



ORCHARD PARK PUBLIC LIBRARY

S-4570 S. Buffalo Street
Orchard Park, New York 14127-2989

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.
4. Guidelines are subject to change.

ORANGE ZONE:

Service operations of the Orchard Park Public Library in a designated Orange Zone shall be determined weekly by utilizing the following factors:

1. LEVEL I Operations - Shall be initiated at the Orchard Park Public Library should the 7-day equalized average of new daily cases in zip code 14127 per 100,000 is (< or =) 70.

2. LEVEL II Operations - Shall be initiated at the Orchard Park Public Library should the 7-day equalized average of new daily cases in zip code 14127 per 100,000 is (>) 70.

The 7-day equalized rate shall be determined by the ECDOH and distributed by the B&ECPL to the Orchard Park Public Library. Following receipt, the Orchard Park Public Library shall determine the level of operations (Level I or Level II) for the subsequent 7 days.

In a designated Orange Zone, the Orchard Park Public Library will follow operating guidelines as set forth in Level I below:

Level I operating guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
 - a. Library will operate at 25% public capacity.
 - b. Patrons will be asked to limit visits to 1 hour.
 - i. Public computer use will be limited to 1 hour sessions.
 - ii. Signage will be placed throughout the building
 - c. Facial coverings (fully covering nose and mouth) must be worn at all times.
 - i. A patron will not be permitted to remain in the library if they do not comply with facial covering regulations.
 - d. No assembly/gathering permitted.
 - i. Meeting room is closed.
 - ii. Families using the library may sit together.
 - e. Social distancing will be strictly enforced at all times.
 - f. No food or beverages may be consumed in public areas.
2. Walk-up /curbside services may be continued.
3. Hours of operation may be modified, if deemed necessary. Should hours be modified:
 - a. Signage will be placed on doors.
 - b. Website will be modified to reflect changes.
 - c. Community will be informed.
4. Shipping Department will continue deliveries to a library located in an Orange Zone unless otherwise determined by B&ECPL Administration.

Level II operating guidelines:

1. Orchard Park Public Library shall cease in-house operations.
2. Walk-up /curbside services may be continued (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 *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.
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 Orchard Park Public Library in a designated Yellow Zone shall be determined weekly by utilizing the following factors:

1. LEVEL I Operations - Shall be initiated at the Orchard Park Public Library should the 7-day equalized average of new daily cases in zip code 14127 per 100,000 is (\leq or $=$) 70.
2. LEVEL II Operations - Shall be initiated at the Orchard Park Public Library should the 7-day equalized average of new daily cases in zip code 14127 per 100,000 is ($>$) 70.

The 7-day equalized rate shall be determined by the ECDOH and distributed by the B&ECPL to the Orchard Park Public Library. Following receipt, the Orchard Park Public Library shall determine the level of operations (Level I or Level II) for the subsequent 7 days.

In a designated Yellow Zone, the Orchard Park Public Library will follow operating guidelines as set forth in Level I below:

Level I 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 permitted to remain in the library if they do not comply with facial covering regulations.
 - b. Social distancing will be strictly enforced at all times.
 - c. No food or beverages may be consumed in public areas.
 - d. Drop box will remain open.
2. Walk-up / curbside services may be continued.
3. Hours of operation may be modified, if deemed necessary. Should hours be modified:
 - a. Signage will be placed on doors.
 - b. Website will be modified to reflect changes.
 - c. Community will be informed.
4. Shipping Department will continue deliveries to a library located in a Yellow Zone unless otherwise determined by B&ECPL Administration.
5. Guidelines are subject to change.

LEVEL II operating guidelines:

1. Orchard Park Public Library shall cease in-house operations.
2. Walk-up / curbside services may be continued (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 *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.
3. Hours of operation may be modified if deemed necessary.
4. Shipping Department will continue deliveries to a library located in a Yellow Zone unless otherwise determined by B&ECPL Administration.
5. Guidelines are subject to change.

Effective: January 5, 2021

Revised 12/22/2020