



Haxton Memorial Library
3 North Pearl St
Oakfield, NY 14125
Telephone/Fax (585) 948-9900

Pandemic Operations Plan

In the event of a declared Public Health Emergency involving a communicable disease, the following protocols will take effect. The protocols override all conflicting policies to preserve and ensure the safety of the staff and patrons.

1. Essential Employees:

Library Manager: The Library Manager is responsible for the overall administration of the library. The Manager will need to be onsite to coordinate staffing and address employee concerns and questions. They need to be in contact with local officials, library trustees, and staff.

Library Clerks: (Adult Library/Children's Library): Library Clerks are responsible for finding and preparing materials for patrons. They will need to be onsite to offer curbside pickup of materials once we reach the point in our reopening plan. They will also disinfect returned materials.

2. Employees will work their regular shifts as usual but to reduce potential exposure employees will practice social distancing by limiting physical contact with others and increase personal space to at least 6 feet. The Haxton Memorial Library has 3 staff members, (Library Manager and 2 Library Clerks) and the staff are spread throughout our large building (upstairs/downstairs/office) to minimize direct contact.
3. An adequate quantity of PPE will be kept on hand at all times. At minimum we will keep unopened containers of gloves, masks, sanitizer, and cleaner on site.

All PPE will be stored on shelves in the utility closet located in the upstairs library.

4. If an employee is exposed to, exhibits symptoms of, or tests positive for the disease they will need to immediately quarantine. The employee is to stay home and notify the Library Manager via phone as soon as possible. We will follow the current guidelines from the CDC and Health Department as to when the staff member will be able to return to work. Employees who test positive for the disease or need a longer quarantine period will remain at home for a total of 10 days, test again, and provide a negative result prior to returning to work. The Library will pay the staff for their time off during the first quarantine process. Any further occurrences by that same employee will be reviewed and determined by the Board as to paying them for their additional time taken off.

Upon notification of exposure in the library, the library will immediately close for 72 hours. After 72 hours, staff will enter the building and thoroughly disinfect the entire facility using required PPE: masks, gloves, etc. All staff will be paid for missed shifts during the closure.

Staff who are not ill but are required by the Health Department of their Physician to quarantine, will be paid for any missed shifts during their 10-day quarantine. Staff will be paid for missed shifts of their current schedule only. Staff will need to follow the current CDC or Health Department requirements put in place prior to returning back to the work place.

5. When entering the office in the library, all staff are required to take their temperature and answer the recorded health screening questions. If all responses are “No” and their temperature is under 100.4, that employee may start their shift. This is solely for contact tracing purposes.

6. Safety Plan:

- Staff take their temperature and record health screening answers at start of shift
- All employees will need to wear masks or shields while in the building
- Staff will need to maintain a 6-foot distance whenever possible
- Regularly wash hands for 30 seconds
- Use hand sanitizer after each transaction
- Limit shared surfaces and objects (i.e. pens, pencils, etc.)
- Disinfect work space at the beginning and end of shift
- Disinfect computer station after use, change key /mouse cover
- Disinfect door handles and railings
- Daily disinfection log kept
- Stay home if you are ill and/ or exhibiting any symptoms

The library will follow the approved Closing/Re-Opening protocols. Phase entry will be determined based on guidance from the Governor, Department of Health, and Library Board.

a. Phase 1a: Closure

- Virtual services only
- No staff onsite (except Manager checking on book drop/mail/building)
- Book-drop open
- Wi-Fi available outside the building
- Staff paid regular wages (to be reviewed by Board)

b. Phase 1b: Staff Onsite

- Virtual services offered only
- Facility closed to public
- Book-drop open
- Returned materials are quarantined for 72 hours.
- Entire facility is cleaned and sanitized
- Reduced hours
- Disinfection log kept for shared objects and surfaces
- Wi-Fi available outside building
- Masks required

c. Phase 2: Curbside Pickup (Phase 1b in addition to the following below)

- Patrons may call, email or place requests via website (if available) for materials
- Virtual services offered
- Facility still closed to public

d. Phase 3: Appointment Only

- Patrons will be allowed to enter the building when an appointment has been made prior to entry
- Limited occupancy
- No meeting room allowed
- No onsite programming
- Computer usage for 30 minutes
- Disinfection of area used by patron prior to next appointment time, log kept
- Curbside service continues
- Masks required
- Social distancing markers posted
- Acrylic sneeze guard install at main front desk
- Hand sanitizer required in foyer
- Public restrooms closed
- Public water fountain closed

- Reduced hours (no evening hours)

e. Phase 4: Limited Opening

- Patrons allowed in building, no time limit
- Limited computer available (30 minutes)
- Tables and chairs are available
- No onsite programming
- No meeting room allowed
- Curbside service continues
- Social distancing required
- Masks required
- Hand sanitizer required in foyer
- Public restrooms open
- No public water fountain
- Regular hours resume

f. Phase 5: Regular Hours

- Regular library hours resume
- Limited onsite programming resumes
- Curbside service continues
- No meeting room
- Masks required
- Hand sanitizer required
- Social distancing required
- Public restrooms open
- Public water fountains closed
- Donated materials accepted with a 4-day quarantine
- Tutoring resumes (max 2 people per table)
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g. Phase 6: New Normal Operations

- Regular hours
- Onsite programming
- Meeting room allowed (with social distancing)
- Social distancing until Pandemic ends
- Mask required until Pandemic ends
- Hand sanitizer required until Pandemic ends
- Water fountains closed until Pandemic ends

Orange Microcluster: Phase 1b, 2

Red Microcluster: Phase 1a

In the event of a closure:

Phase 1 Closed

- **Staff remain home until further notice**
- **Library Manager will come in 2 times a week for maintenance check on building, go through mail, empty book-drop and work on Trustees Board Meeting prep.**

Phase 2-3 (curbside, appointments, limited)

Library Hours:

Monday: 9:00-3:00

Tuesday: 1:00-5:00

Wednesday: 9:00-3:00

Thursday: 1:00-5:00

Friday: 2:00-5:00 (June, July, Aug)

Saturday: 9:00-12:00 (Sept.-May)

- **Staff work regular scheduled hours (except evening hours)**

Phase 4 (regular operating hours still no onsite programming)

Library Hours:

Monday: 9:00-3:00

Tuesday: 1:00-5:00

Wednesday: 9:00-3:00

Thursday: 1:00-5:00 6:30-8:30

Friday: 2:00-5:00 (June, July, Aug)

Saturday: 9:00-12:00 (Sept. -May)

- **Staff work regular scheduled hours including evening hours**

Phase 5-6 (regular operating hours)

Library Hours:

Monday: 9:00-3:00

Tuesday: 1:00-5:00

Wednesday: 9:00-3:00

Thursday: 1:00-5:00 6:30-8:30

Friday 2:00-5:00 (June, July, Aug)

Saturday: 9:00-12:00 (Sept.-May)

- **Staff continue to work regular scheduled hours**
- Social Media Posting about Closure
- Post Closure information on website
- Change voicemail message
- Post signage on Doors

