



## COVID-19 MICRO-CLUSTER PLAN

Continuation of Operations for the Lackawanna Public Library Amended  
12/29/2020

NAME of BUSINESS: Lackawanna Public Library  
INDUSTRY: Public Library  
ADDRESS: 560 Ridge Road Lackawanna, NY 14218  
CONTACT: Jennifer Johnston, Director  
OWNER/MANAGER: Lackawanna Library Board of Trustees  
HUMAN RESOURCES: Judy Fachko, Human Resources Manager

### 1. 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.

As a public employer in NYS, the Lackawanna Public Library recognizes its responsibility to have a COVID-19 MICRO-CLUSTER PLAN (PLAN) to address library operations in areas designated as a *Micro-Cluster Focus 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 can 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)

New metric information can be found at:  
[forward.ny.gov/cluster-action-initiative](http://forward.ny.gov/cluster-action-initiative)

At the request of Erie County Executive Mark Poloncarz, the LACKAWANNA LIBRARY reviewed and modified the LACKAWANNA LIBRARY's PLAN to allow for in-house operations when 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) will be used to define levels of library services by zip code.

The Lackawanna Library's 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 within Zones based on the data associated with the zip code in which the library resides. This metric will be applied to the Lackawanna Library.

This PLAN has been reviewed and approved by the Lackawanna Library Board of Trustees January 5, 2021.

## B. Applicability

This PLAN is applicable to the Lackawanna Library and its operations.

## C. LACKAWANNA LIBRARY PLAN

If the Lackawanna Library, as set forth in Section B of this document, falls within a Micro-Cluster Focus Zone, the Library will respond accordingly. For the purposes of implementing this PLAN, the Lackawanna Public Library shall be identified as a Business under the Micro-Cluster Type of Activity.

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

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

The Lackawanna Library shall implement the following:

### **RED ZONE:**

1. The Lackawanna Library will be closed in a Red Zone.
  - a. Staff will be assigned to work remotely.
  - b. Material "holds" will be redirected.
  - c. Due dates for materials checked out in a designated Red Zone will be extended.
  - d. Drop box will be closed.
  - e. Signage will be placed on doors.
  - f. Website will be modified to reflect changes.
  - g. Media will be notified.
  
2. Maintenance staff will report to the library in a designated Red Zone only to conduct essential cleaning and disinfecting and required maintenance.
  
3. Shipping department will cease deliveries to the Lackawanna Library if located in a designated Red Zone.

## ORANGE ZONE:

Service operations of the Lackawanna Library if in a designated Orange Zone shall be determined weekly utilizing the following factors:

1. LEVEL I Operations - Shall be initiated at a library located within a zip code where the 7-day equalized of new daily cases per 100,000 is less than or equal to (<) 70. Guidelines for services are set forth below.
2. LEVEL II Operations - Shall be initiated at a library located within a zip code where the 7-day equalized of new daily cases per 100,000 is greater than (>) 70. Guidelines for services are set forth below.

The 7-day equalized rate shall be determined by the ECDOH and distributed to the LACKAWANNA LIBRARY. Following receipt, the Lackawanna Library shall determine operations (Level I or Level II) for the subsequent 7 days.

In a designated Orange Zone, the Lackawanna Library will follow operating guidelines as set forth in Level I below.

### LEVEL 1 Operating Guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
  - a. Patrons will be asked to limit visits to two hours.
    - i. Signage will be placed throughout the building.
  - b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
    - i. A patron will not be allowed entry into the Lackawanna Library or allowed to remain in the library if they do not comply with facial covering regulations.
  - c. No assembly or gathering permitted.
    - i. Meeting rooms will be closed.
    - ii. Families using the library may sit together.
    - iii. 1:1 Tutoring is permitted.

- d. 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.
- e. No food or beverages may be consumed in public areas.
  - i. Staff will be limited to food/beverages at their personal workstations and the break room.
- f. Drop box will remain open.

2. Walk-up/curbside services will continue.

3. Hours of operation may be modified, if deemed necessary. If hours are modified:

- a. Signage will be placed on doors.
- b. Website will be modified to reflect changes.
- c. Media will be notified.

4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.

5. Guidelines are subject to change.

LEVEL II Operating Guidelines:

1. In-house operations shall cease.

2. Walk-up and or curbside service will continue or be initiated.

- a. Staff may report to the library, or may be assigned to work remotely.
- b. Walk-up and or curbside services will be initiated if the Lackawanna Library Board of Trustees determines it is feasible, as per the Lackawanna Library's COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN.
- c. Drop box will remain open.
- d. Signage will be placed on doors.
- e. Website will be modified to reflect changes.
- f. Media will be notified.

3. Hours of operation may be modified if deemed necessary.
4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
5. Guidelines are subject to change.

### **YELLOW ZONE:**

Service operations of the Lackawanna Library in a designated Yellow Zone shall be determined weekly utilizing the following factors:

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

The 7-day equalized rate shall be determined by the ECDOH and distributed to the LACKAWANNA LIBRARY. Following receipt, the Lackawanna Library shall determine operations (Level I or Level II) for the subsequent 7 days.

In a designated Yellow Zone, the Lackawanna Library will follow operating guidelines as set forth in Level I 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 Lackawanna Library or allowed to remain in the library if they do not comply with facial covering regulations.
  - b. 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.
- c. Drop box will remain open.

2. Hours of operation may be modified as deemed necessary. If hours are modified:

- a. Signage will be placed on doors.
- b. Website will be modified to reflect changes.
- c. Media will be notified.

3. Shipping department will continue deliveries to a library located in a Yellow Zone unless otherwise determined by Library Administration.

4. Guidelines are subject to change

LEVEL II Operating Guidelines:

1. In-house operations shall cease.

2. Walk-up and or curbside service will continue or be initiated.

- a. Staff may report to the library, or may be assigned to work remotely.
- b. Walk-up and or curbside services will be initiated if the Lackawanna Library Board of Trustees determines it is feasible, as per the Lackawanna Library's COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN.
- c. Drop box will remain open.
- d. Signage will be placed on doors.
- e. Website will be modified to reflect changes.
- f. Media will be notified.

3. Hours of operation may be modified if deemed necessary.

4. Shipping department will continue deliveries to a library located in a Yellow Zone unless otherwise determined by Library Administration.

5. Guidelines are subject to change.