



## COVID-19 MICRO-CLUSTER PLAN

*Continuation of Operations for the Lancaster Public Library,  
a member of the Buffalo & Erie County Public Library (B&ECPL) System*

NAME of BUSINESS: Lancaster Public Library  
INDUSTRY: Public Library  
ADDRESS: 5466 Broadway  
Lancaster, NY 14086  
CONTACT: Kara Stock, Director  
OWNER/MANAGER: Lancaster 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 Lancaster 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*.

B. Applicability

This PLAN is applicable to the Lancaster Public Library.

C. Lancaster Public Library PLAN

If the Lancaster Public Library falls within a *Micro-Cluster Focus Zone*, the library will respond accordingly. For the purposes of implementing this PLAN, the Lancaster Public Library shall be identified as a *Business* under the *Micro-Cluster Type of Activity* (see Appendix A - Section 3 Implement Cluster Zone Focus Area).

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

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

The Lancaster Public Library shall implement the following:

Red Zone:

1. If the Lancaster Public Library is located in a Red Zone, it shall be closed;
  - a. Staff will be assigned to work remotely;
  - b. Material “holds” will be redirected;
  - c. Due dates for materials checked out at the Lancaster Library in a designated Red Zone will be extended;
  - d. Drop box will remain open;
  - e. Signage will be placed on doors;
  - f. Website will be modified to reflect changes;
  - g. Media will be notified.
2. The Caretaker will report to the Library only to conduct essential cleaning and disinfecting and required maintenance;
3. Shipping department will cease deliveries to any Library in the B&ECPL System located in a designated Red Zone.

Orange Zone:

1. If the Lancaster Public Library is located in an Orange Zone, it shall cease in-house operations and initiate walk-up and/or curbside service (if feasible);

- 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 Lancaster Public Library Director determines it is feasible, as per the Lancaster Public 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.
2. Shipping department will continue deliveries to a Library located in an Orange Zone unless otherwise determined by B&ECPL Administration.

Yellow Zone:

1. If the Lancaster Public Library is located in a Yellow Zone, it shall continue day-to-day library operations. Hours of operation may be modified as deemed necessary. If hours are modified;
  - a. Drop box will remain open;
  - b. Signage will be placed on doors;
  - c. Website will be modified to reflect changes;
  - d. Media will be notified.
2. Shipping department will continue deliveries to a Library located in a Yellow Zone unless otherwise determined by B&ECPL Administration.