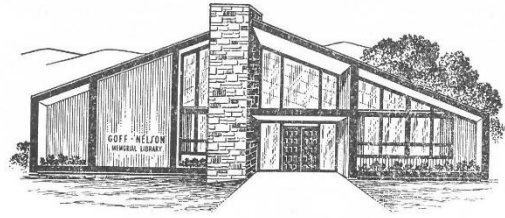


TUPPER LAKE PUBLIC LIBRARY

EXTERNAL POLICY



Policy name:
COVID-19 Phased reopening plan

Date Created or Revised: Created 5/1/20 Last revised 6/26/20

Date adopted: 5/5/20

Version: 2

Purpose statement:

This TLPL COVID-19 Phased Reopening Plan is intended to provide guidelines that will assist the staff in transitioning from a lockdown / stay at home environment to the delivery of the full range of services, programs and activities that our patrons, community users, and visitors enjoyed prior to March 17, 2020. The reopening plan is a multi-phased plan informed by the most up-to-date information available from New York State, the CDC, other science-based information institutions, the NYLA, the IMLS, and the ALA. This plan details a scaled reopening with incremental easings of physical distancing measures. It is easier to relax restrictions as we move forward than to attempt to reinstate or tighten restrictions in the middle of this crisis.

The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. The plan also recognizes the need for flexibility, both in regards to the timeline of the roll-out, and with respect to the role played by staff in meeting the challenges of an ever-changing situation.

The reopening plan looks at the capacity of the TLPL and also takes into consideration the health and safety of patrons, visitors, community users and staff.

The reopening plan recognizes that there are a number of factors that will have a direct impact on the success of any reopening plan. The currently identified factors include:

- Executive Directives from the Governor of the State of New York
- The ability to meet guidelines and standards as set forth by state and local health officials, as well as library professionals
- The ability to procure necessary PPE and cleaning supplies to properly sanitize the library and protect staff and patrons
- The ability of the staff and cleaners to heighten and incorporate additional quarantine, cleaning, and sanitizing procedures of both surfaces and returned items
- Due to the extraordinary circumstances impacting the TLPL staff responsibilities and job descriptions may have to change to meet the needs of the TLPL
- The ability of the TLPL staff to reduce or redirect activities quickly if a second wave of the COVID-19 virus was to reemerge in the North Country.

Detailed policy statement:**BACKGROUND**

According to Governor Cuomo's New York Forward plan, unveiled on Monday, May 4th, New York State will begin a region-by-region reopening of the state. Our region is comprised of the following counties: Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence

Several requirements must first be met in order for individual regions to reopen. They are as follows:

- A 14-day decline in hospitalizations, or fewer than 15 a day
- A 14-day decline in virus-related hospital deaths, or fewer than five a day
- A steady rate of new hospitalizations below 2 per 100,000 residents a day
- A hospital-bed vacancy rate of at least 30 percent
- An availability rate for intensive care unit beds of at least 30 percent
- At least 30 virus tests per 1,000 residents conducted a month
- At least 30 working contact tracers per 100,000 residents

Additionally, once reopening has started it will proceed in phases.

The phases are as follows:

- Construction, manufacturing, wholesale supply chain, and select retail for curbside pick-up
- Professional services, finance and insurance, retail, administrative support, real estate/rental leasing
- Restaurants and food services, hotels/accommodations
- Arts, entertainment, recreation, education

In his briefing, the governor also called on businesses to establish and follow business safety precautions, namely:

- Adjusted workplace hours and shift design
- Social distancing
- Non-essential travel restricted
- Masks required if in frequent contact with others
- Strict cleaning and sanitation standards
- Continuous health screening to enter workplace
- Continuous tracing, tracking and reporting
- Liability

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf

Business Precautions: Each business and industry must have a plan to protect employees and consumers, make the physical work space safer and implement processes that lower risk of infection in the business.

REOPENING PLAN

PHASES OF REOPENING

***Dates for these phases are merely speculative, since no timeline has been established by either state or local health officials.*

PHASE 1: STAFF RETURN TO BUILDING

5/26/2020

- Library facilities remain closed to the public
- Limited days and hours for staff, including shift modifications to reduce number of staff in the building at any given time and to conform to state and local health guidelines
- Mask use is mandatory for all staff until instructed to stop
- Social distancing guidelines apply to all staff until instructed to stop
- All surfaces regularly cleaned and sanitized
- Staff are expected to complete job-specific duties and tasks
- TLPL will begin to explore alternatives for modified service
- Virtual programming to continue and be expanded
- Continuous health screening of staff to enter library [how this is carried out is still unclear]
- Construction crews and fingerprinting allowed in the building and staffing to be scheduled accordingly to avoid overlap as much as possible

PHASE 2: OPENING OF SELECT SERVICES

5/26/2020

- Library facilities remain closed to the public
- Modified hours of operation
- Shift modifications continue
- Masks and social distancing for staff continue
- All surfaces regularly cleaned and sanitized
- Staff will provide phone and email service to the public
- Virtual programming continued and expanded
- Staff are expected to complete job-specific duties and tasks
- TLPL will provide “curb-side” pick-up service of requested in-building materials
- No in-person programs or events
- No volunteers in the building
- No meeting room use [as an alternative, groups can make use of the library’s Zoom account on a case-by-case basis]
- No tutoring in the building
- No public access computer use [though WiFi is available on the grounds]
- No restrooms open to the public

PHASE 3: PROTOCOL OPERATIONS FOR REOPENING TO PUBLIC

7/6/20

- Only selected areas of the building will be reopened
- Use of social distancing guidelines mandatory for all entering the building
- Mandatory mask use for all entering the building
- In the event any safety requirement – such as wearing a mask – is not practicable on the basis of a disability, please contact the library director to explore a reasonable accommodation.
- Gloves will be made available to patrons but are not required
- Hand sanitizing stations will be set up in high traffic areas
- Strict limits on the number of people allowed into the building
- For every child under 10 entering the building one adult must be present to supervise the child
- Browsing of shelves and stacks for self-selection of materials available to the public
- Items handled by the public during browsing must be placed in bins for quarantine and/or disinfection
- TLPL will continue to provide “curb-side” pick-up service of requested in-building materials for those members of the community desiring it. This service will be provided even after the building itself is closed [see above hours of operation schedule]
- Physical space altered to prevent groups from forming
- TLPL is open for the selection and checkout of books and materials only
- Virtual programming will be continued and expanded
- No loitering within the building
- Restricted use of desks and seating areas
- No use of desk phone
- No in-person programs or events
- No meeting room use [as an alternative, groups can make use of the library’s Zoom account on a case-by-case basis]
- No tutoring in the building
- No public access computer use [though WiFi is available on the grounds]
- If patrons would like to print, fax, or use copying services they must call ahead and make arrangements with staff. Documents may be left in the lobby for staff to pick up and copy or fax. Documents may also be emailed to the staff for printing. Documents can be retrieved in the lobby
- Restrooms remain closed to the public
- “Sneeze-guards” will be installed at the circulation desk
- Limited outreach and coordinated projects with external partners

PHASE 4: FULL OPERATION

No timeline for start date

- Return to pre-March17th, 2020 TLPL services and programming

Due to the possibility of a second wave of the COVID-19 virus infecting the North Country, the following “established protocols” will be implemented until no longer deemed necessary by the State of New York to ensure the health and safety of the TLPL patrons and staff.

Established Protocols for the Duration of the Entire Reopening Plan

- No staff will report to work if it is determined that they have developed symptoms of the COVID-19 coronavirus. Additionally, if staff have family members exhibiting symptoms they will likewise refrain from coming into the library to work.
- Staff must contact the Director if they have tested positive for the virus
- Mandatory social distancing for all entering the building
- Mandatory mask use by all entering the building
- All returns done via the Book Drop. The Book Drop will be brought in first thing in the morning and all contents will be quarantined for a minimum of three days, or any other time frame deemed safe.
- Do all check-ins first thing in the morning before providing any services
- Phone use by staff will be restricted. Either one staff member will be designate to answer the phone or each staff member will be assigned their own phone.
- All staff will assist with the “curb-side” service, both fielding calls and filling requests
- “Sneeze-guards” will be installed at the circulation desk once we reopen to the public
- At each staff change, the circulation desk will be wiped down and sanitized.
- Once open to the public, staff will look patrons up and check them out using their names rather than handling the patrons’ library cards
- Hand washing by all staff before and after handling materials
- Multiple hand sanitation stations established within the library
- Reduction of seating capacity and continued alteration of physical space, as is necessary to control crowds
- And all other protocols and tasks as assigned by the Director

This policy may be revised intermittently by the Board of Trustees in response to the ongoing Covid-19 pandemic.

UPDATED 6/26/20 BG