



Director's Report

Submitted by Jill Dugas Hughes, November 17, 2020

COVID-19 Update

We are firmly committed to protect the health and safety of our employees and patrons, and to serve our community. We continue to monitor the rapidly changing COVID-19 situation and will continue to comply with Public Health Guidance. COVID-19 cases, hospitalizations, and deaths across the United States and Capital Region are rising. As cold weather moves in, people spend more time indoors, and the holidays approach, we are taking steps to slow the spread of COVID-19.

Staff and visitors are reminded to wear a mask, stay at least 6 feet apart, avoid crowds, and wash your hands often; both at work and outside of the library. The more steps you take, the more you are protected against COVID-19. Staff have been provided with additional training on de-escalation techniques and protocols for implementing the library's policy on wearing masks and maintain social distancing. Our motto is: Set the Expectation: Safety First!

To help limit personal contact and create more space for social distancing, we reduced the following library services on December 11, 2020:

1. Remove all seating except for computer seating
2. Reduce the number of desktop public computers available to (2)
3. Post signage above the copier/scanner/fax machine "Self-Service Only: Due to increasing positive COVID-19 cases in our community, staff are now directed to maintain 6 feet of distance at all times." If a patron asks a staff member for assistance, and the service can be safely provided while the patron is 6+ feet away, staff should offer to provide the copy/scan/fax for them.
4. Visit time limits continue to be 30 minutes, but library communication to the public about the length of visits will now change to read 15-30 minutes
5. Quarantine period for materials has changed to 72 hours

Current COVID metrics indicate that we will be facing continued growth in positive cases throughout the winter. We will continue to reduce/roll back services based on public health guidance recommendations. Staff and members of the public are encouraged to provide suggestions or ask questions anytime.

Staff members who are at a higher risk for COVID-19 have been encouraged to submit any requests for personal accommodations. I am committed to working individually with members of the public and staff to ensure people feel as safe as possible and individual needs are met as much as possible. Important Reminder! Please stay home if you are sick! If you have COVID symptoms or have been exposed to someone else who has tested positive for COVID-19, please obtain a COVID test let us know if you have visited the library recently so we can implement contact tracing. Reminder that an infected



person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your close contacts know they have may have been exposed to COVID-19, you are helping to protect everyone. If a staff member or member of the public reports a positive test, I will immediately contact the Rensselaer County Health Department and work with them to institute follow up steps.

At this point, we know that risk levels increase in crowded situations, with close/physical contact, enclosed spaces, and with increased durations of exposure. No matter how conscientiously we stick to the safety protocols, we will most likely continue to need to roll back services as positive cases in our community rise, employees fall ill or test positive, or patrons refuse to comply with social distancing and face mask requirements. Each scenario will require thoughtful planning and steps to reduce services will be based on reducing known risk levels as the outbreak grows.

At the most recent Service Committee meeting on December 10, we decided that we will not be following a strict “phased” roll back plan but will base decisions on the most up to date information and health expert guidance. Decisions to roll-back services will most likely be incremental and decisions will be made on a weekly basis with input from staff and the board.

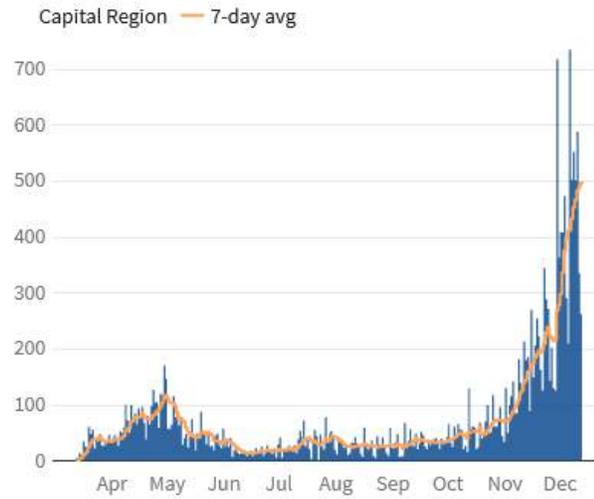
Sometimes the action will need to be quick and decisive (such as if we receive a report of a positive COVID-19 test from a staff member which will require a closure of the building for cleaning). The board will most likely need to begin meeting weekly again, and if necessary, daily, to discuss and carefully consider the types of dial back services and the ever-changing state/county protocols.

If a confirmed COVID exposure occurs at the library, I will immediately notify all staff via the emergency text messaging software, TEAMS, and Email. We will also notify the health department, post a notification on our website, and other media channels (following the same process as our emergency weather procedure). Vicki and I will work with impacted staff to explore the need for quarantine or other isolation. Dawn will coordinate with Paul to clean all locations where the employee worked over the previous 7 days. Anybody who tests positive is not eligible to return to work until they receive a written notice from a medical professional indicating it is safe to do so.

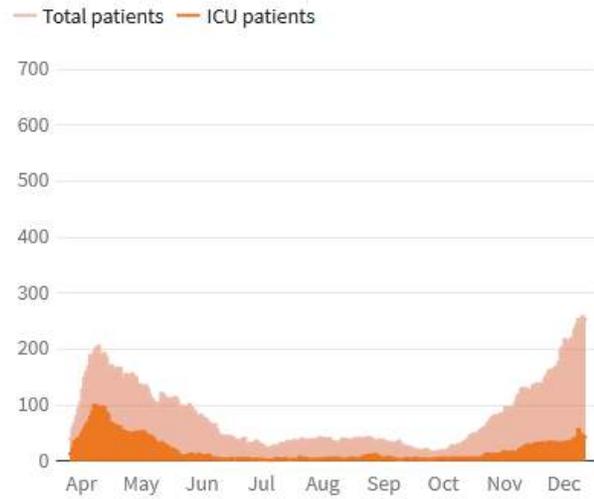
I would like to thank library staff, board, and community members for your continued flexibility, and dedication to our community as we face unprecedented times. The library plays an important role in the health and well-being of our community, both physical and mental health well-being. I have never been more scared or proud to be a library professional. Thank you for your continued grace and input as we navigate impossible decisions and seek to be the safest and best library!

Coronavirus in the Capital Region

New COVID-19 cases



COVID-19 hospitalizations



Trends in eight Capital Region counties by Cathleen F. Crowley and Bethany Bump/Times Union (*About the data*)

Reference Department Report – November 2020

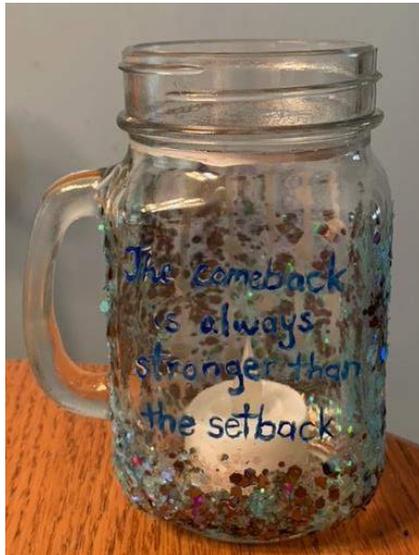
Submitted by Elizabeth Putnam

Highlights

This month, we debuted an upgrade to our Overdrive digital collections offerings by subscribing to Overdrive's Advantage Plus program. Titles that we purchase through Advantage Plus will fill holds placed by East Greenbush/Schodack patrons first, before becoming available to all UHLS users.

Our virtual programs continue to draw strong attendance, with 22 participants in the grab-and-go craft, 20 attendees in Hot Topics in Astronomy with MiSci, and 11 participants in the Hands-On Pre-Thanksgiving Cooking Class with Cornell Cooperative Extension, in which participants join from their kitchens and follow along with the instructor in preparing healthy, seasonal dishes.

November's grab-and-go craft was *Jars of Optimism*. We received some lovely responses from our patrons, showing us their completed craft:



We have hit the sweet spot with our in-person computer services. We currently have 4 terminals available for half-hour walk-in sessions. We often have several computer users in at any time, but so far the terminals are never full, so supply and demand are nicely balanced.

Reference Service

After a peak in October, reference service use decreased in November, back to the same level of use we saw in September. Total adult reference transactions decreased 27% from October (796 queries) to November (581 queries).

See full reference stats in the chart on the following page.



November 2020 Programs

(10 programs, 114 attendees, 11.4 average attendance per session)

See full program stats in the chart on the following page.

Date	Program	Category	Attendance
11/2/2020	Monday Night Book Chat on Facebook	Live Virtual Program	15
11/9/2020	Monday Night Book Chat on Facebook	Live Virtual Program	4
11/12/2020	Hot Topics in Astronomy with MiSci	Live Virtual Program	20
11/14/2020	Adult Craft Grab & Go: Mug of Optimism; Joy & Light	On-Demand Program	22
11/16/2020	Morning Book Discussion Group: Such a Fun Age by Kiley Reid	Live In-Person Program	7
11/16/2020	Evening Book Discussion Group: Island of Sea Women by Lisa See	Live Virtual Program	7
11/16/2020	Monday Night Book Chat on Facebook	Live Virtual Program	10
11/18/2020	Hands-On Pre-Thanksgiving Cooking Class with Cornell Cooperative Extension	Live Virtual Program	11
11/23/2020	Monday Night Book Chat on Facebook	Live Virtual Program	7
11/30/2020	Monday Night Book Chat on Facebook	Live Virtual Program	11

Professional Development

Date	Librarian	Type	Title/Event	Org/Sponsor	Time
11/5/2020	Catherine	Webinar/Training	Automatic Weeding Plan & Smart List overview	Overdrive	.5 hr
11/5/2020	Catherine	Webinar/Training	Automating Carts: Create Smart Lists	Overdrive	.5 hrs
11/4/2020	Jody	Conference session	Managing a Thriving Writers Program for Adults	NYLA	1 hr
11/5/2020	Jody	Conference session	Holistic Librarianship	NYLA	1 hr
11/5/2020	Jody	Conference session	Creating and Sharing Meaningful Messages	NYLA	1 hr
11/6/2020	Jody	Conference session	Women's Leadership Panel	NYLA	1 hr
11/6/2020	Jody	Conference session	Shake Up That Staff Meeting!	NYLA	1 hr
11/6/2020	Jody	Conference session	Skilled-Up: Librarians Repurposing Their Careers	NYLA	1 hr
11/12/2020	Jody	Meeting	Virtual Program Swap	UHLS	1 hr
11/20/2020	Jody	Meeting	ALA Membership Committee Meeting	ALA	1 hr



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AS 2020 (Summer/Fall/Wtr) Jun Jul Aug Sep Oct Nov Dec **TOTALS**

Reference

Basic Reference									
In-person		234	194	288	367	245			1328
Phone		210	89	188	198	177			862
Involved Reference/Over 5 min									
In-person		37	20	37	23	30			147
Phone				9	11	17			37
Computer/Print/O'drive/Tech									
In-person		13	3	25	155	78			274
Phone				9	8	6			23
Non-Reference (directional, copier, etc.)									
In-person		2	1	21	30	13			67
Phone				2	4	15			21
Monthly Totals									
In-person		286	218	371	575	366			1816
Phone		210	89	208	221	215			943
Grand total		496	307	579	796	581			2759

Programs

Live, in-person									
No of Programs		0	1	1	2	1	1		6
No of Attendees			4	7	20	8	7		46
Live, online									
No of Programs		10	16	7	5	7	8		53
No of Attendees		92	140	78	68	81	85		544
On-demand or recorded									
No of Programs		2	0	0	1	1	1		5
No of Attendees, or,		0			22	23	22		67
No of Views		22			N/A	N/A	N/A		22
Special (SRC, WRC)									
No of Programs		0	0	1	0	0	0		1
No of Attendees				224					224
Monthly Totals									
Total no of programs		12	17	9	8	9			65
Total attendees		92	144	309	110	112	10		881
Avg attendees per program		7.7	8.5	34.3	13.8	12.4	114		14.7
Adult eNewsletter (started May, 2020)									
No of Issues Sent		1	1	1	1	1	1		6
No of Subscribers		25	37	46	55	66	73		302



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Open Rate Percentage	88.9	77.8	68.6	80.7	69.2	60.3		74
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Social Media

Facebook

No of Posts	11	12	10	8	10	12		63
No of Engagements	950	614	459	376	473	435		3307
No of Comments	168	204	177	124	180	149		1002

Instagram

No of Posts	12	17	4	10	20	14		77
No of Likes/Comments	54	75	16	46	77	69		337

Services

Reader's Advisory Form Service (started June, 2020)

No Completed	10	12	5	4	5	0		36
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Books with Wheels (resumed July, 2020)

No Individuals		0	0	0	0	0		0
No Items for Individuals		0	0	0	0	0		0
No Group Residences		1	1	0	1	1		4
No Items for Groups		25	30	0	30	30		125

Collections

Physical items ordered (book, DVD, etc)				180	401	110		691
Digital items ordered (Overdrive)				94	76	77		247
Monthly Totals				274	477	187		938

Professional Development & Library Service

No of sessions/meetings		4	7	5	4	10		30
No of staff hours		4	6	4.5	3.25	9		26.75



Resource Sharing & Access Report – November 2020

Submitted by Dawn Geurds

Highlights

- Standard time resume on Sunday November 1 at 2am.
- Attended a Departments Heads Meetings on November 5,12 and 19.
- Library was closed to the public on November 3, for Election Day. Drive-thru was open 11am-6pm and returns were accepted.
- Attended the Library Board Meeting on Tuesday November 17, through Go to Meetings.

Statistics

- Answered 17 reference questions by e-mail.
- Requested 11 ILLS
- Received 16 ILLS
- Sent out 3 ILLS
- 704 items requested within UHLS.
- 4,650 items were placed on the Hold Shelf.
- 376 expired holds were not picked up by the patrons that requested them.
- 2 items were found on the library's shelves that were marked lost in transit.
- 31 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Drive-thru patron assistance was needed 1,512 times.
- On Going Booksale made NA for the month of November
- Library was open 18 days / 116 hours for Public
- Returns were accepted 24 days / 138 hours
- Drive-thru was open 19 days / 123 hours

Youth Services Report – November 2020

Submitted by Molly Chatt

It was a quiet month in Youth Services as we continue to provide our core pandemic-era services. Our weekly Zoom storytimes are increasing in attendance, with new families joining each week. We handed out 317 take and make crafts this month, with projects celebrating Thanksgiving, dinosaurs, and autumn. Youth services librarians also selected and prepared 27 Book Bundles for children this November. The excitement of the month occurred when the world welcomed 6-pound Milo Arthur a few weeks early on November 6th! Congratulations to our teen librarian Jenna and her family, all are doing well.

1000 Books Before Kindergarten:

4 children checked in for another one hundred books read this month, and one child graduated from the program. We are almost ready to roll out our new online tracking system for the 1000 Book program in January!

Happy Patron of the Month!



Thea playing Food Bingo with Miss Molly and Miss Jen

Thea's mom sent us this photo and wrote "We had a great time! Thank you so much for putting this together and for everything you do for us! We would be lost without our library and without the two of you!"

Meetings & Continuing Education:

11/2 -- Joelle attended the webinar "Using Books to Engage Young Children in Talk about Race & Justice"

11/7 -- Diana attended the webinar "Voter Education in a Post-Truth Era"

11/8 -- Joelle attended the webinar "Outreach Outside the Box"

11/10 -- Molly is a member of the Family and Consumer Science Advisory Committee of the Rensselaer County Cornell Cooperative Extension and attended the organizations' Annual Meeting.



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11/19 -- Jen attended the monthly Youth Services Advisory Committee of UHLS.

Children's Programs

Live Children's Programs				
11/11- 1 session	MiSci Fun With Physics	Live Program	21 children, 13 adults	
11/17 - 1 session	Food Bingo	Live Program	23 children, 20 adults	
Tuesdays 10am – 4 sessions	Zoom Storytime	Live Programs	77 children, 63 adults	
Total Live Children's Programs: 6			Total Participants: 121 children, 96 adults	
On-Demand Programs				
Date Posted	Title		YouTube Views	Facebook Engagements
11/4	Collage Crafts	Youtube video	16	6
Total On-Demand Programs: 1			16	6

Youth Services Provided

Type of Service	Quantity
Reference questions (includes programming & directional) – Children's Desk	421



Technical Services Report – November 2020

Submitted by Susan Dague

I attended OCLC’s Ask QC (Ask Quality Control) webinar on the 12th, “OMG, there are so many 5xx fields, what do I do?”

Kathy attended a CALA (Capital Area Library Assistants) lunch and learn webinar, “Diversity Adds Value: A Safe Space for Everyone” on the 17th.

I attended a CATS (Cataloging and Technical Services) interest group meeting on the 18th sponsored by CDLC on the topic of troublesome cataloging records.

Number of items processed: 249 (total – unknown)

Audio (adult + YA + juvenile)	8
Juvenile Fiction	75
Juvenile Nonfiction	32
Electronic (adult + YA + juvenile)	2
Fiction (adult + YA)	16
Miscellaneous	0
Unknown (on order records)	459
Nonfiction (adult + YA)	24
Print Subscriptions (adult + YA + juvenile)	80
Video (adult + juvenile)	12
Total	708

Number of items withdrawn: 224

Added for the year to date: 5,194

Withdrawn for the year to date: 4,874

Total items: 93,557



Digital Services Report – November 2020

Submitted by Karrie McLellan

Online Presence:

- Updated home page layout to include a spot to feature events and services, as well as brought back the “Upcoming Events” feed.
- Worked with Jody to create webpage and webform registration for the Pen to Pandemic contest. Also created and tested an email to associate with the project.
- Working with Library Market to see if we can get virtual public reservations in place for groups that used to meet in the library.
- Deleted the Staff Picks IFTTT account. We were no longer using the associated automated tasks, and IFTTT kept sending emails advising us to reconnect our Facebook account.

UHLS:

- UHLS Mobile app is offline and the vendor is unresponsive to requests for support from UHLS.
- Contacted UHLS about the possibility of adding the drive thru as a second pickup location.
- Contacted UHLS about access to the Sierra app from home. A static IP is needed, which is not standard with a home internet connection.

Library Computers/Hardware:

- Updated our hybrid phone system for a smoother patron experience and to restore some staff functions.
- Updated holiday phone greetings to streamline their scheduling.
- Started the long process of streamlining the chaos on the back end of our Microsoft 365 installation that was caused by changes in how 365 treats email groups as well as our introduction of Teams and Planner in a hurried fashion.
- Continuing issues with PaperCut software for accepting copy/fax payment. It disconnects from the server randomly, making it impossible for staff to access. I created an alternate account that could provide staff access to patron accounts without the server connection in case it becomes disconnected again. Payments and debits are still unpredictably slow to register with the server, making management of an anonymous guest account difficult.
- Logitech Group teleconferencing hardware for the large meeting room arrived and is being configured. First draft of documentation for staff and patrons is completed, pending possible changes due to additional new meeting room technology coming in.
- Meeting Owl Pro teleconferencing hardware for small groups was ordered, but there is a backorder of several weeks. Documentation for staff and patrons is in completed, pending possible changes due to additional new Hurr Room technology coming in.
- Met with vendors to finalize costs for the parking lot wireless project. The project was scaled back from two access points to one. If a second is needed, it can be added later.
- Started a slow rollout of new Square hardware to the circulation and adult services desks. The new hardware will free us from the need for a current, updated iPad to process transactions, increasing the lifetime of the hardware significantly. It will also allow us to take payment at additional service points



and during outreach events. Met with Jill and Vicki about adding a connected cash drawer to replace the cash register at the circulation desk and route all payments through Square.

- Configured a backup computer for the drive-thru in case moisture/temperature causes the current computer to fail. If it does fail, we will consider investing in a rugged laptop designed for outdoor use for that workstation.
- Attempted connect Shifts to Outlook, but the only software that can do it requires a \$500/month site license. This is something Microsoft plans to implement in the future, but they are currently the owners of the software that requires the expensive license and would seem to have no motivation to include this feature for free.
- Added a link to Tech Talk on the public computer browsers. Will add to circulating laptops as available.
- Investigating two public youth computers that keep “disappearing” from the network, despite being on and connected.
- Youth services printer required a service call to correct issues with streaking on printouts.
- The monitor on the maintenance computer needed replacement.

Meetings/Workshops:

11/4: Creating Fillable forms (Tech-Talk webinar)

11/24: Smartphone and Browser Privacy Tips

11/24: Surviving a Ransomware Attack

Statistical Notes:

- Every email reference question I received was an OverDrive patron who was blocked from borrowing because of an expired card. Previously, I had forwarded these to circulation and did not count them in my statistics, but in every case this month the patron’s contact info had not changed, and the card could be renewed without additional intervention.
- Discovered the Ancestry stats we were receiving from UHLS contained cumulative numbers, not monthly. The spreadsheet has been edited to reflect this.

What’s Next

- Parking lot wi-fi
- Tech-Talk training for staff
- Credit card payment at the reference desk and new point-of-sale hardware at the circulation desk.



Circulation Report – November 2020

Submitted by Marion Pierson

Highlights

Circulation staff helped 1,500 patrons and answered 22 questions at the drive thru window. We also distributed Grab and Go crafts for children and adults, as well as MiSci activity sheets and game cards for virtual bingo. Circulation staff on the Welcome Desk continued to assemble craft kits for kids and adults, and assisted Jill with the Friends database by cross checking the names in Sierra to ensure we have the most up to date information.

Statistics

Patrons: 000 new patrons registered at the library in November

East Greenbush Residents 6	Online 7 EGRN, 2 Schodack
Schodack Residents 3	(UHLS MyCard)
Other 4	(UHLS MyCard)

Checkouts:

November 2020	18,620
November 2019	28,532

Volunteers: 00 volunteers worked 00 hours

Outreach
Adult

Notary Services: 3

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020, Revised 12/11/20



COVID-19 Reopening Safety Plan as Required by NYS

Location

East Greenbush Community Library
10 Community Way
East Greenbush NY 12061

Contact:

Jill Dugas Hughes, Director [director@eglibrary.org] [518-477-7476]
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 12/9/20~~
- ~~• Beginning 9/29/20 the library will provide limited seating and public computers. 9/22/20 12/9/20~~
- 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

- All library visitors will maintain 6 ft apart while in the library building
- Staff will remind visitors to maintain 6 ft. distance while in the library building
- Signage reminders about Face Mask/Covering Requirements and Social Distancing Requirements are posted throughout the building. "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) noting 6 feet are strategically located throughout the library.
- Tables are placed in front of services desks wherever space permits, encouraging extra distancing between staff and public.
- Floors have been marked with arrows to encourage directional traffic.
- Stacks have been marked with occupancy levels.
- A sign has been posted in the teen room with occupancy "Stay Safe, Maximum Physical Distancing Occupancy: (2).
- Cones have been placed outdoors (6 feet distance), indicating where visitors should wait in line.
- 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. 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.

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.

Face Covering Requirements for Staff

- All staff and visitors are required to wear face coverings while inside the library. Use of library grounds is permissible without a face covering if proper physical distancing is followed (6 feet distance). Face coverings are highly encouraged required for any group activity.
- 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.

- Maintenance staff will be assigned duties which are in separate locations and/or times from other employee assignments to limit contact. 12/9/20

Entering/Exiting the Building for Visitors

- Visitors will line up outside according to signage and cones
- The exterior door will remain open in nice weather and will be placed on “auto sensor” during inclement weather for touchless entry
- Bins for item returns will be located in the front vestibule and other designated locations. Bins will be located in designated spots for returns 12/9/20
- As visitors enter the building, they will be directed by signage to visit the Welcome Desk “Please Stop Here.”
- The greeter will welcome visitors and go through a brief orientation “No entry if experiencing COVID symptoms/exposed to others who have tested positive for COVID, Face Coverings Required, Hand Sanitizer Upon Entry, Physical Distancing Required, Limited Services “Grab and Go” (no seating or computers, 30 minute visits, Time Limits, Occupancy Limits, Service Limits, and Children 13 and under must be directly supervised by adult.”
- 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. Occupancy levels will be determined based on Government Capacity Mandates, Virus Spread in Community, and Staffing Capacity.
- Visitors are not allowed to enter if sick or if they are required to be quarantined based on the most up to date CDC/Department of Health Guidelines. 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.” Signage is posted with the COVID symptoms and quarantine requirements. 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.”

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.
 - 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.
 - 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.
- 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.

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)."

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.
- Plexiglass Sneeze Guards have been installed on public service desks.
- Staff are required to wipe down surfaces before and after shift with disinfectant.

- Location: Welcome Desk

- Work Assignment(s):

- Welcoming visitors
 - Provide verbal and written safety protocols to visitors
 - Manage Safe Occupancy Levels at the Library
 - Answer Questions

- Workspace Set Up:

- 2 Tables (to ensure physical distancing)
 - 2 Chairs
 - Portable Phone
 - Safe Space Occupancy Tablet
 - Staff can bring their own laptops
 - Extra masks, gloves, cleaning supplies, and hand sanitizer
 - Cart
 - Walker (for patrons with mobility issues)
 - Plexiglass Sneeze Guard
 - Bins/Bags, and Black Quarantine Forms to collect Hotspots and Laptops for Quarantine

- Signage Posted:

- "Grab and Go Orientation Checklist"
 - 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: Meeting Room A

- Work Assignment(s):

- Checking in books after 72-96 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.
- Cataloging and processing library materials (accession and weeding)
- Workspace Set Up:
 - Tables
 - Computers
 - Monitors
 - Chairs
 - 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.
 - 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)
 - 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.
- 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.
- 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"
 - "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.
 - 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 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”
- Location: Reference Desk
 - Work Assignment(s):
 - Readers’ Advisory
 - Reference
 - Answering Phones
 - Workspace Set Up:
 - Plexiglass Sneeze Guards
 - Computer Station
 - 2 Monitors (1 for staff use and 1 facing public)
 - Chair
 - Barcode Scanner
 - Receipt Printer
 - Cart(s)
 - Supplies
 - Phone
 - Signage Posted:
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
- Location: Youth Services Desk
 - Work Assignment(s):
 - Readers’ Advisory
 - Reference
 - Answering Phones
 - Workspace Set Up:
 - Plexiglass Sneeze Guards
 - Computer Station
 - Monitors
 - Chair
 - Barcode Scanner
 - Receipt Printer
 - Cart(s)
 - Supplies
 - Phone
 - Signage Posted:
 - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
- Public Restrooms:
 - Restrooms will be locked; keys will be available at the circulation and children’s room. Limited public restroom stalls will be available to the public

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020, Revised 12/11/20

- 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. In August, staff transitioned into one team.

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

- Lunch breaks may be taken in designated rooms inside the building; outside on the staff lunch table; in the staff members personal vehicle. Anytime a staff member takes off their face covering, it must be inside a designated break room. Only one person in a designated break room at a time. Allow for 30 minutes in between room use for air to properly recirculate.

Material Lending:

- Plexiglass sneeze guards have been installed on the drive thru window and public service desks.
- Wayfinding signage with physical distancing requirements and indicating where to stand in line are located at each public service desk.
- Face masks are required for everyone (including at the drive-thru window).
- Signage directing patrons to wear masks is posted.

Material Returns:

- Bins are in the front vestibule. Return bins are located in designated area(s).
- 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.
- Quarantine timelines are based on the most up to date guidance recommended by the Upper Hudson Library System.

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).

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- 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."
- Allow for 30 minutes in between room use for air to properly recirculate.

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?

- Supplies
 - Gloves (800)-(Staples)
 - Non-Medical Grade Face Coverings (800)- (Hill & Markes and Amazon)
 - 20 Face Shields (Vanguard Splash Shield)
 - 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 Sanitizer (2 Gallons), Clean All Mild Scent Hand Sanitizer Sanitizer (2 Gallons), Mountain Falls Original Scent Advanced Hand Sanitizer (67.6 Fl Oz.) We have ordered more supplies.
 - 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: (posted on 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

- Visitors who are wearing a visibly soiled face covering are provided a clean mask to wear.

- ❑ 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.
- 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.

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- 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.

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.
- Filters MERV 11 or higher will be used.
- HVAC units will be set to maximum fresh air intake levels.

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.
- 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).
- Staff are required to report unsafe working conditions to the Library Director.
- 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.

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.

Employees must follow the steps below if:

1. The employee is experiencing symptoms of Covid-19 (as explained by the CDC <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> or as determined by the CDC Self-Check app <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>)
- OR
2. The employee (or someone in the employee’s household) has received a positive diagnosis of Covid-19 as a result of a Covid-19 test.
3. Employee should contact supervisor as soon as possible.
4. If at home, employee must stay home.
5. If Diagnosed or ill with symptoms, employee must remain home and isolated for the time recommended by the CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

6. If the employee is caring for, or has been exposed to the virus by someone who has been diagnosed, they must remain quarantined following the CDC guidelines (14 days) <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
7. If the employee is in the workplace (or fails health screening), employee is to go home.
8. Employee must follow CDC Recommended Steps <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> and contact their physician for advice and/or testing.
9. Employer will, as soon as possible after notification by employee, notify remaining employees of possible Covid-19 infection.
10. Employer may not disclose name of ill employee unless the employee gives permission.
11. Employees will be reminded of importance of following PPE and social distancing and hygiene requirements.
12. Director and Business and Operations Manager will review Sign-In records and determine which employees may have experienced contact with the possible Covid-19 infected employee for a period of 2 days prior to first symptom onset. Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE). <https://www.cdc.gov/coronavirus/2019-ncov/community/contact-tracing-nonhealthcare-workplaces.html>
13. Once a list of potentially exposed staff/visitors have been identified, the Supervisor or Business and Operations Manager will notify particular staff and/or visitors of possible exposure.
14. Those staff will be evaluated for symptoms, and sent home in accordance with CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, and <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
15. If exposed employees are asymptomatic employer may choose to follow alternate CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
16. Employees who are required to quarantine are required to work from home as long as they are able. Any time off which is related to a quarantine requirement (as designated according to NYS law) will not need to use PTO (guidelines determined by NYS law).
17. Employer (Director, Board President, Business and Operations Manager, Supervisor, or Covid-19 contact) will immediately, if possible, and no later than 24 hours from notice, notify local Health Department of possible/confirmed illness (it is likely that health care insurer will also do this).
18. The library will assess areas for possible hazard in accordance with CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>, and possibly close or restrict access to parts of the library. Deep cleaning will occur 24 hours after notification from employee. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html.
19. Staff will be notified via text or e-mail of applicable benefits for the time off due to cleaning, if applicable (if staff will not be in the building or are not part of cleaning protocol).
20. Business and Operations Manager will document workplace diagnosis.
21. If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

22. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
23. The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.
24. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.
25. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
26. If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
27. If an employee is symptomatic while not at work, absent close or proximate contact with a person with COVID-19, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
28. Employees must follow all COVID-19 travel restrictions and quarantine requirements as determined by New York State. If an employee chooses to travel against recommendations as determined by New York State, the employee include the quarantine requirements as part of the PTO request. <https://coronavirus.health.ny.gov/covid-19-travel-advisor>
29. **Cleaning Protocols for a suspected or confirmed COVID-19 infection:**
 - In most cases, we do not need to shut down the building. If it has been less than 7 days since the sick employee has been in the building, close off any areas used for prolonged periods of time by the sick person.
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - During this waiting period, open outside doors (if possible) to increase air circulation in these areas.
 - If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary.
 - Continue routinely cleaning and disinfecting all high-touch surfaces in the facility according to the CDC [cleaning and disinfection recommendation](#):
 - Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use [products that meet EPA criteria for use against SARS-CoV-2](#) [external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
30. If the library receives notification of a Visitor or Staff member who have tested positive, the Director will notify the Staff, Board, and Community utilizing all emergency communication protocols (text, email, website, school closing network, social media, press release).

31. The Director and Board will review each case and identify corrective actions, if any, that can be taken in the future.

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 which is updated regularly to include new COVID health recommendations by CDC and NYS.
 - 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 and will follow the steps listed above for employees who exhibit symptom(s) consistent with COVID-19 and will immediately notify the Director.
 - 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.
- 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
 - 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:

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020, Revised 12/11/20

- 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>
- 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 contract 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.