



ORCHARD PARK PUBLIC LIBRARY

S-4570 S. Buffalo Street

Orchard Park, New York 14127-2989

Phone: (716) 662-9851 FAX: (716) 667-3098 email: opk@buffalolib.org

COVID-19 MICRO-CLUSTER PLAN

Continuation of Operations for the Orchard Park Public Library

NAME of BUSINESS: Orchard Park Public Library
INDUSTRY: Public Library
ADDRESS: 4570 S. Buffalo Street
Orchard Park, New York 14127
Contact: Margaret Errington, Director
OWNER/MANAGER: Orchard Park Public Library Board of Trustees
HUMAN RESOURCES: Judy Fachko, Human Resources Manager, B&ECPL

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:

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 Orchard Park Public Library recognizes its responsibility to have a COVID-19 MICRO-CLUSTER PLAN (PLAN) to address library operations in areas designated as a *MicroCluster Focus Zone*.

B. Applicability

This PLAN is applicable to the Orchard Park Public Library.

C. Orchard Park Public Library PLAN

If the Orchard Park Public Library falls within a *Micro-Cluster Focus Zone*, the Orchard Park Public Library will respond accordingly. For the purposes of implementing this PLAN, Orchard Park Public Library shall be identified as a Business under the *Micro-Cluster Type of Activity*.

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

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

The Orchard Park Public Library shall implement the following:

Red Zone:

1. The Orchard Park Public Library shall be closed if it is located in a Red Zone;
 - 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. The Orchard Park Public Library shall cease in-house operations and initiate walk-up or curbside service (if feasible) if it is located in an Orange Zone;
 - 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 Orchard Park 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. Community will be informed.
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. The Orchard Park Public Library shall continue day-to-day library operations if it is located in a Yellow Zone. 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. Community 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.

11/6/2020