



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

COVID-19 Reopening Safety Plan

Name of Business:

Crandall Public Library

Industry:

Public Library

Address:

251 Glen St. Glens Falls, NY 12801

Contact Information:

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Owner/Manager of Business:

Kathleen U. Naftaly, Director

Human Resources Representative and Contact Information, if applicable:

N/A

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Our AMH bins are closer than 6'. We will limit room capacity to one. Some staff offices do not allow for the 6' spacing between individuals so we are spreading work areas out to unused meeting and study rooms.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Safe practices signage (masks, hand washing, hand sanitizer, 6' rule, etc.) will be predominately placed throughout the facility. We are installing plexiglass cough shields at public service points. All staff and all public MUST wear masks. ADA compliance will be discussed on a case-by-case basis. Gloves in two sizes are available to staff, as well as, hand sanitizer. Public hand sanitizer stations are also disbursed throughout the building.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

We are implementing a tiered schedule to ensure less interaction between staff members. Staff room capacity will be limited by removing chairs. Staff will be trained by our Safety Resource Officer (SRO) Jeremy Dickinson, as to best individual safety practices. He has attended the Warren County Sponsored COVID-19 safety training and is also keeping abreast of best practices as delineated by Warren County Health Department, NYS mandates, CDC guidelines and information coming from NYLA, ALA and IMLS.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

Supplies have already been ordered and most have been received or will be by the first week of June 2020. PPE to be distributed to staff include: several cases of disposable gloves (two sizes); 700+ disposable masks; 150 washable masks; 12 face shields; disinfectants, other cleaners; and, disinfectant sprayers.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Staff will be issued 2 washable face masks each. In addition, disposable masks are available on demand. Two sizes of disposable rubber gloves will be provided. Hand sanitizer, wipes and a limited number of face shields are also available. Six plexiglass cough shields have been placed at public service desks.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Some computer workstations are shared along with some telephones. Wipes, sprays and keyboard covers will be maintained. Staff can "swap-out" telephone headsets or request a hands-free personal device. Library materials such as books, DVDs, magazines etc. will be quarantined for a minimum of 72 hours upon return to the Library. Staff will wear PPE when handling said materials.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- 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.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Major daily cleanings will be logged by the maintenance staff. Specific area cleanings (for example, the Customer Service Area) will be kept on separate daily log sheets.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Sanitizing products will be located at public service points and public dispensers throughout the building. Staff bathrooms are available on the 1st and 3rd floor for hand washing. Our COVID-19 SRO will train staff when they return to work and safe practices signage will be placed throughout the building.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

Our maintenance crew will clean and disinfect the whole facility no less than once a day. Throughout their shifts disinfecting high traffic areas (public, staff and shared) will occur on a rotational basis. Individual staff will disinfect their workstations and adjacent areas as needed and some public use workstations such as the self-check terminals. All staff will be issued PPE. Products include but are not limited to CDC approved Clorox 4inOne, Clorox and Lysol Hydrogen Peroxide cleaners and wipes, 70% alcohol solution for computer workstations and Sienna multi-cleaner.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

We will be able to track employees through our PayChex Payroll time management system.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The Library Director or the Library's Administrative Assistant will be responsible for notification and any paperwork for health officials.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Temperature checks upon arrival and a short questionnaire will be given at the employee entrance. The responsibility for testing will rotate. These staff will be trained by the SRO. Several staff arrive independently prior to general operations; they will be trained to self-monitor.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

As delineated in II. Places we have and will have access sufficient quantities of PPE for staff safety precautions. Our thermometers are touchless. PPE just for screening will be kept adjacent to the employee entrance.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

Staff using PPE will clean with soap and water (if applicable), wipe and spray immediate staff work area with Clorox 4inOne bleach solution; and, finally a mist of disinfectant with Clorox or Sienna multi-surface disinfectant will be applied. Products ordered (and already delivered) through local suppliers such as Hill and Marks.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

If an employee has been in prolonged proximity (over 15 minutes duration) to an infected coworker they will be told by Library Administration of their exposure. They will be informed either by face-to-face or by telephone. They will be asked to self-quarantine for 14 days and be checked by medical personnel for active COVID-19 disease or latent virus antibody exposure.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Crandall Public Library will reopen gradually, in Five Steps:

- 1) Curbside circulation of library materials to patrons without patron access to the building. This includes the ability to return materials in outside book/materials returns;
- 2) Staff will produce in-house programming to be distributed via electronic means. Outside presenters may be safely brought in to be recorded. This will run concurrent through steps 3 through 5;
- 3) Limited capacity access by patrons based on the recommendations from Glens Falls Fire Marshall, James Schrammel, on May 13, 2020. Patrons will be allowed in for defined periods of time to browse or pick-up materials. Very limited access to designated computer stations may also be offered;
- 4) Reintroduction of seating for patrons to linger in the Library; and,
- 5) Resumption of meeting spaces for both staff and community programming.

Length of duration of each step will be contingent on NYS and local un-PAUSE edicts.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.