



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?

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).
- 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.
 - 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-advisory>
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 recommendations](#):
 - Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2external 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.
- 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.

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

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

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

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

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