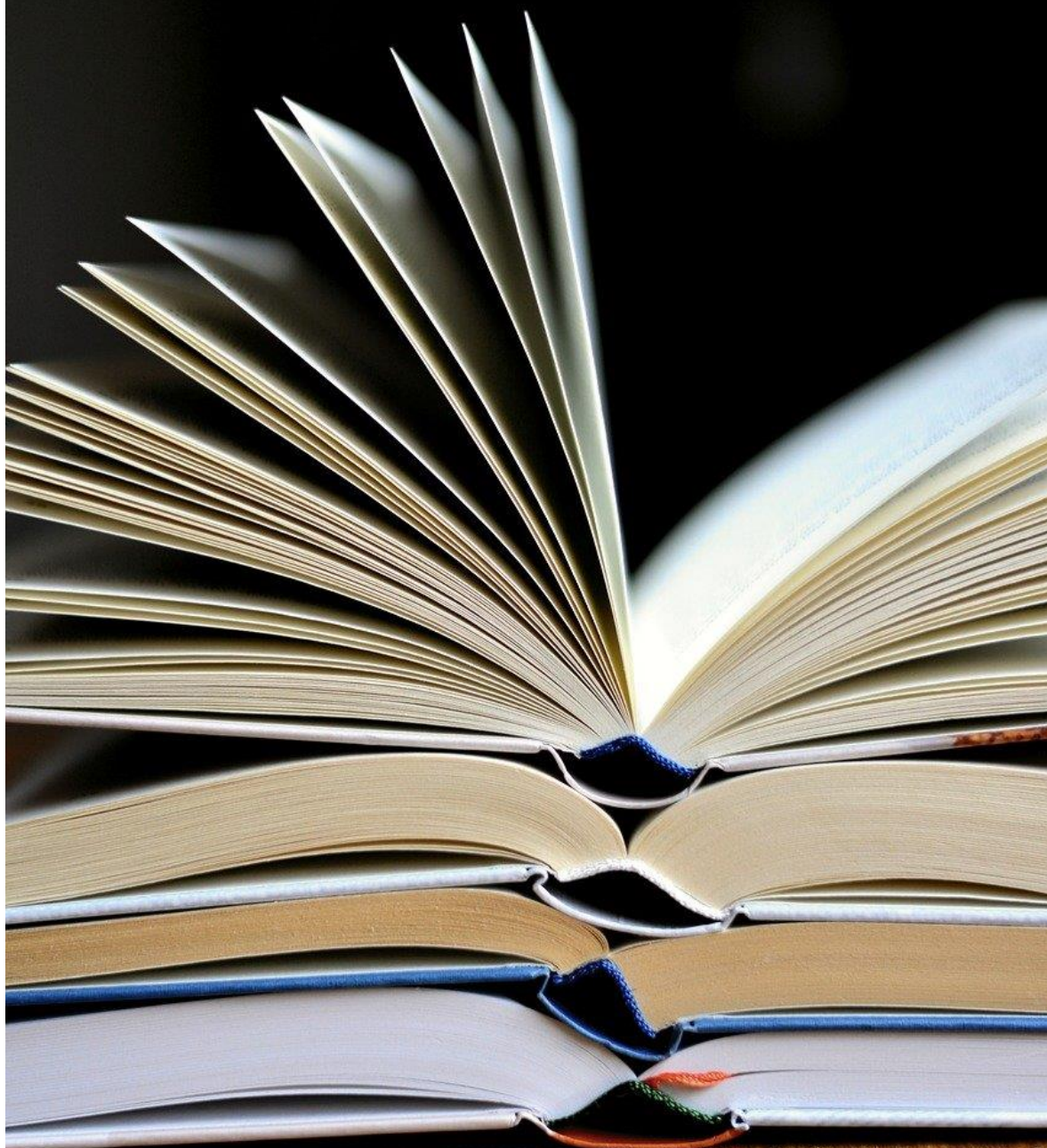


The Community Library  
Cobleskill, NY



Reopening Safety Plan

July 21, 2020

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This plan is designed to provide guidance to staff, trustees and patrons on a safe and deliberate approach in the reopening of the building and resuming in-person Library service. As New York State begins to ease restrictions in Phases, this plan provides safety guidance to reopening of library services according to the best available information provided by Mohawk Valley Library System, CDC, OSHA, County and State Health Departments to prioritize the health and safety of staff, patrons and the building while focusing on our mission of service to our community. At the Direction of Empire State Development, this document is specifically informed by requirements of the New York State Department of Health and guidance for Essential & Phase II in-store retail and Offices guidelines because no such guidance exists that is specific to libraries.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. The Community Library Reopening Safety Committee will check Occupational Safety and Health Administration (OSHA) <https://www.osha.gov/SLTC/covid-19/> and Center for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html> websites regularly for updates about recommended PPE. The Community Library Reopening Safety Committee will also 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 New York Library Association (NYLA) updates for industry specific guidance at <https://www.nyla.org/corona-virus-response/?menukey=nyla> and The REALM project <https://www.webjunction.org/explore-topics/COVID-19-research-project.html> to update this plan as necessary.

#### OSHA definitions of risk categories

Very high exposure risk: Very high exposure risk jobs are those with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include: healthcare and morgue workers performing aerosol generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

High exposure risk: High exposure risk jobs are those with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: healthcare delivery, healthcare support, medical transport and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

Medium exposure risk: Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing

community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Low exposure risk (caution): Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

As of June 11, 2020, the Library has determined that its employees fall into two risk categories: Low Exposure Risk (not required to be within 6 feet of others to perform job duties) and Medium Exposure Risk (required to come within 6 feet of others to perform job duties), based on OSHA definitions. This assessment will be reviewed and updated as circumstances change.

## **I. PEOPLE**

A. Physical Distancing – The Community 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 workrooms/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 and fax; one-way traffic flow will be denoted where practicable;
  - ii. Seating will be spaced so as to encourage social distancing - seating will be removed to ensure proper social distancing;
  - iii. Computers will be spaced so as to encourage social distancing – at the public computer table, the middle computer will be made “unavailable for use;” and one computer will be removed from each of the children’s computer table.
  - 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 and the Library's capability to expand service;
2. Meeting rooms will not be made available for public use until such time as social gatherings are permitted under New York Forward and the Library's capability to expand service;
3. Public computers – will not be made available for public use until such time as the Library is capable to expand service.

c. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings;

- i. Elevator is reserved only for those who cannot use the stairs. When using the elevator, only one person may be in the elevator at a time.
- ii. Restrooms will be limited to one person at a time; supplies will be provided to staff to clean up after themselves. (e.g., wipe down handles etc.)
- iii. If confined space is occupied by more than one person, the occupancy will be kept under 50% of maximum capacity;
- iv. Employee break room (History Room) will be at 50% capacity; staff will be encouraged to bring food from home that does not require onsite preparation, storage, or using shared utensils or appliances.

d. Floors will be marked with 6' increment markers in areas such as circulation desk; and workrooms where practicable;

e. 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 and face coverings among participants;

f. Staff Workstations

- i. If six feet separation between workstations cannot be met, employees will be provided with alternative measures to mitigate exposure, such as:
  1. Physical barriers may also be installed where practical
  2. Ability to work an alternate schedule
- ii. Acrylic barriers will be installed at all staff workstations and service points.

g. Material, Supplies, Delivery and Mail:

- i. Incoming Materials:
  1. Receipt of goods/materials:



- a. Returned Library materials will be quarantined for 96 hours. All items will be placed in bins and stored in the Annex. Facial coverings and gloves should be worn when receiving/sorting returned library materials
- b. Materials received in delivery will have been through quarantine and ready to check-in and shelve. Facial coverings and gloves may be worn when receiving/sorting library materials;
- c. When finished emptying or filling bins, gloves should be discarded and staff should wash hands with soap and water.

ii. Supplies, Mail and Shipments

1. The World Health Organization advises it is safe to receive packages from areas where COVID19 has been reported, advising that: “The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.” The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should deactivate the virus.
2. Staff should wash hands with soap and water after opening shipped materials.

h. Contactless Curbside Service & Vestibule Grab & Go - Customer (patron) transactions:

i. Contactless Curbside Service – staff will deliver items to customer (patron) vehicles in a no contact exchange.

1. Facial coverings and gloves will be worn by staff at all times when providing curbside pickup;
2. Staff will wash hands before and after providing this service.
3. Customers (patrons) are to remain in their vehicle until staff have left the area.
4. Staff will not collect returns.

ii. Vestibule Grab & Go – Customer (patron) transaction and returns (NOTE: Dependent on availability of the front entrance.)

1. Staff will leave Customer (patron) items on a table in the vestibule.
2. Customer (patron) must wear face coverings and must maintain social distance when picking up items.
3. Customer (patron) will not touch another Customer’s (patrons) bag. Doing so will delay pickup of that bag.

4. Customer (patron) may return items to the appropriate boxes in the vestibule.
5. Customer (patron) will have no contact with staff and will not attempt to enter the building.

## II. PLACES

A. Protective Equipment – Staff will be provided reusable facial coverings, shields, and safety glasses:

- a. The Community Library has, in stock as of 6/4/2020, 20 reusable facial coverings from Schoharie County Emergency Services. These reusable facial coverings will be distributed to staff;
  - i. The Community Library can contact Schoharie County Emergency Management for an additional supply; (518-295-2276)
- b. The Community Library has 50 disposable facial coverings in-stock as of 6/4/2020;
  - i. The Community Library can contact Schoharie County Emergency Management for an additional supply;
- c. The Community Library has 6 safety glasses in-stock as of 6/4/2020 for distribution to staff;
- d. The Community Library has 6 reusable face shields in-stock as of 6/25/2020 for staff;
  - i. The Community Library can contact Harva Plastics for an additional supply. Contact Amber McGiver at 518.295.8101
- e. 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 plastic back with their name;
  - iii. Staff will be instructed to inform the Director or Safety Officer if/when their reusable mask, safety glasses or shields 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;
  - v. Patrons will not be permitted to enter the Library or receive Library-provided service without an acceptable face covering.

- vi. Vendors, delivery people or contractors will be required to wear a mask when entering the Library building. The Library will not provide PPE.
- f. Gloves – Based on CDC findings, the Library will encourage staff to wear gloves when receiving materials and/or disinfecting Library spaces. However, handwashing will be required. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>
- g. Sharing of objects
  - 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. The Library will close, remove or deactivate non-essential amenities and communal areas which promote gathering or are high-touch (e.g. water fountain)
  - iii. Staff will be instructed to frequently wash hands while in the workplace;
    - 1. CDC recommended hand washing guidelines will be posted in all restrooms and where sinks are located;
    - 2. Staff will be trained on these protocols.

B. Hygiene and Cleaning – The Community Library will adhere to hygiene and sanitation requirements from:

Center for Disease Control [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)

NYS DOH

[https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning\\_guidance\\_general\\_building.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf)

- a. The Library’s cleaning company NYSID will thoroughly clean the building each night after closing using disinfectant products identified as effective against COVID19 and will be responsible for maintaining cleaning logs for regular cleaning schedules;
  - i. The logs will be kept in the cleaning supply “office”;
- b. Staff and patrons will have access to:
  - i. soap, water, paper towels;
  - ii. spray bottles with hand sanitizer containing 60% or more alcohol;
- c. Cleaning – regular cleaning/disinfecting will occur daily in the following areas:



- i. High transit areas – handrails, door handles, push bars, PACs and other frequently touched surfaces;
  - ii. Restrooms – public and staff;
  - iii. Common areas including but not limited to tables and chairs, fridge door handle, microwave, faucets, counters, tables, book trucks;
- 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. surface area of staff desks;
  - ii. surface area of circulation desks;
  - iii. Public access computers – including keyboards, mouse, edge of monitor, and surface areas of computer desks, headphones will be removed;
  - iv. Staff computers – including keyboards, mouse, edge of monitor, DVD case unlocker, receipt printer, hand scanner;
  - v. Staff telephones;
  - vi. Printers, copier, scanner, fax machine
  - vii. Common areas as used by staff including but not limited to tables and chairs, fridge door handle, microwave, faucets, counters, tables, book trucks;
- e. The Community 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 throughout the day as well as before and after their shift in accordance to CDC recommended hand washing guidelines  
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

C. Communication – The Community 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 – General;
  - v. Social Distancing is in Effect at the Library – Computers;
  - vi. Wearing a Mask is Required in this Library;
  - vii. “Stand Here” floor markings;
  - viii. Other signage as required;
- b. 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;
      - a. The Director will be held accountable in the continued distribution and dissemination of up-to-date information;
      - 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, consultants, performers, 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, i.e. staff entrance(s), etc.;
      - a. Information will be updated as new information is disseminated;
  - c. Visitor Logs – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, consultants, performers and other non-library patron visitors;
    - i. All visitors will report to: the Director.
    - ii. Visitor logs will be kept by the Director
  - d. If a Community Library employee identifies as having tested positive for COVID-19, the Director or Safety Officer 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 Community Library will:

- a. Follow The Community Library Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19;
- b. 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 100.0 OR b) above 100.0;
  - ii. Completion of The Community Library Entry Questionnaire – COVID-19 Assessment asking about:
    - COVID-19 symptoms in past 14 days.
    - Positive COVID-19 test in past 14 days
    - Traveled out of the country or to restricted travel states in past 14 days
    - Close contact with confirmed or suspected COVID-19 case in past 14 days, and /or
    - Whether they have a fever of 100.0 or higher.
  - iii. Questionnaires shall be reviewed by the Director or Safety Officer;
    1. Employees who screen positive for COVID-19 symptoms will not be allowed to enter the Library and will be sent home with instructions to contact their healthcare provider for assessment and testing.
    2. All information will be kept confidential and secure pursuant to state and federal laws and regulations;
- c. All visitors, vendors, delivery personnel, contractors, consultants, performers and other non-library patron visitors must:
  - i. Complete The Community Library Entry Questionnaire – COVID-19 Assessment;
- d. The Library will not keep a log of customers (patrons) who enter the Library.
- e. Employees will be asked to immediately disclose if they begin to experience symptoms including outside of work hours.

#### B. Contact tracing and disinfection of contaminated areas –

The Community Library will follow an advanced cleaning protocol should we have a positive COVID -19 case. This will be triggered when an active employee has tested positive for COVID-19.

- a. The building will close for a 24-hour period and if multiple employees are confirmed to have a COVID-19 positive test, the Library may close for 72 hours before our cleaning company NYSID will:
  - i. Disinfect any/all areas determined/identified to have been used by a staff member who has been identified as testing positive for COVID-19;
    - 1. NYSID will use cleaning and disinfecting products that have been identified as effective against COVID-19 by the EPA;
- b. The Director or Safety Officer 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 or Safety Officer 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.
- d. The Library will not keep a log of customers (patrons) who enter the Library.

**Definitions of Self-quarantining and self-isolation and the return-to-work Guidance for each:**

Quarantining in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but who are not yet symptomatic from others who have not been exposed to prevent the possible spread of the disease.

Self-isolation means the separation of a person or group known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the disease. Incubation period is the time between when you contract a virus and when your symptoms start. The incubation period for the novel coronavirus is somewhere between 2 to 14 days after exposure (CDC).

Guidance for self-quarantining Employees who are requested to self-quarantine by the Schoharie County Public Health Department or are self-quarantined due to exposure to a positive COVID-19 case must remain at home for 14 days. Check your temperature twice a day and watch for symptoms of COVID19. Lastly, if possible, stay away from people who are at higher-risk for getting sick from COVID19.

Returning to work after self-quarantine Those who undergo self-quarantine because of potential exposure can return to work after 14 days from the date of potential exposure if they do not develop symptoms. They should still closely self-monitor after this period. If an individual tests positive for

COVID-19 or becomes symptomatic while in self-quarantine, they must follow the self-isolation protocols.

Guidance for self-isolation Employees who are in self-isolation due to a positive COVID-19 test, sick with symptoms of COVID-19, or have been told by a health care provider or public health department to separate themselves from others, including people you live with, to the greatest extent possible should self-isolate for 10 days and seek the advice of their health care professional.

Returning to work after self-isolation Individuals who are self-isolated can return to work after: 1) A minimum of 10 days from the start of symptoms or their positive COVID-19 test if asymptomatic; 2) They must go 3 days fever free without fever reducing medication AND see an improvement in other symptoms like cough/shortness of breath/trouble breathing; 3) Employee has had 2 negative COVID-19 tests at least 24 hours apart. Employees returning to the Library after self-isolation should contact the Director or Safety Officer prior to returning to work to discuss documentation that may be required prior to returning to work

#### IV. Other: Library Stages of Reopening

Moving to a new stage is contingent on the status of the Mohawk Valley Region Phase and the Library's capability to expand services

	<b>Stage I The Pause</b>	<b>Stage 2 Pause is lifted, and staff return to the building</b>
<b>Date</b>	<b>3/17/2020 – 6/21/2020</b>	<b>6/22/2020 – 7/7/2020</b>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Staff are told to stay home and continue to be paid. Staff are given specific tasks.</li> <li>• Director works from home:               <ul style="list-style-type: none"> <li>○ periodic checkups on the building</li> <li>○ Retrieve Mail, process bills</li> <li>○ Staff meetings</li> <li>○ Establish committee for developing reopen plan and develop policies</li> <li>○ Source PPE, sanitizer, desk guards,</li> <li>○ Schedule building cleaning and maintenance</li> <li>○ Maintain communications with Library Friends and Patrons with press content</li> <li>○ Conduct Virtual Board Meetings via Zoom, maintain communication with Trustees</li> <li>○ Maintain regular communication with MVLS and Directors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff return to the building</li> <li>• Some staff continue to work from home.</li> <li>• Staff attend PPE Training</li> <li>• Staff perform Health checks – physical and mental</li> <li>• Staff maintain social distancing, proper face coverings and sanitizing work stations, regular hand washing</li> <li>• Face coverings and gloves required while handling materials from book drop</li> <li>• Director: for administrative and essential activities, resume ordering, follow up on Reopening Safety Plan</li> <li>• Librarian I: to retrieve program materials, create activity kits, continue online programs</li> <li>• Clerks: check-in, materials handling and processing, collection management, supply inventory, shelf reading, collection inventory, furniture inventory, schedule curbside appointments, quarantine procedures</li> </ul>
<b>Public</b>	No physical access to the building.	No physical access to the building. Deliveries to the staff entrance.
<b>Services</b>	<ul style="list-style-type: none"> <li>• Building is closed and all in-person service is suspended.</li> <li>• Drop box is closed and fines are waived.</li> <li>• Library provides online information through web site and FaceBook.</li> <li>• Better World Book Bin used for donations</li> <li>• Only digital and virtual access.</li> </ul>	<ul style="list-style-type: none"> <li>• Building remains closed to the public.</li> <li>• Drop box is open and fines are waived.</li> <li>• Material take back days are scheduled.</li> <li>• Library provides online information through web site and FaceBook.</li> <li>• Better World Book Bin used for donations</li> <li>• Quarantine items from drop box for 72 hours</li> <li>• Patrons called to schedule hold pickups for after 7/7</li> </ul>



		<ul style="list-style-type: none"> <li>• Mohawk Valley Library System will resume delivery</li> <li>• Staff available by phone, email</li> <li>• Programs and meetings held by Zoom</li> <li>• Only digital and virtual access.</li> </ul>
<b>Evaluation</b> What would we do differently if come back to this stage?	<ul style="list-style-type: none"> <li>▪ Call regular patrons and check in.</li> <li>▪ Offer more virtual programs</li> <li>▪ Increase FaceBook presence</li> <li>▪ Open book drop</li> <li>▪ Improve marketing strategy and talking points</li> <li>▪ Key list of tasks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supplies and processes will be in place allowing for easier movement to contactless.</li> </ul>

	<b>Stage 3</b> <b>Contactless Curbside Delivery</b>	<b>Stage 4</b> <b>Transaction By Appointment</b>
<b>Date</b>	7/7/2020 -	
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Some staff continue to work from home.</li> <li>• Staff perform Health checks – physical and mental</li> <li>• Staff maintain social distancing, proper face coverings and sanitizing work stations, regular hand washing</li> <li>• Face coverings and gloves required while handling materials from book drop</li> <li>• Director: administrative and essential activities, follow up on Reopening Safety Plan</li> <li>• Librarian I: to retrieve program materials, create activity kits, continue online programs</li> <li>• Clerks: check-in, materials handling and processing, collection management, shelf reading, pull materials, prepare holds, schedule curbside appointments, quarantine procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Some staff continue to work from home.</li> <li>• Staff perform Health checks – physical and mental</li> <li>• Staff maintain social distancing, proper face coverings and sanitizing work stations, regular hand washing</li> <li>• Face coverings and gloves required while handling materials from book drop</li> <li>• Director: administrative and essential activities, follow up on Reopening Safety Plan, monitor public access</li> <li>• Librarian I: to retrieve program materials, create activity kits, continue online programs, limited outreach and coordinated projects with partners</li> <li>• Clerks: check-in, materials handling and processing, collection management, shelf reading, pull materials, prepare holds, schedule curbside appointments, schedule in person transactions, quarantine procedures</li> </ul>
<b>Public</b>	<ul style="list-style-type: none"> <li>• No physical access to the building.</li> <li>• Deliveries to the staff entrance.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not enter the building if not feeling well</li> </ul>

		<ul style="list-style-type: none"> <li>• social distancing and face coverings required or NO admittance to the building</li> <li>• Deliveries to the staff entrance.</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>• Contactless curbside pickup or vestibule pickup</li> <li>• Building remains closed to the public.</li> <li>• Drop box is open and fines are waived.</li> <li>• Library provides online information through web site and FaceBook.</li> <li>• Better World Book Bin used for donations</li> <li>• Quarantine items from drop box for 72 hours</li> <li>• Patrons called to schedule hold pickups after 7/7</li> <li>• Mohawk Valley Library System will resume delivery</li> <li>• Staff available by phone, email</li> <li>• Programs and meetings held by Zoom</li> <li>• Only digital and virtual access.</li> </ul>	<ul style="list-style-type: none"> <li>• Transactions by appointment – no loitering, no social gathering, no bathroom or water fountain use</li> <li>• <b>Transaction Defined: Fax, Copy, Scan, Print, holds pickup, limited computer use</b></li> <li>• Establish hours for at risk patrons by appointment</li> <li>• Contactless curbside pickup or vestibule pickup</li> <li>• Building open to the public by appointment.</li> <li>• Building remains closed for meetings, programs and events.</li> <li>• Material return boxes in the lobby</li> <li>• Drop box is open and fines are waived.</li> <li>• Library provides online information through web site and FaceBook.</li> <li>• Better World Book Bin used for donations</li> <li>• Quarantine items from drop box for 96 hours</li> <li>• Patrons called to schedule hold pickups after 7/7</li> <li>• Mohawk Valley Library System will resume delivery</li> <li>• Staff available by phone, email</li> <li>• Programs and meetings held by Zoom</li> <li>• Digital and virtual access.</li> </ul>
<b>Evaluation</b> What would we do differently if come back to this stage?	Curbside is very time consuming: calling, scheduling, running, sanitizing. Curbside is expensive: PPE, Bags Patrons don't want to schedule pickups. Patrons want hotspots.	7/20/2020 science shows need to quarantine for 96 hours.
	<b>Stage 5 Limited Public Access</b>	<b>Stage 6 Public Access to the Building</b>
<b>Date</b>		
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Some staff continue to work from home.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff perform Health checks – physical and mental</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff perform Health checks – physical and mental</li> <li>• Staff maintain social distancing, proper face coverings and sanitizing work stations, regular hand washing</li> <li>• Face coverings and gloves required while handling materials from book drop</li> <li>• Director: administrative and essential activities, follow up on Reopening Safety Plan, monitor public access</li> <li>• Librarian I: to retrieve program materials, create activity kits, continue online programs, limited outreach and coordinated projects with partners</li> <li>• Clerks: check-in, materials handling and processing, collection management, shelf reading, pull materials, prepare holds, schedule curbside appointments, schedule in person transactions, quarantine procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Staff maintain social distancing, proper face coverings and sanitizing work stations, regular hand washing</li> <li>• Face coverings and gloves required while handling materials from book drop</li> <li>• Director: administrative and essential activities, follow up on Reopening Safety Plan, monitor public access</li> <li>• Librarian I: to retrieve program materials, create activity kits, continue online programs, limited outreach and coordinated projects with partners</li> <li>• Clerks: check-in, materials handling and processing, collection management, shelf reading, pull materials, prepare holds, schedule curbside appointments, schedule in person transactions, quarantine procedures</li> </ul>
<b>Public</b>	<ul style="list-style-type: none"> <li>• Do not enter the building if not feeling well</li> <li>• social distancing and face coverings required or NO admittance to the building</li> <li>• <b>Strict headcount on number of people in the building</b></li> <li>• Deliveries to the staff entrance</li> </ul>	<ul style="list-style-type: none"> <li>• Do not enter the building if not feeling well</li> <li>• social distancing and face coverings required or NO admittance to the building</li> <li>• <b>Strict headcount on number of people in the building</b></li> <li>• Deliveries to the staff entrance</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>• Contactless curbside pickup</li> <li>• Building open to the public.</li> <li>• Building remains closed for meetings, programs and events.</li> <li>• No access to the collection.</li> <li>• Computers are available</li> <li>• Fax, Copy, Print is available</li> <li>• Material return boxes in the lobby</li> <li>• Drop box is open and fines are waived.</li> <li>• Library provides online information through web site and FaceBook.</li> </ul>	<ul style="list-style-type: none"> <li>• Contactless curbside pickup</li> <li>• Building open to the public.</li> <li>• Building remains closed for meetings, programs and events.</li> <li>• One-way access to the collection.</li> <li>• Computers are available</li> <li>• Fax, Copy, Print is available</li> <li>• Material return boxes in the lobby</li> <li>• Drop box is open and fines are waived.</li> <li>• Library provides online information through web site and FaceBook.</li> <li>• Better World Book Bin used for donations</li> <li>• Quarantine items from drop box for 96 hours.</li> </ul>

	<ul style="list-style-type: none"> <li>• Better World Book Bin used for donations</li> <li>• Quarantine items from drop box for 96 hours</li> <li>• Mohawk Valley Library System will resume delivery</li> <li>• Staff available by phone, email</li> <li>• Programs and meetings held by Zoom</li> <li>• Digital and virtual access.</li> </ul>	<ul style="list-style-type: none"> <li>• Mohawk Valley Library System will resume delivery</li> <li>• Staff available by phone, email</li> <li>• Programs and meetings held by Zoom</li> <li>• Digital and virtual access.</li> </ul>
<b>Evaluation</b> What would we do differently if come back to this stage?		

	<b>Stage 7 Limited Programs and Meetings</b>	<b>Stage 8 Our New Normal</b>
<b>Date</b>		
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Staff perform Health checks – physical and mental</li> <li>• Staff maintain social distancing, proper face coverings and sanitizing work stations, regular hand washing</li> <li>• Face coverings and gloves required while handling materials from book drop</li> <li>• Director: administrative and essential activities, follow up on Reopening Safety Plan, monitor public access</li> <li>• Librarian I: to retrieve program materials, create activity kits, continue online programs, limited outreach and coordinated projects with partners</li> <li>• Clerks: check-in, materials handling and processing, collection management, shelf reading, pull materials, prepare holds, schedule curbside appointments, schedule</li> </ul>	

	in person transactions, quarantine procedures, schedule room use	
<b>Public</b>	<ul style="list-style-type: none"> <li>• Do not enter the building if not feeling well</li> <li>• social distancing and face coverings required or NO admittance to the building</li> <li>• Deliveries to the staff entrance</li> </ul>	
<b>Services</b>	<ul style="list-style-type: none"> <li>• Contactless curbside pickup</li> <li>• Building open to the public.</li> <li>• Building open for meetings, programs and events with limited attendance.</li> <li>• One-way access to the collection.</li> <li>• Computers are available</li> <li>• Fax, Copy, Print is available</li> <li>• Material return boxes in the lobby</li> <li>• Drop box is open and fines are waived.</li> <li>• Library provides online information through web site and FaceBook.</li> <li>• Better World Book Bin used for donations</li> <li>• Quarantine items from drop box for 96 hours</li> <li>• Mohawk Valley Library System will resume delivery</li> <li>• Staff available by phone, email</li> <li>• Programs and meetings held by Zoom</li> <li>• In person programs on limited basis with limited attendance</li> </ul>	
<b>Evaluation</b> What would we do differently if come back to this stage?		

# COVID-19 Daily Entry Questionnaire

All employees, visitors, vendors, contractors must complete this form every day they enter the Library for work. Please consider the following 4 questions, and provide your answers below.

- 1) In the last 14 days, have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional or are you waiting for a pending COVID-19 test result?
- 2) In the last 14 days, have you traveled internationally (except commuting between work and home by personal vehicle)?
- 3) In the last 14 days, have you traveled to any State listed on the Governor's Restricted Travel list and stayed for longer than 24 hours?
- 4) In the last 14 days, have you had close contact with or cared for someone diagnosed with COVID-19 or are you participating in a COVID-19 clinical study that includes being exposed to the virus? Close contact is defined by NYSDOH as within 6 feet for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated (5/31/2020)
- 5) In the last 14 days, have you experienced any cold or flu-like symptoms (to include fever (Measured temperature greater than or equal to 100.0 degrees), cough, shortness of breath or difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, vomiting, muscle pain, chills, repeated shaking with chills, and persistent loss of smell or taste)?

Note: Answer "yes" if the symptoms you have experienced are of greater intensity or frequency than what you normally experience. Answer "No" if you have been evaluated by a healthcare provider and have been released to return to work or you have had a negative COVID-19 test within 14 days after the onset of symptoms. You must provide either a return to work medical note from your healthcare provider and/or the results of the COVID-19 test to the safety officer.

If you are able to answer "YES" to one or more of the above questions, select YES below

If you are able to answer "No" to all the questions, select NO below

Based on the above screening questions, I believe that I may present a risk for spreading the COVID-19 virus  Yes  No

I am  employee  visitor  vendor  contractor

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_



Contact Phone Number: \_\_\_\_\_  
Created 6/11/2020 Revised: 6/17/2020, 7/21/2020

## Guidance Resources

OSHA Guidance on Preparing Workplaces for COVID-19 <https://www.osha.gov/SLTC/covid-19/>

Reopening New York Curbside and In-Store Pickup Retail Guidelines for Employers and Employees

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/CurbsideInStorePickupRetailShortGuidelines.pdf>

Reopening New York Essential and Phase II Retail Business Guidelines for Employers and Employees

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/GeneralRetailSummaryGuidance.pdf>

Reopening New York Office-Based Work Guidelines for Employers and Employees

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf>

CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

CDC Resuming Business Toolkit <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-BusinessToolkit.pdf>

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Albany Public Library

Buffalo & Erie County Public Library

Clifton Park Halfmoon Public Library

Mohawk Valley Library System

Saratoga Springs Public Library

Upper Hudson Library System

Western NY Library Resources Council, Ask A Lawyer

## **QUICK CONTACTS**

### Emergency Cleaning Services

NYSID

Contact: Sara Erikson, 518.429.9728

### Emotional Support 1.844.863.9314

### Insurance Broker

Rose & Kiernan Inc

Contact: Lori Cross, 518.244.4245 ext 4387

### Harva Plastics – Acrylic Barriers and Face Shield

Amber McGiver, 518.295.8108

### PPE Supplies

Schoharie County Emergency Management

Contact: Colleen Flynn, 518-295-2276

### Reporting

NYSDOH 888.364.3065

Schoharie County Dept of Health 518.295.8365

### Testing

Bassett, 136 Parkway Drive, 518.234.2555

### Safety Officers

Trustee, Dee Neary 607.435.9920

Director, Kim Zimmer, 516.383.9220

### Village Police Non-Emergency – Emergency Dial 911

518-234-2923

Reopening Safety Committee Reviewed and Updated:

Updated 6/17/2020:

Updated the questionnaire to include time, phone number and employee, vendor, contractor, visitor

I. People, A. Physical Distancing, c. ii. Elevator updated to one person in the elevator at one time.

I. People, A. Physical Distancing, f. added Staff to workstations

I. People, A. Physical Distancing, h.ii.2. Customer (patron) must wear

II. Places, A. Protective Equipment, added shields, and safety glasses.

III. Process, at the end, updated definitions of self-quarantining and self-isolation and return-to-work guidance for each

Updated 6/26/2020

I. People, A. Physical Distancing, g. i. 1. Adjusted the quarantine time from 7 days to 72 hours based on new research results. Source:  
<https://www.webjunction.org/news/webjunction/test1-results.html>

II. Places, A. Protective Equipment, updated face shields have arrived.

Updated 7/20/2020

I. People, A. Physical Distancing, g., i. incoming materials: updated the quarantine to 96 hours.

III. Process, A. screening, ii, included travel restrictions

III. Process, A. screening, ii, adjusted temperature to be consistent with NYS Dept of Health at 100.0

IV. Stage Reopening quarantine time was adjusted to 96 hours

The Community Library  
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518.234.7897

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Board President: Ken Hotopp