



COVID-19 MICRO-CLUSTER PLAN

Continuation of Operations for the Marilla Free Library

NAME of BUSINESS: Marilla Free Library
INDUSTRY: Association Library
ADDRESS: 11637 Bullis Road
Marilla, NY 14102
CONTACT: Shannon Thompson, Library Manager
OWNER/MANAGER: Marilla Free 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 may be found at:

https://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 Marilla Free 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 Marilla Free Library.

C. PLAN

If the Marilla Free Library falls within a *Micro-Cluster Focus Zone*, the Library will respond accordingly. For the purposes of implementing this PLAN, Marilla Free 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 Marilla Free Library COVID-19 REOPENING SAFETY PLAN shall continue to be enforced under all *Micro-Cluster Focus Zone* levels.

The Marilla Free Library will cooperate with Buffalo & Erie County Public Library (B&ECPL), New York State, Erie County and local government officials.

The Marilla Free Library shall implement the following:

Red Zone:

1. If the Marilla Free Library is located in a Red Zone the Library shall be closed;
 - a. Essential staff will maintain critical operations or may be assigned to work remotely;
 - b. Material "holds" may be redirected;
 - c. Due dates for materials checked out at a Library 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. Community will be informed.
2. Maintenance staff will report the Library in a designated Red Zone 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 Marilla Free Library is located in an Orange Zone the Library 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 it is determined to be feasible as per Marilla Free 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. Community will be informed.

Shipping department will continue deliveries to a Library located in an Orange Zone unless otherwise determined by B&ECPL Library Administration.

- 2. Shipping department will continue deliveries to a Library located in an Orange Zone unless otherwise determined by B&ECPL Library Administration.

Yellow Zone:

- 1. If the Marilla Free Library is located in a Yellow Zone the Library 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 informed.
- 2. Shipping department will continue deliveries to a Library located in a Yellow Zone unless otherwise determined by B&ECPL Library Administration.