



# NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](http://forward.ny.gov)

## COVID-19 Reopening Safety Plan

**Name of Business:**

Haxton Memorial Library

**Industry:**

Public Library

**Address:**

3 North Pearl Street

**Contact Information:**

(585) 948-9900 kgibs@nioga.org

**Owner/Manager of Business:**

Kimberly Gibson, Library Manager

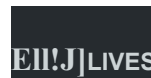
**Human Resources Representative and Contact Information, if applicable:**

### I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree **that you will 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 must wear acceptable face coverings.

0 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.



- [2] 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 station, health screening stations)
- f2] 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.
- [2] Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List 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?*

Employees are required to wear face masks when approaching within 6 ft. of each other or when handing off materials to patrons for Curbside Delivery.

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

Signage posted at the front door; requirements posted on website and Facebook; and verbal notice served over the phone when orders are placed or ready for pick up.

*How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

We have a 6,400 sq. ft., 2 floor building and only 1 FTE and 2 PTE's providing 25 hours (will start out at 15 hrs. first 2 weeks) of service per week. Therefore, we have an abundance of open areas to ensure that the 3 staff members abide by the appropriate social distancing guidelines of 6 ft. apart from each other. The workstations are spaced apart from each other appropriately. The Libraries regular hours of operation do not exceed over 6 hours per day so there are no breaks required by staff.

## II. PLACES

**A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:**

- [2] 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?*

We have 56 washable masks in which 7 will be provided to each staff member to start. These will be laundered (by staff) in between usage daily.

- 0 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?*  
Staff will launder their masks between usage. The remainder of unused masks will be stored in supply closet.

- 0 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?*

Keyboards will be wiped down throughout the day. Disinfecting wipes, hand sanitizer and gloves will be available at each workstation where books and materials are handled by staff. We will insure that proper handwashing practices will be followed before, during and after the handling of all materials. We have 1 book drop and it will be emptied each day and those materials will be moved to a 3-day quarantine before being discharged, rerouted or shelved. Common work areas, phones and the copier will be wiped down throughout the day after each usage.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

- 0 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?*

Kimberly Gibson (Library Manager) will be responsible for maintaining the Cleaning Log and it will be kept in the Manager's Office on the desk.

- 0 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?*

There is one sink in the Manager's Office, one in the Public Bathroom and one in the Children's Story Time Room. We will also have a Sanitation Station in the foyer and bottles of hand sanitizer at each Check Out Desk (upstairs and down) and at each computer station. Signage and continual Staff Meetings will help to review good hygiene measures daily.

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?*

We will be cleaning worksite surfaces and high transit areas daily. Disinfecting wipes will be available for staff and patrons to use at high traffic areas and each circulation desk.

**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?*

The Health Screening Log (for staff and essential visitors) will be maintained by Kimberly Gibson (Library Manager) and it will be kept in the Manager's Office at the desk.

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?*

Kimberly Gibson (Library Manager) will notify the State and the Local Health Department if an employee tests positive for COVID-19.

### III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- 0 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 occur before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

A questionnaire will be administered to each staff member upon check in (on site). Also, answers can be permitted by phone or text message prior to entry of the building and addressed to the Library Manger (Kimberly Gibson). All responses will be recorded on the Health Screening Log daily by Kimberly Gibson.  
Kimberly Gibson will be trained to this procedure.

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

Face masks will be worn by staff during onsite questionnaire at the front door while maintaining social distancing. When the questionnaire is performed by phone/text (prior) or onsite and all responses are "No" it will be recorded by Kimberly Gibson on the Health Screening Log and then that staff member will be permitted to enter the building.

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:

- 0 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?*

In the event that an employee tests positive for COVID-19 the library will close for 24 hours and the employees work place and common areas will be thoroughly cleaned and disinfected. The products used are identified as being effective against COVID-19.

*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?*

We will trace close contacts, work areas and inform all of staff that they may have been exposed if they came into contact or worked with anyone on the dates and times the employee was working. It is presumed this may lead to a 14-day closure of the library for quarantine time period.

## IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Phase 1: The Haxton Memorial Library will be opening with only Curbside at this time. That process will consist of a patron placing a hold for an item (only Haxton's materials) by phone, online or email. Their requested materials will be put in a paper bag with their name placed on it. The patron will be called to tell them that their item is available for pick up. When the patron calls and informs the library staff they are outside the building (car) a staff member will place the bag on the table located outside the front door of the library. Staff members will wash their hands before and after handling of the patrons' materials. For the first 2 weeks pick up times will be limited to 3 hours each working day (times will be posted) and then will resume to regular library service hours. Patrons will return any materials in the book drop located outside the library. The book drop will be emptied daily and the materials will be placed in a quarantine area for 3 days until checked in and routed or shelved. A sneeze guard (40" x36") will be in place at the main Circulation Desk upstairs.

Phase 2 would be an extension of this plan plus allowing patrons (who will be required to wear a mask) to come into the library to browse the collections and have limited/ restricted access to library computers and open seating. Library Programs and other gatherings would wait until Phase 4.

\*Amendment added and approved by board on 6/9/2021

The Haxton Memorial Library will continue to follow all the current, updated CDC Guidelines.

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](https://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**HOME.**

**THESPREAD.**

**LIVES.**