



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.

On December 10, 2020 NYS Governor Andrew Cuomo announced his office had modified the metrics determining placement into Red, Orange or Yellow Zones. Information regarding the original Strategy is attached as Appendix A and can also be found at:

■ [www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroClusterMetrics 10.2120 FINAL.ndf](http://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroClusterMetrics%2010.2120%20FINAL.ndf)

New metric information is attached as Appendix B and can be found at:

<https://forward.ny.gov/cluster-action-initiative>

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*.

The PLAN has been reviewed and revised by the Hamburg Public Library Board of Trustees on December 17.

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. The Hamburg Library will modify its hours beginning January 4, but will continue to operate at 48 hours weekly. The Lake Shore Library's hours will remain the same;
 - 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;

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2. The B&ECPL shipping department will continue deliveries to a Library located in a Yellow Zone unless otherwise determined by Library Administration.