The Library Reopening Safety Plan is based on guidance provided by New York State, and adapted to meet the needs of the Clifton Park-Halfmoon Public Library. As additional guidance is provided, this plan will be reviewed and updated at a minimum of every two weeks.

The Ad Hoc Reopening Committee will be advised of any updates and the updates will be presented for formal approval at the next regularly scheduled Board Meeting.

PEOPLE

Workplace Activity

- During Stages 1 and 2 of the Library Reopening Services Plan, staffing levels will be limited to only those employees who are necessary for the services.
- During Stages 3 and 4 of the Library Reopening Services Plan, staffing levels will be limited to no more than 50%.
- Other employees will continue to work from home.

Physical Distancing

- During Phase II (Stages 3 & 4 of the Library Reopening Services Plan), each area of the library will be limited to no more than 50% of the maximum occupancy set by the Town of Clifton Park Building and Development Department.
- Employees and patrons will maintain a 6 ft. distance from each other whenever possible.
- Where physical distancing is impossible, employees must wear a face covering.
- Tightly confined space will be occupied by only one employee at a time (e.g. network room, supply room in TP)
- Employees must wear a face covering when working at a service desk.
- Employees must wear a face covering when working in the circulation workroom and Piracci Board Room, unless they are seated at their own desk.
- Employees must be prepared to put on a face covering if another person unexpectedly comes within six feet.
- Patrons will be required to wear a face covering when in the Library building. Patrons shall not be permitted to enter the library without a face covering, if medically able to tolerate one, and are over the age of two.
- Employees will not request medical or other documentation from a patron who declines to wear a face covering and will provide alternate methods service including but not limited to:
    - Curbside pickup of library materials
    - Telephone reference and reader's advisory service
    - Technical support via email or telephone
- Seating in the break room will be limited to ensure social distancing.

Meetings/Trainings

- Staff and department meetings will be held via Zoom.
- When in person meetings or trainings are required, employees must maintain a 6 ft. distance from each other and wear masks.

Signage and Social Distancing Markers – Staff Areas

- Employees must adhere to social distancing markers in areas such as the ADP time clock and health screening station.
- Signs and tape will be put in place to reduce bi-directional foot traffic where possible.
- Signs and distance markers will be posted in commonly used areas (circulation desks, ASK desk, YS Desk, Piracci Board Room)
- Only one person at a time will be allowed in the elevators

Signage and Social Distancing Markers – Public Areas

- Signage will be posted outside the Library on the doors and on a sidewalk sign with instructions for ordering and pickup and hours of operation.
- Curbside pickup procedures will be no-contact, and social distancing markers will be placed outside the Piracci Board Room.
- Patrons will pick up materials one at a time while other patrons wait six feet away.
- Library materials return bins will be placed outside the Piracci Board Room for patrons to return materials and social distancing markers will be placed to keep a 6 ft. distance between patrons.
- Patrons will be reminded to wear face coverings when picking up or returning library materials.
- Social distancing markers and/or signage will be placed in the public elevator (Stage 4).
- Social distancing marker and stanchions will be used to guide patrons when lining up at a service desk.
- Signage and floor markings will be used to encourage one directional traffic in and out of the library and in book aisles.
- Signage will be placed on the doors of restrooms reminding patrons to practice social distancing.
- Signage will be posted inside and outside of the Library, consistent with DOH COVID-19 guidance, reminding employees and patrons to:
    - Cover nose and mouth with a mask or cloth face covering.
    - Properly store, and when necessary, discard PPE.
    - Adhere to physical distancing instructions.
    - Report symptoms of or exposure to COVID-19 to supervisor.
    - Follow hand hygiene and cleaning guidelines.

PLACES

Protective Equipment

- Reusable masks will be provided to employees for their use. Masks will be worn properly, and discarded or washed properly. Employees are responsible for washing their own masks. Employees may also wear facemasks of their own including homemade cloth masks as long as it covers their mouth and nose.
- Disposable gloves will be provided to employees when handling materials or on request.
- PPE will not be provided to patrons.
- Vendors and delivery people will be required to wear a mask when entering the library building. The Library will not provide PPE to vendors or delivery people.
- Employees will be given training on how to put on, take off, clean (as applicable) and discard PPE.
- Patrons will be required to wear a cloth face covering when in the Library building. Patrons shall not be permitted to enter the library without a face covering, if medically able to tolerate one, and are over the age of two.
- Plexiglas shields will be installed at all service desks (Welcome, ASK, Circulation and YS).
- Plexiglas shields will be installed between the public computer workstations.
- Plexiglas shields will be installed at all staff workstations including the Circulation Adult Services, Youth Services, Technical Processing, Local History, and IT work rooms.

Services

- Vending machines will be disabled through at least Stage 4.
- Water fountains will be disabled through at least Stage 4.

Hygiene and Cleaning

- Cleaning logs will be maintained documenting the date, time and scope of cleaning.
- The cleaning logs will be checked by the area supervisor at the end of each shift
- The cleaning logs will be kept in the following locations:
    - Circulation workroom bulletin board
    - Piracci room at sink
    - ASK desk between workstations
    - YS desk between workstations
    - Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).
- Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the library including public service desks.
- Staff will be required to wash their hands at the beginning and end of their shift and when removing gloves or masks.

Shared Workstations

- Shared workstations at the circulation and reference desks will be cleaned before and after each shift.
- Items to be cleaned include but not limited to:
    - keyboard
    - plastic edge of monitor
    - mouse
    - phone
    - desensitizer
    - case un-locker
    - receipt printer
    - counter area

Circulation Workroom

- frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
    - Printers
    - Copiers
    - Bathroom door handles
    - Push bars for the exit doors

Book Carts

- Staff will wipe down the handles of book carts before and after moving the cart

Personal Workstations

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up).
- Employees are responsible for cleaning off their desk after each shift and storing non-essential items in cabinets or drawers.
- Employees with personal workstations will be responsible for cleaning their workstation on a daily basis.
- Items to be cleaned include but not limited to:
    - keyboard
    - plastic edge of monitor
    - mouse
    - phone
    - receipt printer
    - counter area

Library Materials

- When library materials are returned, they will be quarantined for a minimum of 72 hours before being checked in and reshelved.
- Employees will wear gloves when handling returned materials.
- Sanitizing wipes will not be used unless materials are dirty.

Public Areas of the Library

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets in the public restrooms are touch free.
- The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using products identified as effective against COVID-19.
- Frequently touched surfaces in the public restrooms will be wiped down at mid-way through each day when the library is open to the public by facilities staff.
- Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the library is open to the public by facilities staff.
- At the end of each shift, staff on the ASK Desk and YS Desk will wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- At the end of each desk shift, staff on the Circulation desk will wipe down the edge of the service desk accessible to public and the credit card terminals.
- Baskets and carts used by patrons will be wiped down at least once a day.

Common Staff Areas

- Staff members using the break room must wipe down surfaces after using them including but not limited to:
    - Fridge door handle
    - Microwave
    - Faucets
    - Kettle handle
    - Coffee machine buttons
    - Water cooler buttons
    - Counters
    - Lunch table

Communication

- Information updates will be provided to employees via the Intranet, email, signage and during staff meetings.
- Information updates for patrons will be posted on the Library's website and via social media
- Staff will be provided scripts to help when providing patrons with instructions regarding the mandatory use of face coverings while in the building.
- Signage will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfection protocols.
- A log will be maintained of contractors or service providers who will be working at the Library. This log will be maintained by the Facilities Manager. Contractors and service providers must follow the procedures outlined in the addendum on page 7.
- The employee health screening log will provide a list of employees who are working on site by date. This log will be maintained by the Business Manager.
- The Library will not keep a log of patrons who enter the library.
- If an employee tests positive for COVID-19, the Library Director or Business Manager will notify the Saratoga County Department of Health and follow their directions for notification of other employees or visitors to the building.

PROCESSES

Screening and Testing

- mandatory daily health screening is required for employees who are working at the library.
- employees will be required to complete a questionnaire that determines if the employee has:
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19
  - tested positive for COVID-19 in the past 14 days or
  - has experienced any symptoms of COVID-19 in the past 14 days
    - according to CDC guidance the term symptomatic includes employees who have the following symptoms or combination of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
  - A daily temperature check will be conducted; the Library will not keep a record of employee health data (temperature).
- Employees who screen positive for COVID-19 symptoms will not be allowed to enter the library and will be sent home with instructions to contact their healthcare provider

for assessment and testing. The Library will notify the Saratoga County Health Department about the suspected case.

- If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.
- 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. If an employee has had close proximate contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify their supervisor and follow the above protocol for a positive case.
    - 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. 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.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify their supervisor and the employee may return to work upon completing 14 days of self-quarantine.

Tracing and Tracking

- The Library Director or Business Manager will notify the Saratoga County Department of Health and DOH upon being informed of any positive COVID-19 test result by an employee.
- Library administration will cooperate with the local health department to trace all contacts in the library and will notify the health department of all employees or vendors who entered the library dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintaining confidentiality as required by law.
- Supervisors will notify employees that they may have been exposed to COVID-19. Employees will follow the protocols outlined above under Screening and Testing.

Cleaning and Disinfecting

- If an employee tests positive for COVID-19, the library will follow CDC guidelines for cleaning and disinfecting.
- The building will close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed COVID-19 used the facility, additional cleaning and disinfecting is not necessary.

Contractor/Service Provider Protocol Addendum

- Meeting with Contractors or service providers should take place virtually as often as possible, to ensure the protection of both employees and visitors.
- When business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, a health screening form must be completed before enter the library.
- Alternatively, a contractor/service provider may supply a one-time documentation that their organization requires daily health screenings. Submit this documentation to the Business Manager.
- Employees who have arranged for a contractor or service provider to enter the library must complete the Contractors/Service Provider log and attach the health screening form to the log (located in the Maintenance Office). If there is any YES repose to the screening checklist, visitation or contractor work is forbidden.
- Contractors and service providers that work onsite should limit exposure to employees to the extent feasible by:
    - Ensuring contractors/service providers take a direct route to work area and do not unnecessarily interact with employees.
    - Practice social distancing at all time.
    - Wear a face covering.
    - Practice expected hygiene regarding washing hands

Personal Protective Equipment/Supplies Inventory Addendum

In order to open the Library, and adequate supply of the materials listed below must be confirmed

Item	Specifications	Recommended Quantity
Masks (disposable)	Disposable masks for emergency use by patrons/vendors	200
Masks (washable)	Washable cloth masks / 3 per employee	3 per employee (approx. 360)
Gloves	Nitrile and vinyl	Min. 30 day supply
Face shields	Protective face shields	1 per employee
Infrared thermometer	Medical infrared thermometer for screening staff	2
Disinfectant spray/wipes	EPA-approved disinfectant	Min. 30 day supply
Spray bottles	Plastic spray containers for disinfectant	30 bottles
Hand sanitizer	Sanitizer with alcohol 60%	Min. 30 day supply
Hand soap	Hand soap for patrons and staff	Min. 30 day supply
Paper towels	Paper towels	Min. 30 day supply
Sneeze guards	Plexiglas shields	Installed at each service desk (when public allowed back in building)