE I

### **STAGE II Operations and Operational Preparation:**

*If the Grand Island Memorial Library opens for modified hours and limited services:*

- See STAGE I;
- Determine hours of operation;
- Open drop box (drop box reopened as of 5/26/20)
- Transactional services begin, i.e. circulating materials;
- Public access computers/laptops open (limited) - social distancing and cleaning after every use required;
- Meeting room use restricted to limitations as set forth by State and County officials;
- No onsite programs scheduled. Virtual offerings only;
- No group gathering
- Review employee schedules;
  - Determine shift design;
  - Determine work location – remain at home/return to library;
  - Develop/determine/modify work processes to meet required social distancing guidelines;
- Review/implement health screening processes for employees per *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- Review/implement *Handling Materials During COVID-19 (effective 5/13/2020)*;

### **Grand Island Memorial Library**

- Review/implement building clean/disinfecting protocols in public areas;
- Begin materials ordering;
- Inform staff of requirements to operate businesses under *New York Forward*;
  - Post and inform staff of ***Business Reopening Safety Plan***; and
- Inform staff of schedules, work location, new workflows (if applicable);

### **3. STAGE III (75% staff allowed in building: 12)**

In STAGE III, the Grand Island Memorial Library building will reopen to the public – library operations will expand beyond curbside and transactional services. Curbside may cease or continue based on the discretion of the Grand Island Memorial Library Board of Trustees and Director. This stage should occur only when allowable by *New York Forward* and the County of Erie.

The Grand Island Memorial Library will enter STAGE III following Western New York moving to PHASE III OF *New York Forward*.

### **STAGE III Building Preparation:**

- See STAGE I

### **STAGE III Operations and Operational Preparation:**

- See STAGE I & STAGE II;
- Hours of operation reinstated to meet New York State Minimum Standards for Public Libraries\*\*;
- Reinstate meeting room use\*\*\*;  
Reinstate onsite programs/programming\*\*\*;
- Reinstate gathering\*\*\*; and
- Reinstate outreach.\*\*\*

\*\*System should be notified if library is unable to meet Minimum Standards for Public Libraries.

### **Grand Island Memorial Library**

\*\*\*Operation may occur at the discretion of the Grand Island Memorial Library Director and Board of Trustees, pursuant to any social distancing and/or gathering restrictions as set forth by New York State and County of Erie.

#### **4. STAGE IV (100% staffing restored within budgetary limits)**

In STAGE IV, the Grand Island Memorial Library building is open to the public – unrestricted library services reinstated.

The Grand Island Memorial Library will enter STAGE IV following Western New York moving to PHASE III of *New York Forward*.

### **III. SCALING DOWN SERVICES OR SECOND CLOSURE SCENARIO**

#### **The Scaling Down or Second Closure Scenario**

- The Grand Island Memorial Library could return to STAGE III, II, or I, or revert to a full-scale closure depending on the recommendations by New York State and County of Erie officials. The B&ECPL, as well as the Director and Trustees of the Grand Island Memorial Library, will monitor the situation, prioritizing the health and safety of employees and patrons.

#### **Scaling Down Preparation:**

- See STAGES I-III
- Grand Island Memorial Library Board of Trustees meet with Director to discuss scaling back services to the appropriate STAGE and take action;
- Inform B&ECPL administration of decision;
- Notify all employees;
- Instruct for building to be thoroughly cleaned and sanitized
- When sanctioned by the State of New York and the County of Erie, the Aurora Town Public Library will begin the phased reopening process again, following guidance from the B&ECPL. See STAGES I-IV.



## NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](https://forward.ny.gov). If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#). Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions.

### COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

### I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☐ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ☐ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.



- ☐ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ☐ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ☐ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

*How you will manage engagement with customers and visitors on these requirements (as applicable)?*

*How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

## II. PLACES

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

*What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

- ☐ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

- ☐ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

**B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☐ Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

*Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

- ☐ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

- ☐ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☐ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☐ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ☐ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

*Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

- ☐ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

*If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

### III. PROCESS

**A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

*What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

*If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

**B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- ☐ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

*In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

#### IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☐ Consult the NY Forward website at [forward.ny.gov](https://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**STAY** HOME.

**STOP** THE SPREAD.

**SAVE** LIVES.

## Rules of Conduct

Grand Island Memorial Library patrons are required to comply with these Rules and Regulations.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others;
2. Disturbing other patrons, staff or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Engaging in discriminatory conduct in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;
7. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
8. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
9. Selling and/or soliciting; petitioning;
10. Distributing or posting materials/literature that have not been approved by the Library;
11. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library or within one hundred (100) feet of any entrances, exits, or outdoor areas of the Grand Island Memorial Library property in accordance with New York State Public Health Law Section 1399-O.
12. Eating or drinking in designated restricted areas;
13. Making unreasonable use of the restrooms including bathing;
14. Sleeping or lying down;
15. Photography or recording on Library premises without Library permission; and,
16. Absence of shirts and/or shoes.
17. Due to the COVID-19 pandemic, the wearing of face coverings is required of all patrons, (except for those under age 2 and those who cannot medically tolerate masks) until the requirement is waived by the NY Governor ([forward.ny.gov](http://forward.ny.gov)) and/or the NYS DOH.

No children under six years of age may be left unattended in any library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

Adopted by the BECPL May 16, 2002.

Amended by the BECPL February 20, 2003, September 28, 2006 and June 14, 2012.

Supersedes Rules of Conduct dated May 15, 1997 and

Policy Governing Unattended Children dated April 21, 1988.

Amended by the BECPL May 21, 2015, October 20, 2016, December 21, 2017, October 18, 2018, and May 16, 2019.

Adopted by the Grand Island Memorial Library Board of Trustees March 8, 2018.

Reapproved with amendments July 25, 2019.

Reapproved with amendments June 4, 2020.

This policy supersedes the rules of conduct stipulations of all previously adopted Grand Island Memorial Library Board resolutions.