

COVID-19 Response: Crandall Public Library Temporary Safety Policy

May 20, 2020

Crandall Public Library is committed to serving its community during both hard and prosperous times.

The year 2020 has brought unprecedented challenges to our world, nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the following Temporary Safety Practices Policy. This policy was written with the best information available as of May 20, 2020 and maybe subject to change as an organization we try to adhere to the changing classifications of public library services within the NYS un-PAUSE Phases.

The safety measures in this policy have been confirmed with the Warren County Health Department prior to submission.

The Board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services secure and accessible at this time.

Staff at the Crandall Public Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be directed to Kathleen Naftaly, Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the Library's material resources.

Crandall Public Library Temporary Safety Practices

- Scope of Temporary Safety Measures

The Crandall Public Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

- Activities

Until the board votes to revoke these temporary, progressive policies, only the following routine activities may be performed on-site at the library and in accordance with extant safety guidelines:

- 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.
 - Sudden inclusion on May 20, 2020 of NAICS classification *519120 Libraries and Archives* in Phase I reopening as retail providing curbside

pickup. We are currently permitted to operate with restrictions statewide. Restrictions that are applicable to libraries are as follows:

Government facilities only; operations as determined by the local government if such government operates the library, or ***the library district itself as a political subdivision***. Local governments are subject to **50% workforce reductions (not furloughs or layoffs, staff in facility at any one time)** pursuant to EO 202.4. Crandall Public Library is encouraged, but not required, to reference and employ the State's curbside and in-store pickup retail guidance to the extent that it applies to their operations. In order to operate, we must comply with all safety guidelines for our industry, as well as any additional health and safety guidance issued by the state.

- Step II – Staff will produce in-house programming to be distributed via electronic methods to our community. Outside presenters may be brought in to be recorded. This will also run concurrent through Steps III to V.
 - Step III – Limited capacity access by patrons based on established limits given to the Library by the Glens Falls Fire Marshall. Patrons will be allowed in for defined periods of time to browse or pick-up materials and/or to use designated computer stations.
 - Step IV – Reintroduction of seating for patrons to linger in the facility.
 - Step V – Resumption of use of meeting spaces for both staff and community programming.
- Safety Practices (See also completed NYS Forward Business Re-Opening Safety Plan Template)

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices as amended to our current Library Behavior Policies (adopted October 24, 2018):

- Universal wearing of masks¹ by staff, vendors, and patrons while in the Library or interacting with staff and/or volunteers at Curbside Pickup.
- As much as possible all people in the Library should adhere to the six-foot distancing rule.

¹ ADA — in the event that, any safety requirement is not practicable for staff or patron on the basis of a disability, please contact Kathleen Naftaly, Director to explore a reasonable accommodation.

- Furthermore, as the Library begins to open in stages to the public seating areas will be limited; access to Internet stations will be limited by duration of use and proximity to each other; patron may be allowed in the building for limited amounts of time.
 - Elevator usage will be limited to one family or social unit at a time; one person at a time use is preferable; staff will be limited to 2 at a time.
 - Hand sanitizer stations with at least 60% alcohol are available for the public.
 - Staff will wash hands for at least 20 seconds.
 - Staff will stay home if they are feeling ill.
 - If temperature upon arrival at work is above 100.4° and/or they self-select for symptoms on a short entry survey staff will be sent home.
 - The Library as a worksite will implement flexible work hours and workflows as much as possible but still focusing on good customer service.
 - Concerns about health and safety are encouraged to be voiced.
 - Per Executive Order the Library will provide staff with appropriate PPE consisting of masks, gloves and access to disinfectants, such as hand sanitizer with at least 60% alcohol.
 - 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.
 - Staff will enter through the employee entrance at the back door; the Glen St. door will be the patron entrance/exit with the Park door as an emergency exit only.
- Communication

To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community. Adherence to the City of Glens Falls Self-Assessment and Affirmation of Compliance Form will also be embraced.

- Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct/Behavior Policies until such time as this temporary policy is revoked. If by some unforeseen circumstance the board overlooks revoking this document, it is designed to sunset when the national Coronavirus pandemic is declared over by Federal or New York State authorities.

Adopted by the Crandall Public Library Board of Trustees, May 27, 2020