



## COVID-19 MICRO-CLUSTER PLAN

### *Continuation of Operations for the Newstead Public Library*

NAME of BUSINESS: Newstead Public Library - Buffalo & Erie County Public Library (B&ECPL)  
INDUSTRY: Public Library  
ADDRESS: 33 Main St  
Akron, NY 14203  
CONTACT: Kristine Sutton, Director  
OWNER/MANAGER: Newstead 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 Newstead Public Library, member of the Buffalo & Erie County Public Library System (B&ECPL) 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:

[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 is attached as Appendix B and can be found at [forward.ny.gov/cluster-action-initiative](http://forward.ny.gov/cluster-action-initiative).

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 service.

The Newstead Public Library's Micro-Cluster 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 library's service area zip code 14001.

This Plan has been reviewed and approved by the Newstead Public Library Board of Trustees on January 13, 2020

B. Applicability

This PLAN is applicable to the Newstead Public Library.

C. Newstead Public Library PLAN

If the 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, Newstead Public Library shall be identified as a *Business* under the *Micro-Cluster Type of Activity*

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

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

The Newstead Public Library shall implement the following:

## RED ZONE:

1. The Newstead Public Library shall be closed;
  - a. Staff will maintain critical operations, staff may be assigned to work remotely as determined by the Director;
  - b. Material “holds” pick up dates will be extended;
  - c. Due dates for materials checked out at a Newstead Public Library in a designated Red Zone will be extended;
  - d. Drop box will remain open and emptied as necessary by essential staff following proper Handling Materials During Covid-19 Procedures
  - 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 only to conduct essential cleaning and disinfecting and required maintenance;
3. Shipping department will cease deliveries to Newstead Public Library while in a designated Red Zone;

## ORANGE & YELLOW ZONE:

In house service at the Newstead Public Library in a designated Orange or Yellow Zone shall be determined on a continuous basis. Efforts will be made to maintain services to the public at the highest level, while protecting the safety of patrons and staff. The 7 day equalized rate shall be determined by the ECDOH and distributed to the B&ECPL and Newstead Public Library on a weekly basis. The Newstead Public Library will then determine library operations (Level I or level II) based on the observed trends from the metrics on a weekly, bi-weekly or monthly basis.

*The Newstead Public Library recognizes that its chartered service area population is smaller, leading to the appearance of large fluctuations in the 7-day equalized rate of Covid-19 cases while the actual number of cases per week may not vary significantly. Due to this limitation, the 7-day equalized rate will be utilized to inform the Newstead Public Library of trends in the community that could lead to a change in operations and service levels.*

1. LEVEL I Operations – When the 7-day equalized average of new daily cases per 100,000 is trending less than or equal to ( $\leq$ ) 70, the library shall operate under guidelines for services set forth below.

2. LEVEL II Operations – When the 7-day equalized average of new daily cases per 100,00 is trending greater than (>) 70, the library shall operate under the guidelines set forth below.

### **LEVEL 1 Operating Guidelines:**

1. Library operations and in-house services shall continue under the following restrictions:
  - a. Facial Coverings (fully covering nose and mouth) must be worn at all times.
    - i. A patron will not be allowed entry to the Newstead Public Library or be 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 assembly/gatherings permitted
    - i. 1:1 tutoring and therapy is permitted
    - ii. Families using the library may sit together
  - d. No food or beverages may be consumed in public areas
    - i. Staff will be limited to food/beverage at their personal work area or kitchen
  - e. Drop box will remain open
2. Walk-up and curbside service will continue
3. Hours of operation and services may be modified if deemed necessary.  
If hours or services are modified:
  - a. Signage will be placed on doors
  - b. Website will be modified to reflect changes
  - c. Media will be notified
4. Guidelines are subject to change.

### **LEVEL II Operating Guidelines:**

1. In house library operations cease.
2. Walk up and curbside service will continue
  - a. Staff may report to library or may, as determined by the Library Director, be assigned to work remotely.
  - b. Library services will be offered as per the 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. Guidelines are subject to change