



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.

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*.

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:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster_Metrics_10.21.20_FINAL.pdf.

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

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

At the request of Erie County Executive Mark Poloncarz, the Lancaster Public Library reviewed and modified the 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) by zip code will be used to define levels of library services.

The Lancaster Public 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 Lancaster Public Library.

B. Applicability

This PLAN is applicable to the Lancaster Public Library.

C. Lancaster Public Library PLAN

If the library, as set forth in Section B of this document, falls within a *Micro-Cluster Focus Zone*, the Lancaster Public 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*.

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.
4. System Services may operate under the auspices of “essential services” per Empire State Development Guidelines.

ORANGE ZONE:

Service operations of the Lancaster Public Library when in a designated Orange Zone shall be determined weekly utilizing the following factors:

1. LEVEL I Operations - Shall be initiated at the Lancaster Public Library should the 7-day equalized average of new daily cases in zip code 14086 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 the Lancaster Public Library should the 7-day equalized average of new daily cases in zip code 14086 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 Lancaster Public Library. Following receipt, the Lancaster Public Library shall determine operations (Level I or Level II) for the subsequent 7 days.

LEVEL I Operating Guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
 - a. Library will operate at 25% capacity.
 - b. Patrons will be asked to limit visits to 2 hours.
 - i. Computer time may be limited and sign up may be initiated.
 - ii. Signage will be placed throughout buildings.
 - b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
 - i. A patron will not be allowed entry to the library or allowed to remain in the library if they do not comply with facial covering regulations.
 - c. No assembly/gathering permitted.
 - i. Meeting room closed.
 - ii. Families using the library may sit together.
 - iii. 1:1 tutoring is permitted, but sign up may be initiated.
 - 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. Vending machines will be cordoned off/shut off.
 - ii. Staff will be limited to food/beverages at their personal offices and in the staff lounge.
 - f. Drop box will remain open.
2. Walk-up/curbside services may continue or be initiated.
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.

- b. Walk-up and/or curbside service 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.
- 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 B&ECPL Administration.
- 5. Guidelines are subject to change.

YELLOW ZONE:

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

- 1. LEVEL I Operations - Shall be initiated at the Lancaster Public Library should the 7-day equalized average of new daily cases in zip code 14086 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 the Lancaster Public Library should the 7-day equalized average of new daily cases in zip code 14086 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 Lancaster Public Library. Following receipt, the Lancaster Public Library shall determine operations (Level I or Level II) for the subsequent 7 days.

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 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. No food or beverages may be consumed in public areas.
 - i. Vending machines will be cordoned off/shut off.
 - ii. Staff will be limited to food/beverages at their personal offices and in the staff lounge.
 - d. Drop box will remain open.
- 2. Walk-up/curbside services may continue or be initiated.
- 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 Yellow Zone unless otherwise determined by B&ECPL 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.
 - b. Walk-up and/or curbside service 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.
- 3. Hours of operation may be modified if deemed necessary.
- 4. Shipping department will continue deliveries to a Library located in an Yellow Zone unless otherwise determined by B&ECPL Administration.
- 5. Guidelines are subject to change.

Revised December 19, 2020

Effective: January 5, 2021