

This PLAN follows the New York Forward Safety Plan Template and is applicable to The Middleburgh Library.

NAME of BUSINESS: The Middleburgh Library
INDUSTRY: Libraries
ADDRESS: 323 Main Street, Middleburgh, New York 12122
CONTACT: Teresa Pavoldi, Director
OWNER/MANAGER: The Middleburgh Library Board of Trustees

I. PEOPLE

A. Physical Distancing – The Middleburgh Library will ensure 6 feet (6') distance between personnel and patrons, unless safety or core function of the work activities requires a shorter distance. Facial coverings will be worn at all times if personnel are less than 6' apart:

- a. All staff will be provided reusable facial coverings;
 - i. All staff will wear facial coverings when in public areas;
 1. Staff will be provided with Centers for Disease Control and Prevention Guidelines (CDC) Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diycloth-face-coverings.html>;
 - ii. All staff will wear facial coverings in staff room/offices when less than 6' of separation is available;
 - iii. All patrons over the age of 2 entering and remaining in the building will be required to wear facial coverings;
 - iv. Signage will be placed at library entrance and throughout the building requiring facial coverings for all persons over the age of 2 to be worn at all times;
- b. Social distancing signage will be placed throughout the library;
 - i. Floors will be marked with 6' increment markers in areas such as the circulation desk and at the copier; one-way traffic flow will be denoted where practicable;
 - ii. Seating will be spaced so as to encourage social distancing - seating will be removed;
 - iii. Computers will be spaced so as to encourage social distancing – at the computer table, some computers will be made “unavailable for use;”
 - iv. Patrons will not be allowed to socially gather;
 - v. Industry specific physical social distancing:
 1. Programs will not be scheduled until such time as social gatherings are permitted under New York Forward;

2. Meeting rooms will not be made available for public use until such time as social gatherings are permitted under New York Forward;
- c. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings;
 - i. If occupied by more than one person, the occupancy will be kept under 50% of maximum capacity;
- d. Floors will be marked with 6' increment markers in areas such as circulation desk
Teleconferencing or videoconferencing will be used for meetings;
 - i. If in-person meetings must be held, they will be held in open, well ventilated spaces with appropriate social distancing among participants;
- f. Pick-up and deliveries:
 - i. Common situations that may not allow for 6' of distance:
 1. Receipt of goods/materials:
 - a. Facial coverings and gloves will be worn when receiving vendor deliveries, USPS, FedEx, United Parcel Service and working with library materials;
 - b. Facial coverings and gloves will be worn when receiving/sorting library materials;
 - c. Hand washing protocols will be in place with notices posted;
- g. WALK-UP and CURBSIDE SERVICE - Customer (patron) engagement:
 1. Facial coverings and gloves will be worn by staff at all times when providing walk-up and curbside pickup;
 - a. WALK-UP and CURBSIDE SERVICE protocols will be followed.

II. PLACES

A. Protective Equipment – Staff will be provided reusable facial coverings:

- a. The Middleburgh Library has, in stock as of 6/8/2020, 18 reusable facial coverings from Schoharie County Emergency Services and one face shield for each employee. These reusable facial coverings will be distributed to staff;
 - i. The Middleburgh Library can contact Schoharie County Emergency Management for an additional supply;
- b. The Middleburgh Library has 50 disposable facial coverings in-stock as of 6/8/2020;
 - i. The Middleburgh Library can contact Schoharie County Emergency Management for an additional supply;

- b. The Middleburgh Library has 10 reusable face shields in-stock as of 6/16/2020;
- d. Reusable facial coverings must be stored properly between use, cleaned/washed regularly and replaced when damaged;
 - i. Staff will be provided with CDC guidelines regarding cleaning/washing face masks <https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/diy-cloth-face-coverings.html>;
 - ii. Staff will be provided with an individual sealable plastic bag for storing their reusable mask;
 - 1. Staff will be instructed to label the bag with their name;
 - iii. Staff will be instructed to inform the Director if/when their reusable mask, or shield needs replacing;
 - iv. Staff will be provided with a disposable mask if a reusable mask is not available or if the staff member does not have their reusable mask at the start of their shift;
- e. Sharing of objects – Staff will be provided a zip lock bag with pens, pencils, scissors, tape etc. that are solely for their use.
 - i. Staff will be instructed to not share such items as pens, pencils, utensils, etc. whenever practicable;
 - 1. If shared items are handled, staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines <https://www.cdc.gov/handwashing/pdf/washyour-hands-fact-sheet-508.pdf>;
 - ii. Staff will be instructed to frequently wash hands while in the workplace;
 - 1. CDC recommended hand washing guidelines will be posted in all staff restrooms and where sinks are located;
 - iii. Staff will be trained on these protocols.

B. Hygiene and Cleaning – The Middleburgh Library will adhere to hygiene and sanitation requirements from the CDC
https://www.cdc.gov/coronavirus/2019ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf and Department of Health (DOH)

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf and maintain cleaning logs on site that document date, time and scope of cleaning:

- b. Staff and patrons will have access to:
 - i. soap, water, paper towels;
 - ii. hand sanitizer containing 60% or more alcohol;
- c. Cleaning – regular cleaning/disinfecting will occur daily in the following areas:

- i. High transit areas;
 - ii. Restrooms
 - iii. Common areas including but not limited to tables and chairs;
- d. Cleaning – cleaning/disinfecting will occur after every use of the following, where practicable, in shared staff and public areas and will be the responsibility of all staff members:
- i. Staff desks;
 - ii. Circulation desks;
 - iv. Public access computers – including keyboards and surface areas of computer desks;
 - v. Staff computers – including keyboards and surface areas of computer desks;
 - vi. Staff telephones;
- e. The Middleburgh Library will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the Environmental Protection Agency (EPA);
- f. Staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

C. Communication – The Middleburgh Library will:

- a. Post signage throughout the Library to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of personal protective equipment (PPE) and cleaning and disinfecting protocols. Signage will include but is not limited to:
- i. CDC recommended hand washing guidelines <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>
 - ii. CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-clothface-coverings.html>
 - iii. CDC How to Remove Gloves <https://www.scribd.com/document/455417646/CDC-Poster-How-to-RemoveGloves>;
 - iv. Social Distancing is in Effect at this Library
 - vi. Wearing a Mask is Required in this Library;
 - vii. “Stand Here” floor markings;
 - viii. Other signage as required;
- c. Communication plan for employees, visitors and customers with a consistent means to provide updated information:
- i. Employees –

1. Information will be distributed to staff during initial return to work and subsequently through email;
 - b. Signage will be posted in staff workrooms, restrooms, etc.
- ii. Visitors – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, contractors, and other non-library patron visitors;
 1. Pertinent information pertaining to social distancing, required facial covering, hand washing, etc. will be posted at entrances associated with visitors.
 - a. Information will be updated as new information is disseminated;
- d. Visitor Logs – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, consultants, and other non-library patron visitors;
 - i. All visitors will report to: the circulation desk.
 - ii. Visitor logs will be kept by the Director
- e. If a Middleburgh Library employee identifies as having tested positive for COVID-19, the Director will:
 - i. Notify the New York State Health Department;
 - ii. Notify the Schoharie County Department of Health;
 - iii. Cooperate with contact tracing efforts including:
 1. Notification of potential contacts such as workers or visitors who had close contact with the individual;
 2. All information will be kept confidential pursuant to state and federal laws and regulations.

III. PROCESS

A. Screening – The Middleburgh Library will:

- a. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees work day that includes:
 - i. Temperature check;
 1. The Temperature will be taken at home prior to arrival to work;
 2. Temperature will be noted as either: a) below 100.4 OR b) above 100.4;
 - ii. Completion of The Middleburgh Library Pre-entry Questionnaire – COVID-19 Assessment;
 - iii. Temperature logs and questionnaires shall be reviewed daily by the Director;
 1. All information will be kept confidential and secure pursuant to state and federal laws and regulations;

B. Contact tracing and disinfection of contaminated areas – The Middleburgh Library will:

- a. Disinfect any/all areas determined/identified to have been used by a staff member who has been identified as testing positive for COVID-19;
 - i. The Middleburgh Library will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the EPA;

- b. The Director will confidentially interview the staff member identified as testing positive for COVID-19 seeking the following:
 - i. Work place location;
 - ii. Where the staff member traveled in the work location;
 - iii. With whom the staff member came in contact;
 - iv. All information will be kept confidential pursuant to state and federal laws and regulations;

- c. The Director will work with the Schoharie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.

IV. Other

- A. Materials Handling – The Middleburgh Library should draft a policy and procedure for the handling of library materials.

Staying up to date on industry-specific guidance

To ensure that we stay up to date on the guidance that is being issued by the State, we will:

Consult the NY Forward website at <https://forward.ny.gov> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance. We will also consult the NYLA updates for industry specific guidance at <https://www.nyla.org/corona-virus-response/?menukey=nyla>

Need to do:

- Contact the insurance carrier for gaps in our coverage
- Create emergency/pandemic policy- update code of conduct