



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

COVID-19 REOPENING SAFETY PLAN

This PLAN follows the New York Forward Safety Plan Template and is applicable to the Alden Ewell Free Library.

NAME of BUSINESS: Alden Ewell Free Library
INDUSTRY: Association Library
ADDRESS: 13280 Broadway
Alden, NY 14004
CONTACT: Rebecca Moe, Director
OWNER/MANAGER: Alden Ewell Free Library Board of Trustees
HUMAN RESOURCES: Judy Fachko, Human Resources Manager, Central Library

I. PEOPLE

- A. **Physical Distancing** – The Alden Ewell Free Library will ensure 6 feet (6') distance between personnel and patrons, unless safety or core function of the work requires a shorter distance. Facial coverings will be worn at all times if personnel are less than 6' apart:
- i. All staff will be provided reusable facial coverings;
 1. All staff will wear facial coverings when in public areas;
 - a. Staff will be provided with Centers for Disease Control and Prevention (CDC) Guidelines *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 2. All staff will wear facial coverings in workrooms/offices when less than 6' of separation is available;
 3. All patrons over the age of 2 entering and remaining in the building will be required to wear facial coverings;
 4. Signage will be placed at library entrances and throughout the building requiring facial coverings for all persons over the age of 2 to be worn at all times;
 - ii. Social distancing signage will be placed throughout the library;
 1. Seating will be spaced so as to encourage social distancing – seating will be removed;
 2. Computers will be spaced so as to encourage social distancing – every other patron computer will be made “unavailable for use;”
 3. Patrons will not be allowed to socially gather;
 4. Industry-specific physical social distancing:



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- a. In-person programs will not be scheduled until such time as social gatherings are permitted under New York Forward;
- b. Meeting rooms will not be made available for public use until such time as social gatherings are permitted under New York Forward;
- iii. Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing facial coverings;
 - 1. If occupied by more than one person, the occupancy will be kept under 50% of maximum capacity;
 - 2. Employee spaces such as the office will be at 50% capacity;
- iv. Teleconferencing and videoconferencing will be used for meetings;
 - 1. If in-person meetings must be held, they will be in open, well-ventilated spaces with appropriate social distancing among participants;
- v. Pick-up and deliveries:
 - 1. Common situations that may not allow for 6' of distance:
 - a. Receipt of goods/materials
 - i. Facial coverings and gloves will be worn when receiving vendor deliveries, USPS, FedEx, United Parcel Service, and when working with library materials
 - ii. Facial coverings and gloves will be worn when receiving/sorting library materials;
 - iii. Hand washing protocols will be in place with notices posted;
- vi. WALK-UP SERVICE – Customer (patron) engagement:
 - 1. Facial coverings and gloves will be worn by staff at all times when providing walk up service
 - a. WALK-UP SERVICE protocols will be followed.

II. PLACES

- A. **Protective Equipment** – Staff at the Alden Ewell Free Library will be provided reusable facial coverings;
 - i. The Alden Ewell Free Library will be provided **reusable** facial coverings by the Buffalo and Erie County Public Library; who have procured them from Erie County Emergency Services and DIVAL Products
 - ii. The Alden Ewell Free Library will also be provided **disposable** facial coverings by B&ECPL, who have purchased them from AMAZON.com;
 - iii. Reusable facial coverings must be stored properly between use, cleaned/washed regularly, and replaced when damaged;



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1. Staff will be provided with CDC guidelines regarding cleaning/washing face masks <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 2. Staff will be provided with an individual sealable plastic bag for storing their reusable mask;
 3. Staff will be instructed to inform their supervisor if/when their reusable mask needs replacing;
 4. Staff will be provided with a disposable mask if a reusable mask is not available or if the staff member does not have their reusable mask at the start of their shift;
- iv. Sharing of objects – Staff will be provided gloves and instructed to wear them during materials handling procedures;
1. Staff will be instructed not to share items such as pens, pencils, utensils, etc. whenever practicable;
 2. If shared items are handled, staff will be instructed to wash hands frequently in accordance to CDC recommended handwashing guidelines <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 3. Staff will be instructed to frequently wash hands while in the workplace;
 - a. CDC recommended hand washing guidelines will be posted in the staff restroom as well as by the sink in the boiler room;
 4. Staff will be trained on these protocols.
- B. **Hygiene and Cleaning** –The Alden Ewell Free Library will adhere to hygiene and sanitation requirements from the CDC https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf and the New York State Department of Health (DOH) https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf and maintain cleaning logs on site that document date, time, and scope of cleaning:
- i. Custodial staff will be responsible for maintaining a cleaning log for regular cleaning schedules;
 1. The log will be kept in the maintenance room or in the staff office when maintenance room is not easily accessible;
 - ii. Staff and patrons will have access to:
 1. Soap, water, paper towels
 2. Hand sanitizer containing 60% or more alcohol;
 - iii. Cleaning – regular cleaning/ disinfecting will occur daily in the following areas:
 1. High transit areas;
 2. Restrooms – public and staff



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3. Common areas, including but not limited to tables and chairs;
- iv. Cleaning – cleaning/disinfecting will occur after every use of the following, where practicable, in shared staff and public areas and will be the responsibility of all staff members:
 1. Circulation desk;
 2. Self-checkout machine;
 3. Public access computers – including keyboards and surface areas of computer desks;
 4. Staff telephones;
 5. The B&ECPL will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the Environmental Protection Agency (EPA)
 6. Staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

C. Communication – The Alden Ewell Free Library will:

- i. Post signage throughout the libraries to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of personal protective equipment (PPE) and cleaning and disinfecting protocols. Signage will include but is not limited to:
 1. CDC recommended handwashing guidelines
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>
 2. CDC *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 3. CDC *How to Remove Gloves*
<https://www.scribd.com/document/455417646/CDC-Poster-How-to-Remove-Gloves>
 4. *Social Distancing is in Effect at this Library – General*;
 5. *Social Distancing is in Effect at this Library – Computers*;
 6. *Wearing a Mask is Required in this Library*;
 7. “Stand Here” floor markings;
 8. Other signage as required;
- ii. Cleaning and disinfecting protocols will be provided to maintenance staff:
- iii. Communication plan for employees, visitors and patrons with a consistent means to provide updated information:
 1. Employees –



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- a. Information will be distributed to staff during initial return to work and subsequently through inter-office delivery and via email to those employees utilizing such;
 - i. Supervisors will be held accountable in the continued distribution and dissemination of up-to-date information;
 - ii. Information will be placed on the B&ECPL Staff Intranet under COVID-19 Information
<http://intranet.buffalolib.org/covid-19-information>
 - iii. Signage will be posted in staff office and restroom, etc.
2. Visitors –
 - a. Visitor Logs – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, consultants, performers, and other non-library patron visitors;
 - b. All visitors will report to the main (front) entrance;
 - c. Visitor log will be kept by the library manager
- iv. If an Alden Ewell Free Library employee identifies as having tested positive for COVID-19, the library will:
 1. Notify the B&ECPL Human Resources (HR) Department
 2. Cooperate with contact tracing efforts, including:
 - a. Notification of potential contacts such as workers or visitors who had close contact with the individual;
 - b. All information will be kept confidential pursuant to state and federal laws and regulations.

III. **PROCESS**

- A. **Screening** – The Alden Ewell Free Library will:
 - i. Follow the B&ECPL *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
 - ii. Implement daily mandatory health screening for all employees prior to the beginning of the respective employee's work day that includes:
 1. Temperature check;
 2. Completion of the B&ECPL ***Pre-entry Questionnaire – COVID-19 Assessment***;
 3. Temperature logs and questionnaires shall be reviewed daily by the library manager;
 - a. All information will be kept confidential and secure pursuant to state and federal laws and regulations;



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4. Person/persons conducting the temperature checks and distributing and collecting questionnaires shall be supplied with facial coverings and gloves.

B. Contact tracing and disinfecting of contaminated areas – The Alden Ewell Free Library will:

- i. Disinfect any/all areas determined/identified to have been used by a staff member who has been identified as testing positive for COVID-19;
 1. The B&ECPL System will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the EPA;
- ii. The library manager will confidentially interview the staff member identified as testing positive for COVID-19, seeking the following:
 1. Work place location
 2. Where the staff member traveled in the work location; and
 3. With whom the staff member came into contact;
- iii. The library manager will relay all relevant information to the B&ECPL HR Department
 1. The Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.
- iv. All information will be kept confidential pursuant to state and federal laws and regulations.
 - 1.

IV. Other

- A. Materials Handling** – The Alden Ewell Free Library will follow the B&ECPL's *Handling Materials During COVID-19* procedures.