

CLIFTON SPRINGS LIBRARY RE-OPENING SAFETY PLAN



Clifton Springs Library

Industry: Public Association Library

Address: 4 Railroad Avenue

Clifton Springs, NY 14432

Phone Number: 315-462-7371

Owner/Manager: Phil Trautman

I. People

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

- Ensure 6 ft. between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face covering.
- Tightly confined spaces will be occupied by one only 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 (e.g. clock in/out stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
Common instances when 6 ft. of distance between individuals may not be possible:
 - Walking into the Work Room while other employees are at their desksTo maintain appropriate safety standards while entering our Work Room, employees must:
 - Wear a face mask
 - Announce their intent to enter so that employees working at their desks can put on masks
 - Remain beyond the taped off barrier outside of the Work Room until all employees are properly wearing face masks.
 - Eat lunch at a designated, appropriately distanced table, or eat outside.

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.

In order to guarantee an adequate supply of PPE to protect all employees, the Clifton Springs Library will purchase from Amazon.com enough masks for us to supply six masks a day, or one hundred eighty masks per month. Replacement boxes of disposable gloves will also be purchased on Amazon as needed.

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.

in order to comply with this policy the Clifton Springs Library will:

- Provide all personnel with a new disposable mask daily
- Place highly visible signage requiring employees to announce their presence when entering an office so that appropriate face coverings can be donned.

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.

Common objects likely to be shared between employees:

- Printers/Scanners
- Computers
- Telephones
- Cleaning supplies
- Refrigerator
- Ipad/Square

Safety measures in place to ensure the safety of employees when using common objects (See also our Sanitizing Policy):

- Employees must wear clean disposable gloves if it is necessary to handle

commonly touched objects without being able to sanitize the object between uses.

- Electronic equipment, including but not limited to printers, scanners, Ipads, and computers must be sprayed or wiped down with alcohol, hydrogen peroxide, or an alcohol wipe before opening and closing, and after each use.
- Each employee will be assigned a phone daily and will use only the phone assigned to him/her. Phones will be sprayed or wiped down with alcohol, hydrogen peroxide, or an alcohol wipe at the beginning and ending of each shift.
- Objects, including but not limited to, such as doors, handles, and light switches must be sprayed or wiped down with alcohol, hydrogen peroxide or alcohol wipes each time they are touched or handled.
- When using cleaning supplies, employees must wear clean, disposable gloves.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree to 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.

***The Clifton Springs Library will keep a daily Cleaning Log in the Library Director's Office. This log will be filled out and maintained by the Library Director.**

Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible (See also our Sanitizing Policy).

- Employees will each be given a bottle of hand sanitizer to be refilled as needed
- A hands-free hand sanitizer station will be located at the entrance of the library to allow personnel to sanitize their hands upon entering the building.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

The staff of the Clifton Springs Library is in agreement to thoroughly clean the library each day that the library is open, and to focus particularly on:

- Spraying or wiping down shared computers with alcohol , hydrogen peroxide, or alcohol wipes. Individual employee's computers must be sanitized at the start and end of each work day.
- Spraying or wiping down the service desk, and items behind the desk with alcohol, hydrogen peroxide , or alcohol wipes.
- Bathroom cleaning will be conducted after each use. Toilets, sinks, hand dryers, doorknobs and light switches will be sprayed with alcohol or hydrogen peroxide. Floors will be mopped with an alcohol or hydrogen peroxide mix and a microfiber mop head. Patrons will be required to let a member of staff know if they need to use our restroom in order to ensure that cleaning agents have enough time to sanitize surfaces between uses.

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 communications 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 proper PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged, but are not mandated to.

The Clifton Springs Library's Contact Log will be maintained by the Library Director, and kept in the Director's Office.

- 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. In the event that a workers tests positive for Covid-19, the Library Director will be responsible for notifying state and local health departments.

IV. Other . Circulation of library materials.

A. Receiving library materials from patrons at the library.

- When a patron returns materials to the library, he/she will only be allowed to place materials in our outdoor drop box.
- The drop box will be emptied by a staff member at designated times each day the library is open. When emptying the drop, the employees will wear a mask and gloves, and will place the materials directly on a cart.
- When library materials have been placed on the cart, they will be moved to tables in the meeting room where they will be quarantined for seventy two hours.
- Once books have been in isolation for 72 hours, a staff member can check them in and place them back on our shelves.

B. Circulating requested materials to patrons.

- During Phases 2 & 3: The Clifton Springs Library will be offering curbside pick up to our patrons. Patrons will have the option to call and request materials or order materials online. Staff will pull requested materials during designated times, and place the materials on hold for patrons and placed in a labeled paper bag. To pick up their materials, patrons will be permitted to enter the foyer to our meeting room just long enough to retrieve their books.
- During Phase 4: Patrons will be allowed to enter the library in a very limited capacity to select books. A staff member will keep a patron count as people enter the library. One door will be used as an entrance and the other as an exit so that patrons are moving in the same direction across the library and not crossing paths. All individuals entering the library will be required to wear a mask and use hand sanitizer as they enter.

Staying Up to Date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the state, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.