



**DRAFT WEST SENECA PUBLIC LIBRARY
COVID-19 MICRO-CLUSTER PLAN**

Continuation of Operations for the West Seneca Public Library (Amended 12/28/2020)

NAME of BUSINESS: West Seneca Public Library
INDUSTRY: Public Library
ADDRESS: 1300 Union Road
West Seneca, NY 14224
CONTACT: Robert Alessi, Director
OWNER/MANAGER: West Seneca 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.

As a public employer in NYS, the West Seneca 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*.

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

New metric information is attached as Appendix B and can be found at forward.ny.gov/cluster-action-initiative.

At the request of Erie County Executive Mark Poloncarz, the B&ECPL reviewed and modified the B&ECPL's PLAN to allow for in-house operations for libraries located in a designated Orange Zone. The West Seneca Public Library subsequently reviewed and modified the West Seneca Public Library's PLAN to allow for in-house operations for the library in a designated Orange Zone. 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 library services.

The West Seneca Public Library's 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 zip code in which the library resides. This metric will be applied to the West Seneca Public Library.

This PLAN has been reviewed and approved by the West Seneca Public Library Board of Trustees.

B. Applicability

This PLAN is applicable to the West Seneca Public Library.

C. WEST SENECA PUBLIC LIBRARY PLAN

If the West Seneca Public 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, the library shall be identified as a *Business* under the *Micro-Cluster Type of Activity*.

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

The West Seneca Public Library will cooperate with New York State, Erie County, local government officials and the Buffalo & Erie County Public Library system.

The West Seneca Public Library shall implement the following:

RED ZONE:

1. A library located in a Red Zone shall be closed.
 - a. Staff will be assigned to work remotely as practicable.
 - b. Material “holds” will be redirected.
 - c. Due dates for materials checked out at a library in a designated Red Zone will be extended.
 - d. Drop box will remain open initially, but may be closed at the discretion of the Director.
 - 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 a 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:

Service operations of the West Seneca Public Library in a designated Orange Zone shall be determined weekly utilizing the following factors:

1. LEVEL I Operations - Shall be initiated at a library located within a zip code where the 7-day equalized average of new daily cases per 100,000 is less than or equal to (\leq) 70. Guidelines for services are set forth below.
2. LEVEL II Operations - Shall be initiated at a library located within a zip code where the 7-day equalized average of new daily cases per 100,000 is greater than ($>$) 70. Guidelines for services are set forth below.

The 7-day equalized rate shall be determined by the ECDOH and distributed to the B&ECPL, and subsequently to the West Seneca Public Library. Following

receipt, the West Seneca Public Library shall determine operations (Level I or Level II) for the subsequent 7 days.

In a designated Orange Zone, the West Seneca Public Library will follow operating guidelines as set forth in Level I or II below.

LEVEL I Operating Guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
 - a. Patrons will be asked to limit visits to 2 hours.
 - i. Signage will be placed throughout buildings.
 - b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
 - i. A patron will not be allowed entry to the West Seneca Public Library or allowed to remain in the library if they do not comply with facial covering regulations.
 - c. No assembly/gathering permitted.
 - i. Meeting rooms closed.
 - ii. Families using the library may sit together.
 - iii. 1:1 tutoring is permitted.
 - d. 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.
 - e. No food or beverages may be consumed in public areas.
 - i. Staff will be limited to food/beverages in their office or staff lounge only.
 - f. Drop box will remain open.
2. Walk-up/curbside services may continue or be initiated.
3. Hours of operation may be modified, if deemed necessary. If hours are modified:
 - a. Signage will be placed on doors.
 - b. Website will be modified to reflect changes.
 - c. Media will be notified.
4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
5. Guidelines are subject to change.

LEVEL II Operating Guidelines:

1. In-house operations shall cease.
2. Walk-up and/or curbside service will continue or be initiated.

- a. Staff may report to the library, or may, as determined by the 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 WEST SENECA PUBLIC LIBRARY 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. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.
 5. Guidelines are subject to change.

YELLOW ZONE:

Service operations of the West Seneca Public Library in a designated Yellow Zone shall be determined weekly utilizing the following factors:

1. LEVEL I Operations – Shall be initiated at a library located within a zip code where the 7-day equalized of new daily cases per 100,000 is less than or equal to (\leq) 70. Guidelines for services are set forth below.
2. LEVEL II Operations – Shall be initiated at a library located within a zip code where the 7-day equalized of new daily cases per 100,000 is greater than ($>$) 70. Guidelines for services are set forth below.

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

In a designated Yellow Zone, the West Seneca Public Library will follow operating guidelines as set forth in Level I or II below.

LEVEL I Operating Guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
 - a. Facial coverings (fully covering the nose and mouth) must be worn at all times.

- i. A patron will not be allowed entry to the West Seneca Public Library or 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. Drop box will remain open.
 - d. No food or beverages may be consumed in public areas.
 - i. Staff will be limited to food/beverages in their office or staff lounge only.
2. Hours of operation may be modified as deemed necessary. If hours are modified:
 - a. Signage will be placed on doors.
 - b. Website will be modified to reflect changes.
 - c. Media will be notified.
 3. Shipping department will continue deliveries to a library located in a Yellow Zone unless otherwise determined by Library Administration.
 4. Guidelines are subject to change.

LEVEL II Operating Guidelines:

1. In-house operations shall cease.
2. Walk-up and/or curbside service will continue or be initiated.
 - a. Staff may report to the library, or may, as determined by the 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 WEST SENECA PUBLIC LIBRARY 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. Shipping department will continue deliveries to a library located in a Yellow Zone unless otherwise determined by Library Administration.
5. Guidelines are subject to change.