

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020



COVID-19 Reopening Safety Plan as Required by NYS

Location

East Greenbush Community Library
10 Community Way
East Greenbush NY 12061

Contact:

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Michael Poost, President, Library Board of Trustees

I. People

Physical Distancing. To ensure employees comply with physical distancing requirements; we agree to 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 will wear acceptable face coverings.
- 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.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site.
- Limit in-person gatherings as much as possible and use tele- or videoconferencing when possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

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?

- The library building will remain closed to the public until June 30, 2020.
- The designated area for patron drop-off is the front door.
- Patrons may pick up materials which they have placed on hold at the drive thru window.
- Beginning Tuesday, June 30, patrons may enter the building for "Grab and Go" browsing service. 6/25/20
- Beginning 9/29/20 the library will provide limited seating and public computers. 9/22/20
- A cart by the staff door is available for deliveries in good weather, with instructions for an alternate entrance in inclement weather.
- Patrons and Staff should always maintain social distance and wear a face covering, as recommended by the CDC.
- During drop-off of materials, social distancing markers will work to minimize the spread of COVID-19

General Physical Distancing Requirements for Public 6/25/2020

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- All library visitors will maintain 6 ft apart while in the library building 6/25/20
- Staff will remind visitors to maintain 6 ft. distance while in the library building 6/25/20
- Signage reminders are posted throughout the building 6/25/20 "Protect Yourself and Others- Masks are Required upon Entry" "Attention Face Mask or Covering is Required Upon Entry" "Please Follow Guidelines for Safety- Mask Covering Mouth and Nose Required and Maintain a Distance of at Least 6 Feet from Others- Thank You For Your Cooperation" 6/25/20
- Floor Markers "Please Keep Your Distance- 6 ft- Wait Here" are located on the floor in front of each service desk (Welcome Desk, Circulation Desk, Reference Desk, Youth Services Desk) 6/25/20
- Tables are placed in front of services desks wherever space permits, encouraging extra distancing between staff and public. 6/25/20
- Floors have been marked with arrows to encourage directional traffic 6/25/20
- Stacks have been marked with occupancy levels 6/25/20
- A sign has been posted in the teen room with occupancy "Stay Safe, Maximum Physical Distancing Occupancy: (2)" 6/25/20
- Cones have been placed outdoors (6 feet distance), indicating where visitors should wait in line 6/25/20
- Face Coverings are required for all visitors while inside the library. When outside, on library property, face coverings are encouraged required when in groups or when social distancing (6 feet distance) is not possible. 9/22/20 Age 2 and under are exempt. Anyone who wishes to make an ADA accommodation request are directed to make a verbal or written request in advance to the director. Email: eglibraryinfo@eglibrary.org or Phone: 518.477.7476 6/25/20

General Physical Distancing Requirements for Staff

- Staff will maintain 6 ft apart during while in the library building.
- Staff will remind outside contractors to maintain 6 ft. distance while in the library building.
- Signage reminders are posted throughout the building.
- Staff and Department Head meetings are being held via video conferencing (GoTo Meeting, Zoom, and Teams). This technology is also being used for library programming
- Training: Staff have been trained in-person regarding all safety protocols or directed to watch a training video which was filmed in the library. 6/25/20

Face Covering Requirements for Staff

- All staff and visitors are required to wear face coverings while on inside the library property. Use of library grounds is permissible without a face covering as long as proper physical distancing is followed (6 feet distance). Face coverings are highly encouraged required for any group activity. 9/22/20
- Training(s): Documentation of staff training will be located in the Human Resources office and will be retained for a minimum of one year, or as required by law.
 - Video: "How to Wear a Medical Mask" by the World Health Organization <https://youtu.be/adB8RW4I3o4>
 - Video: "How to Wear a Fabric Mask" by the World Health Organization <https://youtu.be/ciUniZGD4tY>.

Staff Schedules

- Staff schedules are staggered to eliminate the need for more than one person occupying each work area.
- Staff (except maintenance) are assigned to cohorts (Team A, Team B, or Team C) to allow for greater contact tracing 8/4/20
- Maintenance staff will be assigned duties which are in separate locations and/or times from other employee assignments to limit contact.

Entering/Exiting the Building for Visitors 6/25/20

- Visitors will line up outside according to signage and cones 6/25/20
- The exterior door will remain open in nice weather and will be placed on "auto sensor" during inclement weather for touchless entry 6/25/20
- The interior door will remain open 6/25/20
- The bin for item returns will be located in the front vestibule 6/25/20
- As visitors enter the building they will be directed by signage to visit the Welcome Desk "Please Stop Here" 6/25/20
- The greeter will welcome visitors and go through a brief orientation "Face Coverings Required, Hand Sanitizer Upon Entry, Limited Services "Grab and Go" (no seating or computers), 15-30 minute visits, Children 13 and under must be directly supervised by adult" 6/25/20 9/22/20
- An occupancy sensor has been installed which will indicate how many people are in the building (in addition to staff). At first, 10 people will be allowed to enter. If staffing capacity allows, we will increase the number (up to 25) during service level 4. 6/25/20
- Signage is posted "Please Don't Visit if You Are Sick. In the interest of your safety and others, please stay home if you have any symptoms, that include fever, cough, or shortness of breath. Quarantine for 14 days until symptoms are gone." 6/25/20
- Staff will ask all patrons if they have traveled out of state in the last 14 days. If yes, they will check to see if the location is on the Governor's list of quarantine states, they will be asked to come back after 14 days have passed. 8/4/20

Entering/Exiting the Building for Staff

- Employees will enter the building through the staff entrance located in the drive-thru window area using their individual key fob.
 - ~~Shifts will not begin during active drive thru window service hours. 6/25/20~~
 - If someone comes to the door while someone else is in the drive-thru window workspace, the person working will move into the technical services work area until the room is empty.
- Employees will exit the building through meeting room A, which has an emergency push bar door, or the staff entrance/drive-thru window area. 8/4/20
 - If someone comes to the door while someone else is in the drive-thru window workspace, the person working will move into the technical services work area until the room is empty. 8/4/20
- One person will be assigned daily to alarm the building (usually maintenance staff) and they will exit the building through the staff entrance located in the drive-thru window area.
- Signage Posted: "Feeling Sick? STOP. Stay Home when you are sick. If you feel unwell or have the following symptoms, please leave the building and contact your healthcare provider. Then follow up with your supervisor. DO NOT ENTER if you have fever, cough, shortness of breath"
- Staff are required to fill out a daily health screening form (online) which includes answering a checklist of questions and a temperature check prior to beginning their shift. 9/22/20

Drive-Thru Window Physical Distancing

- Only one person is allowed in the drive-thru window workspace at a time.
- If someone comes to the door, the person working will move into the technical services work area until the room is empty.
- Signage Posted in Space: "Stay Safe, Maximum Physical Distancing Occupancy: (1)"

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Staff Workspaces which are shared (one person assigned per shift to each location)

- Staff have been assigned individual keyboards and mice. They will be stored between shifts in personal lockers.
- Staff have the option to wear a face shield, in addition to a cloth face covering, provided by the library.
- Shift supervisors will assign individual/rotating assignments and workspaces, a minimum of 6 feet apart.
- Location: Welcome Desk 6/25/20
 - Work Assignment(s): 6/25/20
 - Welcoming visitors 6/25/20
 - Provide verbal and written safety protocols to visitors 6/25/20
 - Manage Safe Occupancy Levels at the Library 6/25/20
 - Answer Questions 6/25/20
 - Workspace Set-Up: 6/25/20
 - 2 Tables (to ensure physical distancing) 6/25/20
 - 2 Chairs 6/25/20
 - Portable Phone 6/25/20
 - Safe Space Occupancy Tablet 6/25/20
 - Staff can bring their own laptops 6/25/20
 - Extra masks, gloves, cleaning supplies, and hand sanitizer 6/25/20
 - Cart 6/25/20
 - Walker (for patrons with mobility issues) 6/25/20
 - Plexiglass Sneeze Guard 6/25/20
 - Bins/Bags, and Black Quarantine Forms to collect Hotspots and Laptops for Quarantine 9/22/20
 - Signage Posted: 6/25/20
 - “Grab and Go Orientation Checklist” 6/25/20 9/22/20
 - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift. 6/25/20
 - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.” 6/25/20
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch” 6/25/20
- Location: Meeting Room A
 - Work Assignment(s):
 - Checking in books after 72-96 hour quarantine period. 9/22/20
 - Checking in items from UHLS delivery.
 - Routing books to carts for shelving.
 - Routing books to carts for holds.
 - Routing books to bins for delivery.
 - Routing books to “problem bin” for follow-up.
 - Placing patron calls to resolve problems as necessary.
 - Cataloging and processing library materials (accession and weeding) 9/22/20
 - Workspace Set-Up:
 - Tables
 - Computers
 - Monitors
 - Chairs

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- Barcode Scanners
- Receipt Printers
- Inter-Library Book Delivery Boxes
- Carts
- Shelving
- Supplies
- Signage Posted:
 - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
 - You will be responsible for removing your hardware after your shift and storing it in your locker.
 - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
 - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
- Location: Circulation Desk/Library Stacks
 - Work Assignment(s):
 - Pull Hold List
 - Shelve Books
 - Checking out Items
 - Answering Phones
 - Checking in books after 96 hour quarantine period.
 - Checking in items from UHLS delivery.
 - Routing books to carts for shelving.
 - Routing books to carts for holds.
 - Routing books to bins for delivery.
 - Routing books to “problem bin” for follow-up.
 - Accepting payment for fines/fees
 - Placing patron calls to resolve problems as necessary. 9/22/20
 - Workspace Set-Up:
 - Circulation Desk
 - Plexiglass Sneeze Guards at 2 computer stations
 - 2 Computer stations (6+ feet apart)
 - Monitor
 - Chair
 - Barcode Scanner
 - Receipt Printer
 - Cart(s)
 - Supplies
 - Phone(s)
 - Cash Register and Credit Card Terminal(s) 9/22/20
 - Shelving- Bins and Bags with Quarantined Hotspots and Laptops are kept in the Circulation Office on Shelving for 96-hour quarantine period. They will follow all quarantine protocols. 9/22/20

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- Signage Posted:
 - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
 - You will be responsible for removing your hardware after your shift and storing it in your locker.
 - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
 - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
 - “Six Steps for Safe & Effective Disinfectant Use. Step 1: Check that your product is EPA approved; Find the EPA registration number on the product. Then, check to see if it is on EPA’s list of approved disinfectants at epa.gov/list N Step 2: Read the directions; Follow the product’s directions. Check “use sites” and “surface types” to see where you can use the product. Read the precautionary statements. Step 3. Pre-clean the surface; Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty. Step 4. Follow the contact time; You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective. Step 5: Wear gloves and wash your hands; For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to COVID-19. Wash your hands after removing the gloves. Step 6: Lock it up; Keep lids tightly closed and store out of reach of children.”
- Location: Drive-Thru Window
 - Work Assignment(s):
 - Lending items to patrons
 - Check patron ID and provide hand items through the window
 - Items will be placed on a cart located outside, just under the window to make ensure touchless delivery. Patrons will pick up the items from the cart.
 - Monitoring patron questions via staff email/chat on TEAMS platform
 - Workspace Set-Up:
 - Shelf/Desk
 - Computer
 - Monitor
 - Chair
 - Barcode Scanner
 - Cart(s)
 - Supplies
 - A removable Plexi-glass divider/sneeze guard is installed at the drive-thru window to separate staff from the public. Staff are encouraged to use plexiglass divider/sneeze guards or face shields, but as long as face coverings are worn, the plexiglass can be removed. There is a cart placed outside the drive-thru window which provides physical distancing. 6/25/20
 - Signage Posted:
 - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.

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- You will be responsible for removing your hardware after your shift and storing it in your locker.
- Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
- Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
- “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
- “Stay Safe, Maximum Physical Distancing Occupancy: (1)”
- Location: Technical Services Desk Closest to Drive-Thru Window
 - Work Assignment(s):
 - Filling Holds
 - Checking out items to patron accounts
 - Shelving holds
 - Serving as staff assistance for drive-thru window staff
 - Checking in books after 96-hour quarantine period.
 - Checking in items from UHLS delivery.
 - Routing books to carts for shelving.
 - Routing books to carts for holds.
 - Routing books to bins for delivery.
 - Routing books to “problem bin” for follow-up.
 - Placing patron calls to resolve problems as necessary. 9/22/20
 - Workspace Set-Up:
 - Shelf/Desk
 - Computer
 - Monitor
 - Chair
 - Barcode Scanner
 - Receipt Printer
 - Cart(s)
 - Supplies
 - Signage Posted:
 - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
 - You will be responsible for removing your hardware after your shift and storing it in your locker.
 - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
 - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
 - “Six Steps for Safe & Effective Disinfectant Use. Step 1: Check that your product is EPA approved; Find the EPA registration number on the product. Then, check to see if it is on EPA’s list of approved disinfectants at

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epa.gov/listn Step 2: Read the directions; Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the precautionary statements. Step 3. Pre-clean the surface; Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty. Step 4. Follow the contact time; You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective. Step 5: Wear gloves and wash your hands; For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to COVID-19. Wash your hands after removing the gloves. Step 6: Lock it up; Keep lids tightly closed and store out of reach of children."

- Location: Front Hallway
 - Work Assignment(s):
 - Storing Quarantined Materials
 - Unloading materials from quarantine bins onto carts
 - Workspace Set-Up:
 - Quarantine Bins, Covers
 - Quarantine Notice for each bin (note time, date put into quarantine and time/date with end of the quarantine.
 - Cart(s)
 - Supplies
 - Signage Posted:
 - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"
- Location: Multipurpose Room
 - Work Assignment(s):
 - Storing Quarantined Materials
 - Unloading materials from quarantine bins onto carts
 - Workspace Set-Up:
 - Quarantine Bins, Covers
 - Quarantine Notice for each bin (note time, date put into quarantine and time/date with end of the quarantine.
 - Cart(s)
 - Supplies
 - Signage Posted:
 - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch" 9/22/20
- Location: Reference Desk 6/25/20
 - Work Assignment(s): 6/25/20
 - Readers' Advisory 6/25/20
 - Reference 6/25/20
 - Answering Phones 6/25/20
 - Workspace Set-Up: 6/25/20
 - Plexiglass Sneeze Guards 6/25/20
 - Computer Station 6/25/20
 - 2 Monitors (1 for staff use and 1 facing public) 6/25/20
 - Chair 6/25/20
 - Barcode Scanner 6/25/20
 - Receipt Printer 6/25/20

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- Cart(s) 6/25/20
 - Supplies 6/25/20
 - Phone 6/25/20
- Signage Posted: 6/25/20
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch” 6/25/20
- Location: Youth Services Desk 6/25/20
 - Work Assignment(s): 6/25/20
 - Readers’ Advisory 6/25/20
 - Reference 6/25/20
 - Answering Phones 6/25/20
 - Workspace Set-Up:
 - Plexiglass Sneeze Guards 6/25/20
 - Computer Station 6/25/20
 - Monitors 6/25/20
 - Chair 6/25/20
 - Barcode Scanner 6/25/20
 - Receipt Printer 6/25/20
 - Cart(s) 6/25/20
 - Supplies 6/25/20
 - Phone 6/25/20
 - Signage Posted: 6/25/20
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch” 6/25/20
- Public Restrooms: 6/25/20
 - Restrooms will be locked; keys will be available at the circulation and children’s room. Limited stalls will be available. 6/25/20

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

- The library staff is divided into three teams. The teams work a rotating schedule so that they do not physically meet. On 7/7 library staff will transition into two teams 6/25/20. In August, staff transitioned into one team. 9/22/20
- Lunch breaks may be taken in a designated room inside the building; outside on the staff lunch table; in the staff members personal vehicle.

Material Lending:

- Plexiglass sneeze guard has been installed on the drive thru window and public service desks 6/25/20
- Wayfinding signage with physical distancing requirements and indicating where to stand in line are located at each public service desk 6/25/20
- Face masks are required for everyone
- Staff will place materials on a cart (located outside the window) or on a table (in front of the circulation desk and patrons will pick them up off the cart/table (ensuring touchless delivery). 6/25/20

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- Signage directing patrons to wear masks is posted.

Material Returns:

- Bins are in the front vestibule.
- Physical distancing markers are used to keep the public six feet apart when returning items to the bin at the entrance door. Cones, chalk lines, and traffic patterns contribute to keeping the public six feet apart. Signage is posted (sandwich board signs) reminding patrons to properly wear face coverings.
- Only one patron allowed in vestibule at a time
- When the bin is 2/3 full, a staff member will bring it into the library quarantine area (process if for quarantine- add cover and quarantine notice with date/time) and replace the full bin with an empty bin for returns.

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

Meal Breaks for Staff

- Shift supervisors will assign meal break times and locations at the beginning of each shift.
- Assigned interior break locations will have a maximum occupancy of one (1).
- An exterior break location is provided as an alternative option. Outdoor tables and chairs (one chair per table) are placed 6-feet apart on the side of the building closest to the shed.
- Employees will be responsible for cleaning the table before and after eating with sanitizing wipes (located in maintenance office, or disinfectant spray and paper towels (located in maintenance office and staff break room).
- Food consumed on-site will be at designated break table(s), at scheduled time(s).
- Eating is not permitted at any public workstation.
- Signage Posted in Staff Breakroom: "Please remember to disinfect before and after using me" (refrigerator, microwave(s), toaster, toaster oven, water cooler)
- Signage Posted in Staff Bathroom(s): "Slow the Spread of Germs. Cover your coughs and sneezes, stay home when you're sick, wash your hands often"

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?

- Current Supplies:
 - Gloves (800)- Staples.
 - Non-Medical Grade Face Coverings ~~(950)~~ (800) Hill & Markes and Amazon 6/25/20
 - 20 Face Shields (Vanguard Splash Shield)

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- Hand Sanitizer (small spray bottle for each staff member, 2 Purell Stations, sanitizer pumps on each workstation). Santec Colors of Clean Cranberry Gel Alcohol Hand Sanitizer (2 Gallons), CK Products Antiseptic Hand Rub (2 Gallons), Clean All Mild Scent Hand Sanitizer (2 gallons), Mountain Falls Original Scent Advanced Hand Sanitizer (67.6 Fl Oz). We have ordered more supplies. 6/25/20
- Wipes (Diversey Oxivir Tb Wipes- 160 per container)
- Business and Operations Manager is responsible for monitoring supply and procurement. Extended lead time is expected for procurement and bulk purchasing will be implemented when supplies get to 50%.
- Visitors are required to properly wear their own PPE. Patrons will be offered a non-medical grade face covering if they do not have one.

- 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?

- Non-medical grade face coverings are available for staff and stored in the maintenance room in original packaging (one per shift). Employees may take a new mask home to wear for their next shift.
- Staff Training: (include link from TEAMS). Documentation will be maintained for one year by the Business and Operations Manager.
- Trash cans are located by exit(s) for disposal of soiled masks and gloves.
- Staff who wear reusable masks are required to clean them between shifts.
- Gloves are available and stored in maintenance room

- 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?

- Computer/monitors are shared resources. Each employee has been issued a keyboard and mouse that they will attach and remove at the beginning/end of their computer use.
- Scanners, phones, workstation surfaces will be wiped down by the employee whenever they exit the work area.
- Instructions for cleaning technology is posted at each workstation. Staff are instructed to sanitize using disinfectant wipes at the beginning and end of each shift.
- Disinfectant and towels are available in each work area.
- Maintenance staff will clean, disinfect and sanitize each work area at end of workday. Maintenance checklists are posted in each work area for am/pm cleaning/sanitization schedule. Maintenance staff will initial and date each task completed.
- Hand sanitizer is issued to staff members for personal, in-library use. Automated hand sanitizers are located by the front door and in the main library.
- Automated soap dispensers and automated paper towel dispensers are located next to every sink. Employees are trained to wash their hands frequently.

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- Staff bathrooms are shared. Employees are strongly advised to wipe down commode and sink (and other touchpoints such as door handles and light switches), prior to and after use, with disinfectant and paper towels. Instructions and supplies are in each staff restroom.
- Staff kitchen is shared. Employees are strongly advised to wipe down appliances (refrigerator, microwave, water bubbler, toaster, toaster oven) prior to and after use, with disinfectant and paper towels. Instructions and supplies are in the kitchen.

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?

- Hygiene and sanitization protocols follow requirements from the Centers for Disease Control (CDC) and Department of Health (DOH). All disinfectants used are EPA-registered and noted in List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19). We follow the manufacturer's directions for contact time and mixing for all disinfectants.
- Cleaning checklists are kept in the following areas: Youth Services, Library – Main, Offices/Technical services, Public Restrooms, Youth Service Restroom, and Staff Restrooms.
 - Maintenance staff will clean these areas at least once per day and will mark the tasks as complete by initialing the form and adding the time completed.
 - Completed sheets will be reviewed by Senior Maintenance and filed with the Head of Maintenance.

- 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 handwashing 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?

- Staff are trained to frequently wash hands with soap and water for at least 20 seconds, in any of the available bathrooms/kitchen areas. Reminder signage is posted in various locations around the library.
- If soap and water are unavailable, staff are trained to use an alcohol-based hand sanitizer with at least 60% alcohol. Sanitizer is available at every workstation and at entrance/exit doors. Every employee is issued a bottle of sanitizer, which can be refilled by maintenance staff. Automatic hand dispensers are in the main library. Reminder signage is posted in various locations around the library.
- Handwashing posters are located next to each sink.

- 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.

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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?

Maintenance Staff:

- Daily cleaning checklists will be documented and kept indefinitely. Staff are trained/required to complete the cleaning checklist (name/date/time cleaned) at least 1x per shift. High contact areas will be cleaned more frequently, including the end of each business day.
- Cleaning protocols comply with CDC and DOH recommendations. EPA registered disinfectants as according to CDC List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19), are used.

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.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- 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?

- All staff and vendors must follow the posted building entry protocol as listed below:
 - Document name with entry and exit time (daily sign-in sheets are located on an easel outside the Business and Operations Manager's office.
 - Staff are required to fill out a daily **health** checklist (**located on staff intranet**) BUILDING ENTRY DAILY sign in sheets are located on an easel outside of the bookkeeper's office. Shift leaders are responsible for checking sign-in sheets to ensure adherence to attendance protocols. Sheets will be collected and sent to the Business and Operations Manager for entry into the BUILDING ENTRY WEEKLY spreadsheet located on the intranet (Teams site) under Re-Opening of Library channel. **9/22/20**
- Physical distancing, face coverings, and hand washing signs are posted throughout the building.
- CDC cleaning recommendations are posted in the maintenance areas (6 Steps for Safe & Effective Disinfectant Use).
- The safety plan and subsequent updates will be posted on the staff intranet/collaborative software (TEAMS) and to the general public via the library website. Hard copy is in the staff room.

- 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.

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If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Jill Dugas Hughes, Director [director@eglibrary.org] [518-477-7476] or Michael Poost, President, Library Board of Trustees are responsible for notifying state and local health departments.

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?

- Before entry, staff will conduct daily self-checks and a self-screening:
 - No sign of a fever, chills, or body aches (for the purposes of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.3 degrees within the past 24 hours. (Touchless thermometers will be available for employees that need to check their temperature. Proper sanitizing of the device will be performed by the employee that handles it.).
 - No shortness of breath within the past 24 hours.
 - No sore throat or loss of taste or smell within the past 24 hours.
 - No nausea, vomiting, or diarrhea within the past 24 hours.
 - No travel to a state on the Governor's list of states which require a mandatory quarantine in the past 14 days 8/4/20
- Employees will fill out a daily health assessment form, confirming that they are not displaying any of the above symptoms. Forms will be filed and retained with the Business and Operations Manager.
- Shift leaders will be responsible for monitoring employees while at the library.
 - Scenario: Employee calls into work with one symptom, which is consistent with COVID-19.
 - Worker is told to stay home and instructed to seek medical attention/testing for COVID-19
 - Director will be notified
 - Worker should make Director aware of diagnosis and follow direction of health care provider. If worker IS diagnosed/confirmed with COVID-19, they should stay home, self-isolate, seek medical attention, and remain out of work until at least 10 days have passed since symptoms first appeared AND at least 3 days (72 hours) have passed since recovery defined as resolution of fever-reducing medications, AND other symptoms have improved. Clearance from a healthcare provider is required to return to work.
 - If the worker who exhibited symptoms tested NEGATIVE, they can return back to work.

- If the worker tested POSITIVE, the Director will immediately contact the Board President and Staff. The Director/Board President will work with the Department of Health to follow protocols in addition to the following:
 - Director will notify library board, staff, and community
 - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
 - Maintenance staff will clean and disinfect areas(s)
 - Director and board will identify corrective actions, if any, that can be taken for the future 8/4/20.
- Scenario: Employee is exhibiting symptoms consistent with COVID-19
 - Worker is sent home and instructed to seek medical attention/testing for COVID-19 if possible.
 - Director and board president will be notified.
 - Director will notify library staff and board of potential exposure to COVID-19
 - Worker should make Director aware of diagnosis and follow direction of health care provider. If worker IS diagnosed/confirmed with COVID-19, they should stay home, self-isolate, seek medical attention, and remain out of work until at least 10 days have passed since symptoms first appeared AND at least 3 days (72 hours) have passed since recovery defined as resolution of fever-reducing medications, AND other symptoms have improved. Clearance from a healthcare provider is required to return to work.
 - Shift leader will immediately close the library for 24 hours. After 24 hours, maintenance staff will clean previously occupied areas.
 - Director will immediately remove Staffing Team from Rotation. If the worker who exhibited symptoms tested NEGATIVE, their Staffing Team can be added back into the rotation. If the worker tested POSITIVE, the Director/Board President will work with the Department of Health to follow protocols in addition to the following:
 - Director will notify library board, staff, and community
 - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
 - Maintenance staff will clean and disinfect areas(s)
 - Director and board will identify corrective actions, if any, that can be taken for the future
- Scenario: Worker had contact with a confirmed case of COVID-19
 - NO CLOSE CONTACT and the worker is asymptomatic:
 - No further action is necessary
 - CLOSE CONTACT (within 6 feet more than 10 minutes). For example: If a spouse, caregiver, or coworker on same Shift Team is confirmed:
 - Worker is sent home. Shift leader and Director should be notified. Anyone asked to leave should NOT return to work until:
 - At least 10 days have passed since symptoms first appeared AND
 - At least 3 days (72 hours) have passed since recovery defines as a resolution of fever without the use of fever-reducing medications, AND
 - Other symptoms have improved

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- If worker develops no symptoms, they stay out of work for 10 days, the last 3 of which they must be symptom free
 - Worker may return after 14 days of self-quarantine, if they are symptom free for 72 hours before return, with no medications.
 - If diagnosed/confirmed positive by a health care provider, worker should follow CDC guidelines for self-isolation and return to work when directed to do so by their healthcare provider.
- If worker develops symptoms, worker should seek medical attention and should remain away from work for 14 days.
 - Worker may return after 14 days of self-quarantine, if they are symptom free for 72 hours before return, with no medications.
 - If diagnosed/confirmed positive by a health care provider, worker should follow CDC guidelines for self-isolation and return to work when directed to do so by their healthcare provider.
- If the worker tested POSITIVE, the Director/Board President will work with the Department of Health to follow protocols in addition to the following:
 - Director will notify library board, staff, and community
 - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
 - Maintenance staff will clean and disinfect areas(s)
 - Director and board will identify corrective actions, if any, that can be taken for the future

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

- Workers conducting daily self-checks are required to wear masks, supplied by the library
- Workers may bring home one PPE at the end of a shift, so that they can put it on before entering the library at their next shift.

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?

- We follow cleaning guidelines found on the Cleaning and Disinfection for Community Facilities of the CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

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- Any area(s) used or visited by the ill person should be closed for 24 hours to the staff and public.
- We use EPA registered disinfectants listed in List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19), as suggested by the CDC.
 - Manufacturer's recommended contact times will be used.
 - A list of the disinfectants we use is available for public review at <https://eglibrary.org/about/clean/>

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?

Using the BUILDING ENTRY MONTHLY Excel sheet. We can see who was in the building on that day and a time range.

Those who have had close contact with a person diagnosed with COVID-19 will be notified and directed to stay home and self-monitor for symptoms, and to follow CDC guidelines if symptoms develop, following appropriate CDC guidelines for home isolation.

Notification will be by phone, email and/or registered mail.

- Staff/Volunteer/Contractor contact tracing will be Using the BUILDING ENTRY WEEKLY Excel sheet. The sheet will indicate everyone who was in the building on a day and a time range.
- Those who have had close contact with a person diagnosed with COVID-19 will be notified and directed to stay home and self-monitor for symptoms, and to follow CDC guidelines if symptoms develop, following appropriate CDC guidelines for home isolation.
- Staff, Board, and Community will be notified as quickly as possible. Staff will be notified by phone/text, email, and a posted notification on the staff intranet/TEAMS. The board will be notified by email and/or phone. The community will be notified on the library website and through social media outlets to disseminate the non-personally identifiable information as quickly as possible.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

The East Greenbush Community Library belongs to the Upper Hudson Library System (UHLS). An UHLS ad hoc committee was formed to collect and disseminate COVID-19 information among member libraries, including recommendations for safe-reopening plans. Jill Dugas Hughes, Director, East Greenbush Community Library is a member of this committee.