

NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

Note: Blue text is template wording from the state and boldface black is our response to the template. Red text is highlighted for staff consideration.

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

COVID-19 Reopening Safety Plan

Name of Business: **Wayland Free Library**

Industry: **Education**

Address: **101 W. Naples Street, Wayland, NY 14572**

Contact Information: **Jennifer Farr, Director / 585-747-8221(mobile) farrj@stls.org**

Owner/Manager of Business: **Wayland Free Library Board of Directors - Association Library**

Human Resources Representative and Contact Information, if applicable: **N/A**

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

PHASE 1 - CURBSIDE

- All employees will sign **EMPLOYEE SAFETY MEASURES FORM** (*appendix A*)
- Only one employee at service desk, one employee in stacks/manning door, one employee in staff room, Director in office

PHASE 2 - OPENING WITH PHYSICAL DISTANCING

- We will use tape to create distancing guidelines and limit patron numbers to *no more than 5 patrons at a time*.
 - All employees and patrons will be required to wear face masks and gloves when handling incoming books, supplies, or DVDs.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep

occupancy under 50% of maximum capacity

PHASE 1 - CURBSIDE

- Only one employee at service desk, one employee in stacks/manning door, one employee in staff room, Director in office
- Good signage for Patrons
- Book drop will be opened during work hours. No books will be taken at the door.
- Advertising in Pennysaver, on radio, signage at front door, and electric signage

PHASE 2 - OPENING WITH PHYSICAL DISTANCING

- We will use tape to create distancing guidelines and limit patron numbers to no more than 5 patrons at a time.
 - All employees and patrons will be required to wear face masks.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

PHASE 1 - CURBSIDE

- Only one employee at service desk, one employee in stacks/manning door, one employee in staff room, Director in office
- Patron procedure (NO patrons will be allowed in the building):
 - Patron will call to reserve books via phone or preferably, use STARCat to reserve books online
 - Patrons will call front desk when they arrive to pick up books
 - Possibility of adding door bell at front door?
 - Patron must be prepared to show library card or ID through glass at front door
 - Patron will step back to marked area (6 feet) as employee puts books on table outside door
 - Patrons returning books **MUST** use the outside backdrop
 - Employee will disinfect glass window, table, and any areas handled by patron when patron leaves

PHASE 2 - OPENING WITH PHYSICAL DISTANCING

- Outside sidewalks will be outlined and spaced out using chalk lines. Only 5 customers in the building at one time
- Electric Sign will indicate opening date, need for mask to enter building, limited number of patrons, call-in reservations recommended, book drop hours
- Signage is important
 - At the front door we will post a sign with rule that a mask is required to go in the library and indicating that the bathroom and computers will closed until further notice.
 - Sign showing abbreviated hours of operation (initially) I am proposing the following hours:
 - Monday-Thursday: 11:00-6:00 (staff 9:30-7 - regular shifts)
 - Friday: 11-4 (staff 9:30-5 - regular shifts)
 - Saturday: closed until September or later date
 - A sign for the book drop
 - Other sign needs?

- Social distancing markers will also be taped on carpeting in library... perhaps in the form of footsteps?
 - All chairs and tables will be moved to Community Room and community room will be closed to public (unless we decide to encourage back door exit) with platform step).
 - One table and chair will be available next to the front desk for elder patrons who may need to rest before leaving.
 - Plexiglass or plastic divider in place at front desk...do we also want a divider on the table next to the front desk so Shelley can answer questions about devices via appt.?
 - Self Check out scanner will be placed on side of circulation desk so customers can scan their own cards and materials (clerk will oversee each transaction, handling the computer on the other side of the divider and instructing customer to scan) –
- **Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.**
 - We will not offer programming until it is safe to do so....probably no program planning until the first of the year (provided there are no more outbreaks).
 - Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible

PHASE 1 - CURBSIDE

- **ONLY** make drop box available during open hours.
- Patrons can only use the outdoor book drop return items.
- Packages will only be accepted in mailbox or at staff door.
- Book pick ups will be by appointment or patrons can ring door. **Staff....front door or staff door?**
- Employee will check ID through window and put books outside the door once the patron steps away from the door.
- All books/DVDs quarantined for 48 hours to a week...I have read different accounts of how long the virus lives on paper and plastic...I personally favor one week.
- STLS will not be providing interlibrary loan for several weeks, maybe months. When that exchange takes place all bags will be held at least 48 hours before we process those materials.

PHASE 2 - OPENING WITH PHYSICAL DISTANCING

- **ONLY** make drop box available during open hours. All books/DVDs quarantined for 48 hours to a week...I have read different accounts of how long the virus lives on paper and plastic...I personally favor one week.
- All patrons must wear facial covering in order to enter and will have the option of returning materials using the drop slot at the front desk. Quarantine procedure for all materials returned.
- STLS will not be providing interlibrary loan for several weeks, maybe months. When that exchange takes place all bags will be held at least 48 hours before we process those materials.

List common situations that may not allow for 6 ft. of distance between individuals. *What measures will you implement to ensure the safety of your employees in such situations?*

PHASE 1 - CURBSIDE

- Employees will only put materials on table outside door once patrons have stepped back at least 6 feet from the door and table.

PHASE 2 - OPENING WITH PHYSICAL DISTANCING

- A plexiglass barrier at the front desk.
- Entrance to and from the building. Should we supervise exiting the side door....that step is a tall one. Is it safe? **Could we man the side door and make that the entry point and the front door the exit? I am hoping the board will approve the building of a step/platform for that door.**
- Do we want an arrow system for users to go through the library?
- Staff area is quite tight. Employees will need to be aware and respectful of distancing, as will individuals working on processing...only one person at each computer/station in staff area.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

PHASE 1 and PHASE 2

- Education prior to opening
 - Signage - both hard copy on door and inside, as well as electric sign
 - Greeter at the doors weeks 1 and 2 (at least)
 - Radio announcements
 - Website announcements
 - Facebook announcements
- Good signage

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

PHASE 1 and PHASE 2

- only one person at a staff computer
- only one person at the front desk
- only one person in the conference room
- only one person in Director office

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. *What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

PHASE 1 and PHASE 2

- STLS is providing 2 weeks worth of supplies
 - The following items have been ordered by the Director for our library
 - disposable gloves
 - 2 automatic sanitizer dispensers that can be tabletop or wall mount
 - 50 disposable three layer masks (general use face masks...not medical grade)
 - 2 gallons hand sanitizer liquid form
 - Facial shields
 - Ann Marie is making 1 cotton mask for each employee
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. *What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

PHASE 1 and PHASE 2

- If employee elects NOT to wear facial shield he/she should sign a statement that they do not wish to use the facial shield
 - ALL employees MUST wear provided disposable mask and will be encouraged to cover that mask with provided cloth mask. N95 grade facial masks will be provided if feasible
 - ALL employees MUST wear gloves when working with the public and when handling returned materials
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. *List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

PHASE 1 and PHASE 2

- Doors, light switches, counters will be sanitized at the end of each shift
- Returned Books and DVDs will drop directly into plastic bags or bins and be quarantined 48 hours minimum to a week.
- Wipes or Clorox solution/paper towels will be provided at each work station
- All employees who use the restroom MUST wipe down toilet/urinal, sink, doors after use. Patrons will not have access to bathrooms until final phase of reopening.
- All waste baskets must be emptied and disposed of in boiler room garbage can at the end of each day.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. *Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

PHASE 1 and PHASE 2

- Upon re-opening each employee will sign a statement indicating he/she has read our expectations for returning to work safely. Those statements will be stored in his/her personnel folder.
 - At the end of each shift each employee will sign off on provided log (see *attachment*).
 - Each staff member will add notes/comments/time/date to log at the end of his/her shift.
 - The log will be kept with the staff communication notebook in the staff room
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible. *Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

PHASE 1 and PHASE 2

- Each sink in the library will be equipped with hand washing soap and paper towels
 - Sanitizer will be available for patrons in the lobby and at the front desk
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed. *What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?*

PHASE 1 and PHASE 2

- Any computers, surfaces, scanners, countertops will be wiped down with disinfectant at the end of each shift or at least by the end of each day.
- Books and DVD materials will be disinfected using the guidelines established by STLS (Southern Tier Library System).

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

PHASE 1 and PHASE 2

- Signage - both hard copy on door and inside, as well as electric sign
- Greeter at the doors weeks 1 and 2 (at least)
- Radio announcements
- Website announcements
- Facebook announcements

- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so. *Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

PHASE 1 and PHASE 2

- **Every employee working at the front desk or entrance will maintain a list of patron names on provided log regardless of PPE compliance AND all delivery personnel including UPS and other deliveries. These records will be stored behind the service desk and shredded after 3 weeks.**
- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. **THIS IS MANDATED.** *If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

PHASE 1 and PHASE 2

- **Director will contact state (Call the Hotline: [1-888-364-3065](tel:1-888-364-3065)) and local health departments (1-888-364-3065 or 1-800-836-4444)**
- **If Director is not available, Board President will contact State and local health departments**
- **Each employee should notify Director if she/he believes she/he has Covid and is being tested. Director will close library until test results are returned negative (in the event that the employee has been in the library working prior to a week of notification).**

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented. *What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

PHASE 1 and PHASE 2

- **Employee screening will take place via an online form every time employee reports to work he/she should complete questionnaire prior to entering staff room. The form will be online....that way we would have a record that could be accessed from home or work. Director will oversee completed forms and**

maintain a spreadsheet copy for future reference. Form can be viewed using this link: <https://forms.gle/PcnSAatxNDSq71Fv9>

- Employee temperature will be recorded at the start of each shift

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

PHASE 1 and PHASE 2

- Person carrying out screening will wear mask, shield, and gloves and use a clipboard. PPE will be provided by library to all staff members who will be responsible for storing them off premises (in car, maybe).

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case. *In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

PHASE 1 and PHASE 2

- We will close for 2 weeks or use the guidelines provided by the Steuben Health Department. It would take that long for virus to dissipate and then, we should still disinfect.
- Please refer to Employee Covid Quarantine Procedure Document *Appendix B*
- We have cleaning/disinfecting supplies on hand: Clorox, hand sanitizer, soap, etc.

- *In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

PHASE 1 and PHASE 2

- Via sign on door
- Local radio
- Can STLS provide transaction information from previous dates so we can directly contact patrons who borrowed materials on that a date?
- We should have customer names on our logs

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance. Staying up to date on industry-specific guidance:

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

Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

ADDITIONAL DIRECTOR RECOMMENDATIONS SPECIFIC TO OUR LIBRARY**CIRCULATION****PHASE 1 and PHASE 2**

- Fine forgiveness until further notice
- Limited Summer Program - forms online
- Material circulation limits:
 - 10 items per patron card (5 DVDs is our current limit, 50 books is our current limit)
 - No circulation for kits until further notice

IN HOUSE SERVICES**PHASE 1 - CURBSIDE**

- No computer use
- No Faxing
- No public bathroom

PHASE 2 - OPENING WITH PHYSICAL DISTANCING

- Limited computer use - only if we have computers/Chrome devices that are up to date - 6 foot spacing will probably only accommodate 4 computers or devices
- Limited Faxing. No email faxing.
- No public bathroom
- No programming
- No onsite meetings
- All furniture removed and stored in Community room to discourage patron lingering and to open up space for patron distancing
- Swift closure of library if a customer refuses to wear a mask...I believe if we are firm (but kind and helpful) from the onset, we will have fewer issues as time goes by

*Appendix A***EMPLOYEE SAFETY MEASURES FORM**

As an employee of the Wayland Free Library, I,
(*employee name*) _____, agree to abide by the following safety measures required by the Director and Library Board as outlined by New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection. These safety measures have been enacted to prevent the spread of Covid-19 on June 3, 2020 and will be required until further notice.

Please initial your agreement where indicated.

Prior to entering building (online form link: <https://forms.gle/PcnSAatxNDSq71Fv9>)

_____ I agree to report any temperature reading over 100.4 prior to entering the building and will answer the following questions prior to the start of each work shift (these questions will be available in an online form that can be accessed using your phone or other online device of your your choosing):

In the last 24 hours have you experienced any of the following symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

_____ I agree that I will not come into work if I exhibit any of the symptoms indicated above and that I will not come to work if I am waiting for Covid test results.

_____ I agree the I will immediately notify the Director if I have received a positive Covid test result and will stay home until I have a note from the Dr. or health department indicating it is safe to return to work.

Once in the building

_____ I agree to wear required mask(s) as provided by library during any time I am in the building. I will also be responsible for maintaining my assigned mask(s) when I am off premises.

_____ I agree to wear gloves when handling patron handled library materials (books, DVDs, paperwork)

_____ I agree to disinfect all surfaces I have come into contact with at the end of my shift and will be mindful of sanitation throughout my shift (especially as related to using the bathroom).

_____ I agree to share any safety concerns I may observe or encounter while on the job privately with the Director to assure additional safety procedures can be put into place in an expedient manner.

_____ I agree to initial and complete the end of shift/end of day cleaning schedule provided in the staff notebook (or online) as required by the Director and Board (in order to be compliant with New York State requirements for reopening during the Covid-19 pandemic).

_____ I do not wish to wear a shield and will accept responsibility for any repercussions that may occur as a result of my decision.

Failure to comply with expectations outlined on this form could result in temporary or permanent dismissal from your job.

Please sign below in the indicated space and feel free to use space below for additional comments/concerns. You will receive a copy of this form in your library mailbox and the original will be filed in your personnel file.

I agree that I have read and understand this **Employee Safety Measures Form**.

I agree that I have received and read the **Employee Covid Quarantine Procedures** document. Please do not lose your copy of that document.

Signature: _____ Date: _____

Comments/Concerns:

*Appendix B***EMPLOYEE COVID QUARANTINE RIGHTS AND PROCEDURES**

Information provided on this form conforms with the information found at the NY State Paid Leave for Covid-19 site. (<https://paidfamilyleave.ny.gov/COVID19>)

“In response to the outbreak of novel coronavirus (COVID-19) in New York State, Governor Andrew M. Cuomo has guaranteed workers job protection and financial compensation in the event they are subject to a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order due to COVID-19. See [Guidance For Obtaining An Order For Mandatory Or Precautionary Quarantine](#).

Most employees will get financial compensation by using a combination of benefits, which may include new employer-provided paid sick leave (depending on the size of the employer - as I read the regulations I feel that is **5 days sick pay** - <https://paidfamilyleave.ny.gov/if-you-are-quarantined-yourself>), Paid Family Leave and disability benefits. These benefits are not available to employees who are able to work through remote access or other means.”

***Based on information available online, the Wayland Free Library, I do not believe the library is required to provide new paid sick days (more than 5 sick days per year, per employee). I am suggesting instead that we revise our Quarantine policy reflect that employees will be paid 60% of their salary following any closure due to state mandate or Covid exposure from a patron or fellow employee, provided employee works remotely during time of quarantine.

You will have job protection for the duration of the quarantine.

Note to Board Members: At this time our library does not pay unemployment insurance and the Director is the only person who has participated in the Family Leave Insurance plan. Our current quarantine policy states that we will pay 100% of employee salary. Do we want to revise the policy to state that the library will pay 60% after using 2-5 (current policy is 2 paid sick days) instead of 100% of employee salaries if we close again due to State Mandate or Covid Exposure following our June 15th, reopening for staff?

*Appendix B - continued***Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility**

The following information was obtained from the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Additional procedures for cleaning of facility can be accessed at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> .

QUESTIONS/COMMENTS FOR THE BOARD REGARDING THIS PLAN

1. Could we install/repair a doorbell at each door of the building? It would be helpful, especially for curbside and reduced services implementation phases.
2. I am finding it difficult to find/purchase the following...any suggestions?...
 - Clorox or Lysol wipes
 - N-95 masks
 - disinfectant spray
3. We have a small advertising budget. Do we want to put an ad or ads in the Pennysaver indicating when we will be opening at various stages and what the distancing protocol will be (basically, facial covering required, 6 feet distancing).
4. Who do we hire to put the plexiglass barrier in place at the front desk? Kevin....do you have the supplies in stock?
5. Should we build a platform/step for the back entrance....the step into and out of the building is not standard?
6. Should we consider purchasing a UV Sterilizer for masks, portable phone, cell phones, pencils, pens, etc.? Cost for one I feel would work best is approx. \$249.
7. Should we consider hiring a professional cleaner if we close because of a COVID-9 instance?
8. Do we want to offer a simplified summer program?
9. Do we want to offer a simplified summer reading program?
 - One grand prize for each age group — ideas for prizes?
 - online submission for sign up and tallying of minutes read
 - Link to sample sign up: <https://forms.gle/TW59vEE74PD3yLvQ6>
 - Link to sample record minutes read throughout the summer: <https://forms.gle/j8xP4pE976dXx6Jg9>
10. Do we want to incur cost of online programming? Many summer programs/entertainers are making Zoom opportunities available, but they are still costly and how well attended would they be?