



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

COVID-19 MICRO-CLUSTER PLAN

Continuation of Operations for the Alden Ewell Free Library

NAME of BUSINESS: Alden Ewell Free Library
INDUSTRY: Association Library
ADDRESS: 13280 Broadway
Alden, NY 14004
CONTACT: Rebecca Moe, Manager
OWNER/MANAGER: Alden Ewell Free Library Board of Trustees

I. STATEMENT OF PLAN

a. Purpose

In an effort to identify small geographic areas where the spread of the Novel Coronavirus (COVID-19) has reached levels requiring additional State action, the State of New York (NYS) has put in place a *Micro-Cluster Strategy (Strategy)*. This *Strategy* contains five key processes: Monitor Data; Identify Area of Concern & Create Specific Geographic Focus Areas; Implement Cluster Zone Focus Area to Control the Virus; Review Data; and Adjust Restrictions.

Further, NYS has developed a *Micro-Cluster Approach*, whereby cluster identification is more targeted and identifies data in a small geographic area where COVID-19 spread has reached levels requiring additional State action. This approach is based on a variety of factors including: Testing, Hospitalizations, Geographic Considerations, and Other Epidemiological Factors as defined by the NYS Department of Health.

Areas experiencing a concerning increase in COVID-19 spread may be designated as requiring placement into a *Micro-Cluster Focus Zone*: Red Zone, Orange Zone, or Yellow Zone.

Information regarding the *Strategy* can be found at:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Micro_Cluster_Metrics_10.21.20_FINAL.pdf

As a public employer in NYS, the Alden Ewell Free Library (the Library) recognizes its responsibility to have a COVID-19 MICRO-CLUSTER PLAN (PLAN) to address library operations if the area surrounding the Library is designated as a *Micro-Cluster Focus Zone*.



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

b. Alden Ewell Free Library Plan

For the purposes of this PLAN, the Alden Ewell Free Library shall be identified as a *Business* under the *Micro-Cluster Type of Activity* (see https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Micro_Cluster_Metrics_10.21.20_FINAL.pdf)

The ALDEN EWELL FREE LIBRARY COVID-19 REOPENING SAFETY PLAN shall continue to be enforced under all *Micro-Cluster Focus Zone* levels.

The Alden Ewell Free Library will cooperate with New York State, Erie County, and local government officials.

The Alden Ewell Free Library shall implement the following:

Red Zone:

1. If the Alden Ewell Free Library is designated within a Red Zone, it shall be closed;
 - a. Due dates for materials checked out at the Library will be extended;
 - b. Drop box will remain open;
 - c. Signage will be placed on doors;
 - d. Website will be modified to reflect changes;
 - e. Appropriate administrators at the Buffalo & Erie County Public Library System will be notified;
 - f. Media will be notified.
2. Essential personnel will report to the Library to conduct essential cleaning, disinfecting, required maintenance, and to take care of the drop box. Other staff members may be assigned to work remotely as determined by the Library Manager.

Orange Zone:

1. If the Alden Ewell Free Library is designated within an Orange Zone, in-library public service operations will cease and walk-up services will be initiated (if feasible);
 - a. Walk-up services will be initiated if the Library Manager determines it is feasible, as per the ALDEN EWELL FREE LIBRARY'S COVID-19 MICRO-CLUSTER ORANGE ZONE WALK-UP SERVICE PLAN;
 - b. Drop box will remain open;
 - c. Signage will be placed on doors;
 - d. Website will be modified to reflect changes;
 - e. Appropriate administrators at the Buffalo & Erie County Public Library System will be notified;



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

- f. Media will be notified.
2. Unless otherwise determined by B&ECPL Library Administration, the Library will continue to receive deliveries through the system's shipping department. If deliveries cease, then the Request List/Hold System will not be available except for books already at the Alden Ewell Free Library.

Yellow Zone:

1. If the Alden Ewell Free Library is in a designated Yellow Zone, day-to-day library operations will continue. Hours of operation may be modified as deemed necessary. If hours are modified:
 - a. Drop box will remain open;
 - b. Signage will be placed on doors;
 - c. Website will be modified to reflect changes;
 - d. Appropriate administrators at the Buffalo & Erie County Public Library System will be notified;
 - e. Media will be notified.
2. Deliveries will continue to the Library unless otherwise determined by B&ECPL Library Administration. If deliveries cease, then the Request List/Hold System will not be available except for books already at the Alden Ewell Free Library.