

Clifton Park-Halfmoon Public Library
Pandemic Operations Plan

Date of Plan Approval: March 15, 2021

This plan has been developed in accordance with NY Labor Law §27-c.

PROMULGATION

This plan has been developed in accordance with the amended New York State Labor Law §27-c.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the Director of the Clifton Park-Halfmoon Public Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law §27-c, to address public health emergency planning requirements.

Signed on this day: March 15, 2021

By: Alexandra Gutelius Signature:



Title: Library Director

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PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

Purpose

This plan has been developed in accordance with amended New York State Labor Law §27-c. This law requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

History

In March 2020, the outbreak of COVID-19 caused the Library to close the physical location effective March 16, 2020. Virtual services were provided and Library Reopening Services and Library Safety Plans were developed, allowing for a gradual reopening of services based on federal, state and local guidance. A Pandemic Response addendum to the Library's Disaster plan was approved by the Board of Trustees on March 19, 2020 providing Library employees the ability to work from home during the pandemic.

The Library Reopening Services Plan (initially approved 5/18/2020), the Library Safety Plan (initially approved 6/15/2020), and the Cluster Guidance Plan (approved 12/29/2020) have been incorporated into the Pandemic Operations Plan (the Plan) and approved by the Library Board of Trustees on March 15, 2021.

Scope

The Pandemic Operations Plan (the Plan) was developed for the Clifton Park-Halfmoon Public Library. This Plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees, patrons, and contractors, and the continuity of our operations that we have promulgated this Plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This Plan has been developed in accordance with law, to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom

- After returning from a public outing
- After touching/disposing of garbage
- After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This Plan was developed based on information, best practices, and guidance available as of publication. The Plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees, contractors, patrons, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.

- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per Labor Law § 27-c, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per Labor Law §27-c, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

CONCEPT OF OPERATIONS

The Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of implementing this Plan, employees of the Clifton Park-Halfmoon Public Library shall be notified by email, with details provided as soon as possible and necessary, with additional information and updates provided on a regular basis. Library patrons will be notified of pertinent operational changes by way of website updates, email and social media postings. Other interested parties, such as vendors and contractors will be notified by phone and/or email as necessary. The Director will maintain communications with the public and constituents as needed throughout the implementation of this Plan.

The Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Director of the Clifton Park-Halfmoon Public Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

ESSENTIAL POSITIONS

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of the Clifton Park-Halfmoon Public Library. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Position/Title	Justification
Administration <ul style="list-style-type: none"> ➤ Director ➤ Assistant Directors 	Overseeing day-to-day library operations Retrieve files Access to physical personnel files
Business Office <ul style="list-style-type: none"> ➤ Business Manager ➤ Account Clerk 	Retrieve files Process and pay invoices Retrieve and distribute mail Access to physical personnel files
Communications/PR <ul style="list-style-type: none"> ➤ PR Specialist 	Access to printing equipment
Information Technology <ul style="list-style-type: none"> ➤ Senior IT Technician (Head of IT) ➤ IT Support Specialists 	Hardware and software updates and maintenance. Equipment distribution Maintain network operation
Public Service <ul style="list-style-type: none"> ➤ Department Heads ➤ Librarians ➤ Clerks ➤ Pages 	Phone/email support Check materials in and out Materials and ILL processing Reshelving Generate patron bills
Facilities <ul style="list-style-type: none"> ➤ Facilities employees 	Day to day inspection and maintenance of building Cleaning and disinfection of building

REDUCING RISK THROUGH REMOTE WORK AND STAGGERED SHIFTS

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at the work site.

Remote Work Protocols

Non-essential employees able to accomplish their functions remotely will do so to the greatest extent possible. A Telecommuting Policy was approved in November 2020 as a viable, flexible work option. Employees working remotely will follow the Telecommuting Policy under its Emergency Telecommuting provision. Details are included below:

Emergency Telecommuting. This is a one-time-only arrangement whereby, during a crisis or emergency situation at the Library, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other situation that presents a significant overall threat to the Library staff and facilities.

Equipment

On a case-by-case basis, the Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The supervisor and IT Department will serve as resources in this matter.

Equipment supplied by the library will be maintained by the library. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment. The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Library is to be used for business purposes only. The telecommuter must sign an inventory of all Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Library property will be returned to the Library, unless other arrangements have been made.

The Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Library may reimburse the employee for other business expenses (mailing letters or packages, etc.) that are reasonable incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the Library's expectations of information security for employees working at the Library, telecommuting employees will be expected to ensure the protection of library business and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee while working at a remote location and in conjunction with his or her regular work duties may be covered by the Library's workers' compensation policy. Telecommuting employees are responsible for notifying their supervisor of such injuries as soon as practicable. The Library is not liable for any injuries sustained by visitors to the employee's remote worksite.

Caregiving

Telecommuting is not designed to be a replacement for appropriate family care. Although an individual employee's schedule may be modified to accommodate family care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees will be required to accurately record all hours worked using the Library's timekeeping system. For those who are not exempt from the overtime requirements of the Fair Labor Standards Act, hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site, but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours
3. Approval of telecommuting.

Staggered scheduling will be at the discretion of Department Heads. Telecommuting requests will follow the Library's Telecommuting Policy.

PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

- 1) Identification of need for PPE based upon job duties and work location
- 2) Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- 3) Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Library will procure all equipment following its purchasing policy. Supplies will be purchased in bulk and stored at the library. The Library will maintain a 30-day supply of PPE and cleaning supplies. All facilities staff will have immediate access to supplies. Facilities staff will monitor the inventory of PPE and cleaning supplies.

STAFF EXPOSURES, CLEANING, AND DISINFECTION

New York requires that each business or entity develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. The Library's Safety Plan addresses staff exposures, cleaning, and disinfection, and is included below.

LIBRARY REOPENING SAFETY PLAN

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 periodically.

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 being offered.
- During Stages 3 and 4 of the Library Reopening Services Plan, staffing levels will be limited to those employees required to support library services to the public.
- 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 that covers both their mouth and noseⁱ. Employees must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in common staff areas.
- 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 at all times when in the library except if they are alone, seated in an office or room with the door closed.
- Seating in the break room will be limited to ensure social distancing.
- 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 coveringⁱ, if medically able to tolerate one, and are over the age of two.

ADA Accommodations

- Employees will not request medical or other documentation from a patron who declines to wear a face coveringⁱ 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
- Patrons needing disability accommodations while the Library is operating under conditions to reduce the transmission of COVID-19, should call Alex Gutelius, Library Director at 518-348-7512 or write to cphdirector@sals.edu or Alex Gutelius 475 Moe Road, Clifton Park, NY 12065.

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 face coverings.

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.
- In the early stages of the Services Reopening Plan, 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. Once the majority of the back log of materials are returned, the regular library book drops will be utilized. Returned materials will be quarantined.
- Patrons will be reminded to wear face coveringsⁱ when picking up or returning library materials.
- Social distancing markers and/or signage will be placed in the public elevator (Stage 4). Elevator occupancy will be limited to one person or one family group at a time.
- Social distancing markers 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.
- Information will be posted informing patrons how to request ADA accommodations.

PLACES

Protective Equipment

- Reusable face coverings will be provided to employees for their use. Face coverings will be [worn properly](#), and discarded or washed properly. Employees are responsible for [washing their own face coverings](#). Employees may also wear face coverings of their own including homemade cloth face coverings as long as it covers their mouth and nose.
- Disposable gloves will be provided to employees when cleaning or handling materials, or on request.
- PPE will not be provided to patrons.
- Vendors and delivery people will be required to wear a face covering 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 coveringⁱ when entering the library building and the face covering must remain in place at all times while in the 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 periodically reviewed by the area supervisor .
- 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 face coverings.

Shared Workstations

- Shared workstations at the circulation and reference desks will be cleaned between 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 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 before being checked in and reshelfed.
- 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 and paper towel dispensers 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. Nanoseptic will be applied to door handles, push bars and elevator buttons.
- 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.
- Handles on the baskets and carts used by patrons will be wiped down at least once a day.

Common Staff Areas

- Employees 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, social media, via Constant Contact, and through press releases.
- Employees will be given 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. Contractors and service providers must follow the procedures outlined in the addendum on page 9.
- The employee health screening log and on site attendance logs will provide a list of employees who are working on site by date. These log will be maintained by the Business Office.
- 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

- Prior to beginning an on-site shift, a mandatory health screening is required for employees on the days they 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.
 - traveled to another state (other than Pennsylvania, Vermont, Massachusetts, Connecticut, and New Jersey) for more than 24 hours?
 - A temperature greater than 100.4F; 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.
- The Library will follow the DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" and any updated DOH guidance including the [advisory issued on December 30](#), regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.
- The screening logs will be reviewed regularly to ensure employees are adhering to the screening requirements. Supervisors will periodically review the logs for their own department/staff members.

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 may 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.

The Safety Team will be responsible for continuous compliance with all aspects of the site safety plan. Please contact Alex Gutelius cphdirector@sals.edu or 518-348-7512 with questions or concerns.

Contractor/Service Provider Protocol

- 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 response 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

EMPLOYEE AND CONTRACTOR LEAVE

Public health emergencies are extenuating and unanticipated circumstances in which the Clifton Park-Halfmoon Public Library is committed to reducing the burden on our employees. With respect to the *Families First Coronavirus Response Act* passed in response to the COVID-19 pandemic, the Clifton Park-Halfmoon Public Library will offer the benefits provided for under the law while it remains in effect to any employee who qualifies for them.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Clifton Park-Halfmoon Public Library, and as such are not provided with paid leave time by the Clifton Park-Halfmoon Public Library, unless required by law.

DOCUMENTATION OF WORK HOURS AND LOCATIONS

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of

locations shall include on-site work, off-site visits. This information may be used by the Clifton Park-Halfmoon Public Library to support contact tracing within the organization and may be shared with local public health officials.

Employees are expected to follow their assigned schedule. Employees are expected to complete the screening questionnaire on the days they are working at the library building, and sign in and out when arriving for and leaving their shifts.

HOUSING FOR ESSENTIAL EMPLOYEES

It is unlikely that housing will be required for essential library employees. However, in the rare circumstance when housing would be required, hotel rooms are expected to be the most viable option.

ADMINISTRATIVE SUCCESSION PLAN

There may be cases where members of the administration may not be able to carry out their duties in relation to their position at the Clifton Park-Halfmoon Public Library. This is the established line of succession for the administration.

- If the Director (Gutelius) is unable to fulfill the duties of the office, the Assistant Director for Public Service (Foster) will temporarily take the duties of the Director.
- If the Assistant Director (Foster) is unable to fulfill the duties of the office, the Assistant Director for Planning and Communications (Stewart) will temporarily take the duties of the Director.
- They will fulfill these duties until the Director returns from their leave of absence or the Board of Trustees appoints an interim Director or new Director.

LIBRARY REOPENING SERVICE PLAN

The Library Reopening Service Plan has been incorporated into the Plan and is included below.

The following guidelines were originally approved by the Clifton Park-Halfmoon Public Library Board of Trustees on May 18, 2020 and will be reviewed and revised as updated information is received.

Reopening the Library will be based on a plan that follows county, state, federal and CDC guidelines for safe operations. and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

Reopening of the Library must match the capacity of the organization, taking into consideration the health and safety of staff and patrons.

Factors that need to be taken into consideration when creating a Library

Reopening Service Plan include:

- The Governor lifting the PAUSE and allowing non-essential businesses to reopen.
- Staffing capacity – a recognition that some staff may not be able to return to work immediately due to health, family obligations or choice.
- Cleaning protocols that follow the CDC and state guidelines for cleaning and disinfecting the library building.
- Having the necessary materials and supplies to maintain high hygiene standards.
- Adequate PPE for all staff.
- Installation of Plexiglas shields at all public service desks.
- Building will have been cleaned and disinfected by contract cleaners.
- Physical changes in building for social distancing will be completed including removal of chairs at desks and tables and rearranging the Board Room for materials return.
- The very real concern that there may be rising infection rates which may require another closure of the physical building.

Staff Admission to the Library

When allowed back in the building, staff must follow the safety guidelines and COVID-19 Return to Work Staff Manual guidance including but not limited to:

- Strict social distancing protocols of being at least 6 feet apart must be followed.
- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials.
- Staff must follow established cleaning protocols for their workstations and shared workstations.
- Staff must stay home if they have any symptoms of COVID-19 and follow established return to work protocols.

Public Admission to the Library

- Members of the public must, until further notice, wear at least a protective face covering or cloth covering that covers the nose and mouth.
- Members of the public who do not have a protective face covering will not be allowed into the building. The Library will not provide face coverings to the public.
- Social distancing protocols must be followed. ADA accommodation requests will be addressed on a case-by-case basis.
- Members of the public who refuse to follow these guidelines will be asked to leave the Library and possibly incur a suspension of library privileges.
- The number of people in the building will be limited and monitored, and patrons may be asked to wait to be admitted.

Note – the timing of the Stages is subject to adjustment depending on circumstances and public response and need.

STAGE 1: Staff Return to the Building

Staff Hours of Operation

- M,W,F 8am – 4pm
- T, Th 8am – 8pm
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Library facility will remain closed to the public; no hours open to the public

Number of Public in Building

- 0/sq foot

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials.

Materials>Returns

- Returns only
- Patrons may return library materials during specific hours. (M,W,F, 11am – 3pm; T,Th 3pm – 7pm)
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Materials will be quarantined before being checked in.

Services

- Digital only; telephone and email support

Programs

- Zoom, YouTube, Facebook

Stage 2: Staff in Building; No Public

Staff Hours of Operation

- M,W,F 8am – 4pm
- T, Th 8am – 8pm
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Library facility will remain closed to the public
- Curbside pickup only by appointment (M,W,F 11 am – 3pm ; T, Th 3pm – 7pm)

Number of Public in Building

- 0/sq foot

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Materials / Returns

- Patrons may return library materials during specific hours. (M,W,F 11am – 3pm; T, Th 3pm – 7pm)
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.

- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours (M,W,F 11am – 3pm; T, Th 3pm – 7pm)

Services

- Digital only; telephone and email reference and circulation support

Programs

- Zoom, YouTube, Facebook

Stage 3: Opening of Library Building to Public with Limited Access

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Monday, Wednesday, Friday 9am – 3pm
- Tuesday, Thursday 1pm – 7pm
- Curbside pickup by appointment

Number of Public in Building

- Approx. 25 patrons - restricted to reading room area.
- Public will be allowed into the building to order and pick up materials, but not allowed to browse the shelves or loiter
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts

- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use

Programs

- Zoom, YouTube, Facebook

Stage 3 - EXPANDED: Opening of Library Building to Public with Limited Access

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Monday, Wednesday, Friday 9am – 3pm
- Tuesday, Thursday 1pm – 7pm
- Saturday noon – 3pm
- Curbside pickup by appointment

Number of Public in Building

- Approx. 50 patrons
- Public will be allowed into the building to order and pick up materials and browse the first floor only.
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use
- No computer access

Programs

- Zoom, YouTube, Facebook

Stage 4: Opening of the Library Building to Public

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Monday, Wednesday, Friday 9am – 5pm
- Tuesday, Thursday 11am – 7pm
- Saturday 11am – 3pm
- Curbside pickup by appointment
- Additional public service hours will be added when staffing is available.

Number of Public in Building

- Approx. 75-100 patrons; limit of 25 in Children's Library
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours in recycling bins; when the book drops reopen, returns may be made 24/7
- Returned materials will be quarantined

- Curbside pickup service available.

Services

- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- No meeting room use
- No study room use
- Public computers will be available for one hour periods (half of computers removed) beginning October 5.
- Study tables will be available for single use only (effective date TBD)
- Half of the study carrels will be available
- No toys, iPads or computers in Children's Library

Programs

- Zoom, YouTube, Facebook
- Limited in-person programming may be offered in compliance with federal, state and local guidance.

Stage 5: Regular Hours

Staff Hours of Operation

- Regular hours
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Number of Public in Building

- TBD
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours.
- Returned materials will be quarantined.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use
- Public computers will be available for one hour periods (half of computers removed)
- Study tables will be available for single use only
- Half of the study carrels will be available

Programs

- Zoom, YouTube, Facebook
- Limited in-person programming may be offered in compliance with federal, state and local guidance

Stage 6: Limited Programming

Staff Hours of Operation

- Regular hours
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Number of Public in Building

- XX/sq foot
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Face coverings must be worn when not able to social distance.
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours.
- Returned materials will be quarantined
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All services
- Limited toys or multi-touch items

Meeting/Study Rooms

- Limited to groups of not more than 10 in meeting rooms
- Study rooms limited to 1 person

Programs

- Zoom, YouTube, Facebook
- Limited in-person programming may be offered in compliance with federal, state and local guidance

Stage 7: Full Operation

Full operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume “normal” activities. At such a time, the Library will resume its regular, pre-COVID-19 hours and work schedule.

Due to the possibility of a “second wave” of COVID-19 in the fall, the following precautionary measures were recommended to be continued until at least the end 2020, and continue as of the date of adoption of this policy. These measures will be reviewed and modified as needed going forward.

- Opening of the building will follow any county, state, federal “back to work” guidance
- Social distancing of computers and equipment
- Social distancing of study tables and carrels by removing chairs and re-positioning tables
- Floor markings at service desks to separate patrons from each other and from staff
- Signage asking patrons to wash hands before and after using library equipment
- no toys in public spaces
- plastic keyboard covers will be put on public computers
- make sure all surfaces are wiped down before and after programs
- staff to wash hands before and after desk shifts and programs.
- All devices with hard surfaces (telescope, binoculars, games in cases) should be wiped down when returned.
- Procedures for processing returned materials will be developed based on best guidance for materials handling.
- Cleaners will clean and disinfect all hard surfaces nightly, and facilities staff will support with additional cleaning during the day.
- Consider banning food from the library for a period of time depending on FDA and state guidelines.
- Consider only taking credit card payments.

CONTINUATION OF SERVICE

The Library will take a staged approach to reduction and reintroduction of service, based on the prevalence of COVID-19 in the community and organizational capacity.

The [New York Forward website](#) will be monitored for data regarding COVID-19 positivity rates in our County. Changes in Library services will be implemented based on the following plan:

- If the **14-day-rolling-average positivity rate in Saratoga County is greater than 5% for 10 consecutive days, or if Saratoga County is declared to be within a Yellow Zone**, as defined by the New York State Cluster Action Initiative, the Library will revert to Stage 3E of the Library Services Reopening Plan.
 - Remove public computer
 - Remove seating
 - Remove newspapers
 - Allow browsing on first and second floors
 - Book drop open
 - Copier, scanner and print station available
- If the **14-day-rolling-average positivity rate in Saratoga County is greater than 6% for 10 consecutive days, or if Saratoga County is declared to be within an Orange Zone**, as defined by the New York State Cluster Action Initiative, the Library will revert to Stage 2 of the Library Services Reopening Plan.
 - Building closed to the public
 - Curbside and remote services only
 - Book drop open
 - Telephone reference and circulation support
 - Staff working in building as scheduled
- **If Saratoga County is declared to be within a Red Zone**, as defined by the New York State Cluster Action Initiative, the Library will revert to Stage 1 of the Library Services Reopening Plan.
 - Building closed to the public
 - Remote services only
 - Book drop open
 - Telephone reference and circulation support.

Transitions between stages will be effective within approximately 72-96 hours of when the metric for each phase is met, or as soon as is practicable.

Services will be restored based on a declining positivity rate or changes in Zone designation.

- Services will move from Stage 1 to Stage 2 when Saratoga County is moved out of a Red Zone.
- Services will move from Stage 2 to Stage 3E when the 14-day rolling average positivity rate in Saratoga County is less than 6% for 10 consecutive days.

- Services will move from Stage 3E to Stage 4 when the 14-day rolling average positivity rate in Saratoga County is less than 5% for 10 consecutive days.

At the discretion of the Library Director of the Library Board, the Clifton Park-Halfmoon Public Library may close, reduce its operating hours or limit services temporarily in the event that:

- There are not sufficient employees to maintain basic service levels.
- Public visitation is too low to warrant keeping the Library open.
- Any other condition exists which prevents the Library from operating safely and effectively.

MODIFICATIONS/UPDATES

Initial Adoption Date: 3/15/2021

Modified Date	Description of Modification

ⁱ Masks or face coverings must be worn properly, with both the mouth and nose covered.