



## 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.

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 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*.

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* (see Appendix A - Section 3 Implement Cluster Zone Focus Area).

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. Essential 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 Library in a designated Red Zone will be extended;
  - d. Signage will be placed on doors;
  - e. Website will be modified to reflect changes;
  - f. 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 any Library in the B&ECPL System located in a designated Red Zone;

Orange Zone:

1. The Newstead Public Library shall continue limited day-to-day library operations keeping within the Orange Zone parameters. A population of students from Akron Central rely on the library WiFi to participate in remote learning. Hours of operation and services may be modified as

deemed necessary. Library will initiate walk-up and/or curbside service, in-house library service may be modified or stopped at any time;

- a. Walk-up and/or curbside services will be initiated and encouraged as per the Newstead Public Library's COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN;
  - b. Computer time may be limited
  - c. Computer and WiFi sign up may be initiated
  - d. Drop box will remain open;
  - e. Signage will be placed on doors;
  - f. Website will be modified to reflect any changes;
  - g. Media will be notified.
2. Shipping department will continue deliveries to a Library located in an Orange Zone unless otherwise determined by Library Administration;

Yellow Zone:

1. The Newstead Public 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 notified.
2. Shipping department will continue deliveries to a Library located in a Yellow Zone unless otherwise determined by Library Administration;