



## COVID-19 MICRO-CLUSTER PLAN

### *Continuation of Operations for the Hamburg and Lake Shore Libraries*

NAME of BUSINESS: Hamburg Public Library  
INDUSTRY: Public Library  
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Hamburg, NY 14075  
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OWNER/MANAGER: Hamburg Public Library Board of Trustees  
HUMAN RESOURCES: Judy Fachko, Human Resources Manager

#### 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* is attached as Appendix A and can also be found at:

[www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster\\_Metrics\\_10.21.20\\_FINAL.pdf](http://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster_Metrics_10.21.20_FINAL.pdf)

As a public employer in NYS, the Hamburg Public 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. Applicability

This PLAN is applicable to the Hamburg and Lake Shore Libraries.

## C. HAMBURG PUBLIC LIBRARY PLAN

If an applicable library, as set forth in Section B of this document, falls within a *Micro-Cluster Focus Zone*, the Hamburg Public Library will respond accordingly. For the purposes of implementing this PLAN, the Hamburg and Lake Shore libraries shall be identified as a *Business* under the *Micro-Cluster Type of Activity*

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

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

The Hamburg Public Library shall implement the following:

### Red Zone:

1. Both Libraries located in a Red Zone shall be CLOSED;
  - a. Essential Staff will maintain critical operations or may be assigned to work remotely where possible;
  - b. Material “holds” will be redirected if feasible;
  - c. Due dates for materials checked out at a Library in a designated Red Zone will be extended;
  - d. Drop boxes will remain open since they cannot be physically locked;
  - e. Signage will be placed at entrances;
  - f. Website and social media will be modified to reflect changes;
  - g. Media will be notified.

2. Maintenance staff will report to both Libraries in a designated Red Zone only to conduct essential cleaning and disinfecting and required maintenance;
3. The B&ECPL shipping department will cease deliveries to both Libraries within the Hamburg Public Library located in a designated Red Zone.

Orange Zone:

1. Both Libraries located in an Orange Zone shall continue day-to-day library operations. Hours of operation will remain as they are;
  - a. Building capacity will be limited to a maximum of 25 percent;
    - 1 Hamburg Library – 82 individuals;
    - 2 Lake Shore Library – 30 individuals;
  - b. Drop boxes will remain open;
  - c. Public Access Computers will be limited to one (1) hour;
  - d. Public seating at tables will be removed;
  - e. Tutoring will not be allowed;
  - f. Food and beverages will not be allowed;
  - g. Proper use of mask wearing will be strictly enforced;
  - h. Social distancing of 6 feet will be strictly enforced;
  - i. Website and social media will be modified to reflect changes;
  - j. Media will be notified.
2. Walk-up/curbside service will be available as an option to patrons who are not comfortable entering the building;
  - a. Signage will be placed at entrances;
3. The B&ECPL shipping department will continue deliveries to both Libraries located in an Orange Zone unless otherwise determined by Library Administration.

Yellow Zone:

1. Both Libraries located in a Yellow Zone shall continue day-to-day library operations. Hours of operation will remain as they are;
  - a. Drop boxes will remain open;
2. The B&ECPL shipping department will continue deliveries to a Library located in a Yellow Zone unless otherwise determined by Library Administration.