

CRANDALL PUBLIC LIBRARY'S MICRO CLUSTER RESPONSE PLAN, DECEMBER 2020

Based on current guidelines, Crandall Public Library will take the following necessary steps, should the library fall into a micro-cluster zone. Micro-clusters will be identified using these [NYS metrics](#) and the [NYS Covid-19 Winter Plan](#).

Yellow:

- Maintain current Curbside & Pop-In service hours
- Maintain current staffing (50% in library & 50% work from home)

Orange:

- Revert to Step I of the Library's Temporary Safety Policy
 - Step I – Curbside circulation of library materials to patrons without patron access to the building. This includes the return of materials in outside book drops.
- Curbside schedule TBD—Watch for Announcements
- Maintain current staffing (50% in library & 50% work from home)
 - Staff will continue to provide services to patrons via email, phone, and social media.

Red:

- Library is closed to public
- All staff work from home save for a few designated personnel
 - Per [NEW YORK'S CLUSTER ACTION INITIATIVE GUIDANCE](#) all non-essential businesses in the red zone, which do not meet the criteria below, shall reduce in-person workforce by 100%. [OVERVIEW LINK](#).
 - Staff will revert to previous workflow (email reference, temporary library cards, increased social media, extended outdoor Wi-Fi access, etc.)