



## COVID-19 MICRO-CLUSTER PLAN

### *Continuation of Operations for the City of Tonawanda Public Library*

NAME of BUSINESS: City of Tonawanda Public Library  
INDUSTRY: Public Library  
ADDRESS: 333 Main St.  
Tonawanda, NY 14150  
CONTACT: John Gaff, Library Director I  
OWNER/MANAGER: City of Tonawanda Public 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* can be found at:  
<https://forward.ny.gov/cluster-action-initiative>

As a public employer in NYS, the City of Tonawanda Public 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 City of Tonawanda Public Library only. A separate plan for Buffalo Erie County Public Library System operations is in effect.

#### C. CITY OF TONAWANDA PUBLIC LIBRARY PLAN

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

The CITY OF TONAWANDA PUBLIC LIBRARY COVID-19 REOPENING SAFETY PLAN shall continue to be enforced under all *Micro-Cluster Focus Zone* levels.

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

The City of Tonawanda Public Library shall implement the following:

##### Red Zone:

1. A Library located in a Red Zone shall be closed;
  - a. Staff may, as determined by Library Director, be assigned to work remotely;
  - b. Material “holds” will be redirected when possible and practicable;
  - c. Due dates for materials checked out 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. Media will be notified.
2. Maintenance staff will report to the City of Tonawanda Public Library only to conduct essential cleaning and disinfecting and required maintenance;
3. Shipping department will cease deliveries to City of Tonawanda Public Library;

##### Orange Zone:

Service operations of the City of Tonawanda Public Library in a designated Orange Zone shall be determined weekly using the following metrics:

- 1) LEVEL 1 Operations – Shall be initiated at the library when the zip code in which it is located has a 7-day equalized average of new daily cases per 100,000 that is less than or equal to 70. Guidelines for service are set forth below.
- 2) LEVEL II Operations – Shall be initiated at the library when the zip code in which it is located has a 7-day equalized average of new daily cases per 100,000 that is greater than 70. Guidelines for service are set forth below.

The 7-day equalized rate shall be determined by the Erie County Department of Health and distributed to the B&ECPL, who will then share the data with the City of Tonawanda Public Library. Following receipt, the City of Tonawanda Public Library shall determine operations, Level 1 or Level II, for the subsequent 7 days.

In a designated Orange Zone, the City of Tonawanda Public Library will follow operating guidelines as set forth in Level I below.

LEVEL I Operating Guidelines:

1. The City of Tonawanda Public Library shall provide hybrid services. These services will include opening to the public, as well as walk-up and curbside service (if feasible). Hours for hybrid services will be determined by the Library Director in conjunction with the Board of Trustees and may be limited. Guidelines are subject to change;
  - a. Staff may report to the Library or may, as determined by Library Director, be assigned to work remotely;
  - b. Walk-up and/or curbside services will be initiated if Library Director determines it is feasible, as per the CITY OF TONAWANDA PUBLIC LIBRARY'S COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN; Service hours will be set by the Library Director
  - c. The Library may open to the public. Any open hours are subject to limitations in use, including but not limited to, computer time limits, reduced seating, and the banning of food and/or drink consumption in public areas; Additional limitations may be put in place as deemed appropriate for public safety by the Library Director
  - d. Social distancing will be strictly enforced in all areas – public and staff.
    - i. Staff is authorized to limit service if social distancing is not maintained.
  - e. Drop box will remain open;
  - f. Signage to reflect changes in service will be placed on doors;

- g. Website will be modified to reflect changes;
  - h. Media will be notified.
2. Shipping department will continue deliveries to the City of Tonawanda Public Library when located in an Orange Zone unless otherwise determined by System Library Administration and/or Library Director;

In a designated Orange Zone, the City of Tonawanda Public Library will follow operating guidelines as set forth in Level II below.

LEVEL II Operating Guidelines:

1. The City of Tonawanda Public 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, as determined by Library Director, be assigned to work remotely;
  - b. Walk-up and/or curbside services will be initiated if Library Director determines it is feasible, as per the CITY OF TONAWANDA PUBLIC LIBRARY'S COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN;
  - c. Hours may be modified as deemed necessary;
  - d. Drop box will remain open;
  - e. Signage will be placed on doors;
  - f. Website will be modified to reflect changes;
  - g. Media will be notified.
2. Shipping department will continue deliveries to the City of Tonawanda Public Library when located in an Orange Zone unless otherwise determined by System Library Administration and/or Library Director;

Yellow Zone:

Service operations of the City of Tonawanda Public Library in a designated Yellow Zone shall be determined weekly using the following metrics:

- 1) LEVEL 1 Operations – Shall be initiated at the library when the zip code in which it is located has a 7-day equalized average of new daily cases per 100,000 that is less than or equal to 70. Guidelines for service are set forth below.
- 2) LEVEL II Operations – Shall be initiated at the library when the zip code in which it is located has a 7-day equalized average of new daily cases per 100,000 that is greater than 70. Guidelines for service are set forth below.

The 7-day equalized rate shall be determined by the Erie County Department of Health and distributed to the B&ECPL, who will then share the data with

the City of Tonawanda Public Library. Following receipt, the City of Tonawanda Public Library shall determine operations, Level 1 or Level II, for the subsequent 7 days.

In a designated Yellow Zone, the City of Tonawanda Public Library will follow operating guidelines as set forth in Level I below.

**Level I Operating Guidelines:**

1. The City of Tonawanda Public Library, when located in a Yellow Zone, 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 the City of Tonawanda Public Library when located in a Yellow Zone unless otherwise determined by System Library Administration or Library Director.

**Level II Operating Guidelines:**

1. The City of Tonawanda Public 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, as determined by Library Director, be assigned to work remotely;
  - b. Walk-up and/or curbside services will be initiated if Library Director determines it is feasible, as per the CITY OF TONAWANDA PUBLIC LIBRARY'S COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN;
  - c. Hours may be modified as deemed necessary;
  - 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.
2. Shipping department will continue deliveries to the City of Tonawanda Public Library when located in an Orange Zone unless otherwise determined by System Library Administration and/or Library Director;

*Adopted by the City of Tonawanda Public Library Board of Trustees at a public meeting on November 9<sup>th</sup>, 2020.*

*Updated on December 29<sup>th</sup>, 2020.*