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COVID-19 Reopening Safety Plan

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Library Phased Reopening Time Line

The Sayville Library will adhere to the following phased reopening schedule. The Library's Board of Trustees will make the decision of when to advance from phase to phase. This decision will be based on the most current information from NYS and Suffolk County health officials.

Meeting the NYS Metrics

- Long Island must meet the SEVEN metrics as outlined by the Governor of New York in order to enter Phase 1. [New York Forward Regional Monitoring Dashboard](#)
- Once the SEVEN metrics are met, Long Island will enter Phase I of 4 in accordance with the *New York Forward Plan* [NYS Reopening Phases Defined](#)
- In accordance with Phase I guidelines of the *New York Forward Plan*, the public libraries of Suffolk County are permitted to operate with conditions pursuant to EO 202.4, which permits 50 % workforce staffing.

Adopted May 28, 2020
 Updated December 14, 2020

Sayville Library Phase 1 (*Approximately 2 weeks as deemed appropriate by the Board of Trustees*)

- Library employees may return to work.
- Social distancing will be practiced.
- Staff shifts may be staggered and work schedules adjusted to reduce density; supplementary cleaning protocols will be in place within library facilities.
- Library employees will be working to enhance distance services and prepare the Library facility for future onsite Library services.

Sayville Library Phase 2 (*Approximately 2 weeks as deemed appropriate by the Board of Trustees*)

- The Library may begin to allow the lending and returning of Library items by way of contactless curbside pickup or delivery services. Until additional guidance is received from the CDC and/or the *Federal Institute of Library and Museum Services*, Library materials will be quarantined for a period of seventy-two hours upon subsequent to being handled.
- The Library may offer in-building computer use by appointment but only with the capacity to maintain safe social distances. Computers will be regularly sanitized between uses.
- Social distancing will be practiced.
- Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be implemented.
- Employees who have contact with Library materials will be required to wear gloves while handling materials. Gloves will be provided.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.

Sayville Library Phase 3 (*Approximately 2-10 weeks as deemed appropriate by Board of Trustees*)

- Library facilities may open to the public with social distancing restrictions in place.
- Significant modifications of facilities and service programs may be implemented including restrictions on Library hours, public access, building capacities, seating areas, computer usage, and access to Library stacks.

- Social distancing will be practiced.
- Staff shifts may be staggered and work schedules adjusted; supplementary additional cleaning protocols will be implemented.
- Employees who have contact with Library materials will be required to wear gloves while handling materials. Gloves will be provided.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.

Sayville Library Phase 4 (*Approximately 4-12 months as deemed appropriate by Board of Trustees*)

- The Library may open to the public with social distancing protocols in place. Modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to Library stacks.
- Small group events may be permissible.
- Social distancing will be practiced.
- Staff shifts may be staggered and work schedules adjusted, supplementary cleaning protocols will be implemented.
- Employees who have contact with Library materials will be required to wear gloves while handling materials. Gloves will be provided.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.

Post Phase 4

- Library may return to normal, pre-COVID-19 operations and reinstate regular service programs including events.

Physical Distancing

Employees must maintain a 6 ft. distance from each other, unless safety or the core function of the work activity performed by the masked employee requires a shorter distance.

Employees will be limited to in-person presence only as necessary for the assigned tasks to be accomplished; Library hours may be adjusted to spread employee and patron traffic over a period of time.

For work occurring indoors, employee presence will be limited to only those employees necessary to conduct curbside pickup activities, but staffing it to compromise no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy (inclusive of patrons picking up items who must maintain 6 ft. of space from others or wear an acceptable face covering).

Workspaces and employee seating areas will be modified and/or restricted in number, in order to maintain 6 ft. distance. If not feasible, face coverings will be provided and required; or physical barriers (e.g. plexiglass) will be enacted (in accordance with governmental guidelines) in areas where they would not impair airflow, heating, cooling, or ventilation.

When employees are less than 6 ft. apart from each other (or a patron) and without a physical barrier (e.g. plexiglass); employees must wear acceptable face coverings.

Signs with arrows will be posted to reduce bi-directional foot traffic in narrow aisles, hallways, or spaces.

Tightly confined spaces (e.g. elevators, small rooms, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, the occupancy will be maintained under 50% of maximum capacity.

When possible patron arrivals will be staggered by advising of pick-up time “windows.” Employees will avoid direct handoffs.

Social distancing markers that denote 6 ft. of spacing in commonly used (and other applicable areas) will be clearly delineated.

Designated areas for pick-ups and deliveries will be established; limiting contact to the extent possible.

Designated patron waiting areas (e.g. lines, parking areas) will be arranged to maximize social distancing; a contactless delivery system will be implemented.

In-person gatherings will be limited to the extent possible. Tele- or video-conferencing will be utilized whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Non-essential visitors will be prohibited from the Library.

Protective Equipment

Employees will be provided with an acceptable face covering at no cost to the employee. An adequate supply of replacement coverings will be available. Acceptable face coverings include but are not limited to cloth and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95, face shield).

Employees must clean or replace face coverings after use or when damaged or soiled. Face coverings must not be shared and should be properly stored or discarded.

The sharing of objects (e.g. telephone) will be limited; the touching of shared surfaces is discouraged; or, when employees are in contact with shared objects or frequently touched areas they must wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

Hygiene & Cleaning

The Library will 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 the date, time, and scope of cleaning.

The Library will provide and maintain hand hygiene stations for employees, including accessibility for handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

The Library will provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene. The Library will provide adequate space for employees to observe social distancing while eating meals. Employees are encouraged to bring meals from home. The sharing of food and beverages is prohibited.

Employees must wear gloves when handling Library materials (books, DVDs, etc.) that have not been quarantined for 72 hours. Employees must sanitize hands before and after transferring a load (e.g. items in the book drop) of Library materials.

Regular premises cleaning and disinfection (after every shift, or more frequently as needed) and more frequent cleaning and disinfection of shared objects (e.g. telephones), shared surfaces and high transit areas (self-checkout stations, pickup areas, restrooms, common areas) will be implemented.

Cleaning and disinfecting will be performed using *Department of Environmental Conservation (DEC)* products identified by the *Environmental Protection Agency (EPA)* as effective against COVID-19. If cleaning or disinfection products (or the act of cleaning and disinfecting) causes safety hazards or degrades the material or machinery, employees will receive access to a hand hygiene station between use and/or be supplied with disposable gloves.

In the event of an employee (or Library visitor or patron who has had close contact* with staff) tests positive for COVID-19, the Library will execute a plan for cleaning and disinfection. This plan will include closing the Library for the necessary amount of time to complete the CDC and DOH Guidelines for disinfection.

Additionally the Library will execute the process for screening and contact tracing (see **Screening & Contact Tracing** section).

Communication

The Library will continually review and implement state and county issued guidelines.

The Library will use social media, verbal communication and signage to provide patrons with instructions for ordering/pick-up of Library materials. The Library will require patrons to use face coverings when 6ft. of distance cannot be maintained between other patrons or staff in accordance with CDC and DOH guidelines.

Signage inside and outside of the Library will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

All employees will be trained on new protocols and informed of all safety guidelines.

Employees will be notified of updated information via their *sayvillelibrary.org* email account.

The Library will use social media, the Library website and signage to provide patrons with updated information.

The Library will conspicuously post safety plans.

Screening & Contact Tracing

Employees who are sick or feeling unwell should stay home or return home if they become sick or feel unwell at work.

Employees and essential visitors will undertake a health self-assessment test (e.g. questionnaire, temperature check) before beginning work each day. Assessment responses will be reviewed every day and documented.

Employees who present COVID-19 symptoms at work, will be sent home and instructed to contact their health care provider for medical assessment and COVID-19 testing.

Employees who test positive (*with or without symptoms*) for COVID-19 may only return to work after completing the following:

- The recommended period of **isolation** as per the Suffolk County Department of Health
- Physician's authorization/attestation that the employee may return to work and/or a clearance to return to work letter from the Suffolk County Department of Health

Employees who have had close contact* with a confirmed person with COVID-19 may return to work after completing the following:

- The recommended period of **quarantine** as per the Suffolk County Department of Health
- Be tested for COVID-19 (not mandatory but recommended)

**A close contact is defined as being within 6 ft. of a person displaying symptoms of COVID-19 or someone who has tested positive of COVID-19 for ten minutes or more, cumulatively over a 24-hour period, with or without masks. A close contact may be less than ten minutes if someone was coughed or sneezed on by the individual who has tested positive.*

Employees who have had close contact with a suspected person with COVID-19 but are not experiencing symptoms should inform their supervisor and may be permitted to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering at all times and appropriate social distancing from others.

Designated screeners will be trained by employer-assigned individuals familiar with CDC and DOH protocols and will wear appropriate PPE including a face covering.

The Library will maintain a continuous log of every person, including employees and visitors, who may have had close contact with other individuals at the Library; excluding patrons and delivery persons who have performed with appropriate PPE or through contactless means.

If an employee, visitor, or patron was in close contact with others at the Library and tests positive for COVID-19, the Library will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as employees, visitors, and/or patrons (if known) who had close contact with the individual, while maintaining the confidentiality required by state and federal law and regulations.

Updating of Plan

This Plan will be updated as needed to reflect the most current information and guidance from the CDC, NYS and the Suffolk County Department of Health. The Plan may be updated by the Director as needed. The Board of Trustees will be notified of any changes to be approved at the proceeding Board of Trustees meeting.