

# Reopening Penn Yan Public Library after Coronavirus shut-down

## Safety Planning Document 8/2020

*Abbreviated in Building Services operations will start Monday August 31<sup>st</sup> 2020 and last until the Library Board deems it safe to open the building more extensively.*

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### 1. People

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

**NYS Safety Plan Template-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.**

#### PYPL Measures

- Staff will maintain a 6 ft. distance from patrons and each other whenever possible.
- Staff will wear face masks when work activities require a less than 6 ft. distance from others in work areas.
- Staff will wear masks when conducting all activities outside of single person work areas and offices.
- \*\*\*-Staff will wear masks when entering and leaving the building.
- A plexiglass barrier will be placed at the circulation desk.

**NYS Safety Plan Template- 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.**

#### PYPL Measures\*

- a. Staff Social Distancing Goals (limiting shared work spaces to 50% occupancy as much as possible):
- one person should be in all offices at a time
  - one person working in the front desk area at a time when possible
  - one person in break room

- two people in basement work area at a time when possible
- b. Patron Social Distancing Goals (limiting overall building occupancy to ½ of Covid Allowable occupancy as per PY village code officer instructions)
- Covid allowable occupancy HK room 15, goal 0
  - Covid allowable occupancy Children’s area 16, goal 8
  - Covid allowable occupancy Main floor area 38, goal 20 maximum
  - Total building goal including staff: 25
- c. Greeter/clerk procedures to meet occupancy goals: Use script and Q and A sheets
- d. Signage to promote occupancy limit will be posted at the main door

**NYS Safety Plan Template-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)**

**3.PYPL Measures**

- Signage will be placed throughout the Library to ensure appropriate social distancing by all non-household/family groups.
- Bi-directional directives will be affixed to the floor in between shelves and furniture and at the front desk area

**NYS Safety Plan Template- 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.**

**PYPL Measures**

- Staff will use remote communication methods (email, teleconferencing, phone, texting) whenever possible.
- Essential staff who must communicate in person will meet in well ventilated spaces and maintain 6-foot social distancing.
- Meeting and public spaces will not be available for the general public to congregate during the *Open Building with Abbreviated Services* step.

***NYS Safety Plan Template- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.***

**PYPL Measures**

- Patrons can order holds on line or call to order as usual.
- Patrons will be able to pick up items during open hours at the circulation desk as usual.

- Items will be checked out at that time.
- If a patron wants curbside delivery, we will bring the items out to them in a paper bag.
- All item quarantine procedures will be in place.

***NYS Safety Plan Template- 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?***

**PYPL Measures**

If the above measures\* cannot be met, all parties should be wearing PPE and time spent in close proximity to others should be kept as short in duration as possible.

***NYS Safety Plan Template-How you will manage engagement with customers and visitors on these requirements (as applicable)?***

**PYPL Measures**

Signage and greeter

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

**PYPL Measures**

Less staff will be in the building at a time with some working from home at different times.

**II. PLACES**

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

***NYS Safety Plan Template- 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?** From our regular vendors.

**PYPL Measures**

-An adequate supply of disposable masks for replacement for staff use or for use by essential visitors will be provided.

-Cloth masks provided by the Friends of PYPL will be available to give out to patrons without masks as gifts.

**NYS Safety Plan Template- 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?**

**PYPL Measures**

- Staff will be responsible for cleaning their own cloth face coverings
- Disposable masks will be disposed of after each use

**NYS Safety Plan Template- 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?**

**PYPL Measures**

- Latex gloves are provided for when staff is handling returned items
- Gloves are to be discarded after each use.
- Required Shift cleaning of surfaces is supported by a checklist that has to be signed.
- Patrons will place all items in book returns
- All returned items will be quarantine for 96 hours
- Plan to install the following *touchless* model items:

Toilet flushers

Soap dispensers

Paper towel dispensers

Hand sanitizer dispensers

Water bottle filling station

Restroom trash receptacles

Keyboard covers for shared staff computers and PACs

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

**NYS Safety Plan Template- 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.**

**PYPL Measures**

-The Building and Grounds Maintenance worker will be responsible for cleaning the building on a daily basis adhering to CDC and DOH requirements.

-Anyone performing front desk and greeter activities and Youth Service department staff will be responsible for filling in spot cleaning and shift change cleaning logs

-Spot cleaning and shift change disinfection logs will be kept in the Customer Service office.

**NYS Safety Plan Template- 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?**

**PYPL Measures**

*touchless* model items:

Soap dispensers

Paper towel dispensers

Hand sanitizer dispensers

All will be provided at several locations for staff and patron use to promote good hand hygiene.

**NYS Safety Plan Template- 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?**

**PYPL Measures**

**DISINFECTATION SCHEDULE**

date

Disinfection Area/Task	AM shift	PM shift	Staff Initials
<i>CUSTODIAN/LIBRARY STAFF MEMBER</i>			
<b>Restrooms Cleaned and Disinfected</b>			
Toilets/Urinal, Including Handles			
Sinks/Countertops			
Soap & Paper Towel Dispensers/Hand Dryers			
Floor, Swept, Washed with Disinfectant			
Doors & Handles & Light Switches			
Trash Emptied			
<b>Hicks Kimball Room</b>			
Chair Arms Wiped Down			
Light Switches			

Door Handles			
Trash Emptied			
<b>Circulation Desk</b>			
Counters			
Commonly Used Tools (Stapler, etc.)			
Keyboards			
Mice			
Telephone			
Printers			
Fax Machine			
Register			
Door & Handles			
Trash Emptied			
Plexiglass on lower desk and spot clean the rest			
<b>Public Area</b>			
Photocopier			
Ramp Railing			
Stairway Railing			
Stairway Swept & Mopped			
Light Switches			
Front Doors			
Trash Emptied			
Tables Wiped Down			
Chair Arms Wiped Down			
<b>Computers</b>			
Keyboards			
Mice			
Counters			
Chair Arms Wiped Down			

-Breakroom cleaning log is located on the dining table

-Employees are encouraged to bring food from home and to use their own dishes, silverware, etc., to be returned home with them at the end of their shift. Where possible, and as appropriate based on scheduling, employees should plan not to eat meals on site during work hours.

**NYS Safety Plan Template- 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.**

**PYPL Measures**

-Signage will be posted throughout the building and at the entrance.

**NYS Safety Plan Template: Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.**

**PYPL Measures**

-To ensure that reduced staff levels and social distancing are maintained, a text message group has been established.

-Staff who plan to work on-site outside of a scheduled time should verify it is appropriate to work at that time by calling in before arriving.

- Staff should reply immediately to indicate whether additional staff on-site is feasible at that time.

**NYS Safety Plan Template: 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.**

### **PYPL Measures**

-Due to patron privacy requirements a log of each person's visits will not be kept.

- Daily staff health questionnaires, pay sheets and the staff schedule will maintained and stored in the customer service office.

**NYS Safety Plan Template: 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?**

### **PYPL Measures**

-Front desk staff are in charge of confirming that visitors have signed in and out on the visitor log during curbside service.

-The customer service director is in charge of storing the visitor logs in use during curbside delivery.

-All visitors and staff will wear masks when the library building is open.

-Contractors will continue to log in/fill out health questionnaires when on site.

**NYS Safety Plan Template: 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.**

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

### **PYPL Measures**

-The Library Director will be responsible for notifying authorities if a staff person tests positive.

## **III Processes**

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

**NYS Safety Plan Template: 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.**

### **PYPL Measures**

- Each employee will be required to complete a health screening questionnaire when they arrive on site (at the main circulation desk) and before they begin work. The questionnaire will ask the following three questions:

1. In the past 14 days, have you knowingly been in close or proximate contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 (see list of symptoms under Question 3 below)?
2. In the past 14 days, have you tested positive for COVID-19?
3. In the past 14 days, have you experienced any of the CDC-recognized symptoms of COVID-19, which include the following symptoms or combinations of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

- The questionnaire will also include a place for the employee to sign that they understand that they must immediately disclose if and when their responses to any of the three questions changes, such as if they begin to experience symptoms during or outside of work hours.

- The senior Department Director on duty will perform the health screening by supplying the employee with a copy of the questionnaire. The employee will complete, sign, and date the questionnaire and return it to the senior Department Director on duty for review, signature, and filing. All parties involved should wear masks and maintain six feet of distance between them throughout this transaction.

An employee who screens positive for COVID-19 symptoms will not be allowed to enter the worksite and will be sent home with instructions to contact their healthcare provider for assessment and testing. If the employee needs to wait inside the building for some reason before leaving, they will wait in a room (while wearing a mask and face shield, if they can tolerate it) with a door that can close.

The senior Department Director on duty will immediately notify the Yates County Health Department (Phone: 315-536-5160, **Emergency: 315-536-4438**) and New York State Department of Health (New York State COVID-19 Hotline: **1-888-364-3065**) about the suspected case. The employee will be provided with information on healthcare and local testing resources which can be found at <https://www.yatescounty.org/535/COVID-19>

All parties involved in the screening should bring their own clean mask (employer-provided or otherwise) to work each day. If an employee forgets their mask, the senior Department Director on duty will provide them with one from the library's



**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:**

**NYS Safety Plan Template: 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?**

**PYPL Measures**

- Areas used by the COVID-positive person will be closed off for 24 hours or as long as otherwise possible, with outside windows opened (if possible) to increase air circulation.

- After the closure period, contaminated areas will be cleaned, by trained custodial staff, in accordance with CDC guidance found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and New York State Department of Health guidance found at [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). All areas used by the person will be cleaned and/or disinfected, such as offices, bathrooms, common areas, shared electronic equipment (keyboards, screens, etc.) Safe vacuuming procedures will be followed.

- Cleaning products will be obtained through normal procurement means when at all possible. Staff who perform cleaning duties will monitor supplies on-site and attempt to ensure that a two-week supply is always available on-site.

- Disinfecting products will be identified from either of these lists: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> or [https://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/covid19.pdf](https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf) and will be obtained through normal procurement means when at all possible. Staff who perform disinfecting duties will monitor supplies on-site and attempt to ensure that a two-week supply is always available on-site. When an EPA-approved disinfectant is not available, an alternative like 1/3 cup of bleach in 1 gallon of water, or a 70% alcohol solution, will be used.

-CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19 infection are as follows:

Open outside doors and windows to increase air circulation in the area.

Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared equipment.

Once the building has been appropriately disinfected, it can be reopened to employees for use.

Employees without close contact with the person who is sick can return to the work area immediately after disinfection.

-If more than seven days have passed since the person who is sick visited or used the retail location, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

*- 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?*

- The Customer Service Director (or designated alternate) will retain accurate staff schedules dating back three weeks at a minimum. In the event that an employee tests positive for COVID-19, the Executive Director (or designated alternate) will review the retained staff schedules to determine which employees need to be notified about the positive test result.

- Employees who interacted with the employee who tested positive dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, will receive a form letter indicating that they may have been exposed to COVID-19 in their workplace and must follow all required protocols following exposure. The COVID-positive employee will also be asked to identify all coworkers they may have interacted with dating back to 48 hours before they began experiencing symptoms or tested positive, whichever is earlier. All attempts will be made to maintain confidentiality as required by federal and state law and regulations.