



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 original *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*.

At the request of Erie County Executive Mark Poloncarz, the Buffalo & Erie County Public Library System (B&ECPL) reviewed and modified their system



Alden Ewell Free Library
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Alden, NY 14004

plan to allow for in-house operations for libraries located in a designated Orange Zone. Working with the County Executive, a new metric has been developed whereby data provided by the Erie County Department of Health (ECDOH) by zip code will be used to define levels of library services.

The Alden Ewell Free Library's PLAN has therefore been modified to reflect the changes in the NYS *Strategy* and the B&ECPL's new plan with the development of this metric-based approach. Using data provided by the ECDOH, this PLAN defines the levels of library services to be provided within Zones based on the data associated with the zip code in which the library is located.

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/MicroCluster_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.



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

Orange Zone:

If the Alden Ewell Free Library is in a designated Orange Zone, service operations will be determined weekly utilizing the following factors:

1. LEVEL I Operations – will be initiated at the Library if the 14004 zip code’s 7-day equalized average of new daily cases per 100,000 is less than or equal to (\leq) 70. Guidelines for services are set forth below.
2. LEVEL II Operations – will be initiated at the Library if the 14004 zip code’s 7-day equalized average of new daily cases per 100,000 is greater than ($>$) 70. Guidelines for services are set forth below.

The 7-day equalized rate shall be determined by the ECDOH and distributed to the B&ECPL, who will forward that information to the Library. Following receipt, the Library shall determine operations (Level I or Level II) for the subsequent 7 days.

LEVEL I Operating Guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
 - a. Patrons will be asked to limit visits to 2 hours.
 - i. Signage will be placed throughout building
 - b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
 - i. A Patron will not be allowed entry to the Library or allowed to remain in the Library if they do not comply with facial covering regulations.
 - c. No assembly/gathering permitted.
 - i. Meeting rooms closed.
 - ii. Families using the Library may sit together.
 - iii. Tutoring (1:1) is permitted.
 - d. Social distancing will be strictly enforced at all times and in all areas, both public and staff.
 - i. Staff is authorized to limit service if social distancing is not maintained.
 - e. No food or beverages may be consumed in public areas.
 - i. Staff will be limited to food/beverages at the Library office.
 - f. Drop box will remain open.
2. Walk-up services will continue.



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

3. Hours and/or methods of operation (going to an appointment-only schedule, for example) may be modified as deemed necessary. If hours and/or methods of operation 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. 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.

LEVEL II Operating Guidelines:

1. In-house operations shall cease.
2. Walk-up will continue if determined feasible, as per the Library's COVID-19 MICRO-CLUSTER WALK-UP SERVICE ORANGE ZONE PLAN.
 - 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.
3. Hours of operation may be modified if deemed necessary.
4. 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.
5. Guidelines are subject to change.

Yellow Zone:

If the Alden Ewell Free Library is in a designated Yellow Zone, service operations will be determined weekly utilizing the following factors:

1. LEVEL I Operations – will be initiated at the Library if the 14004 zip code's 7-day equalized average of new daily cases per 100,000 is less than or equal to (\leq) 70. Guidelines for services are set forth below.



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

2. LEVEL II Operations – will be initiated at the Library if the 14004 zip code’s 7-day equalized average of new daily cases per 100,000 is greater than (>) 70. Guidelines for services are set forth below.

The 7-day equalized rate shall be determined by the ECDOH and distributed to the B&ECPL, who will forward that information to the Library. Following receipt, the Library shall determine operations (Level I or Level II) for the subsequent 7 days.

LEVEL I Operating Guidelines:

1. Library operations and in-house services shall continue under the following restrictions:
 1. Patrons will be asked to limit visits to 2 hours.
 - a. Signage will be placed throughout building
 2. Facial coverings (fully covering the nose and mouth) must be worn at all times.
 - a. A Patron will not be allowed entry to the Library or allowed to remain in the Library if they do not comply with facial covering regulations.
 3. No assembly/gathering permitted.
 - a. Meeting rooms closed.
 - b. Families using the Library may sit together.
 - c. Tutoring (1:1) is permitted.
 4. Social distancing will be strictly enforced at all times and in all areas, both public and staff.
 - a. Staff is authorized to limit service if social distancing is not maintained.
 5. No food or beverages may be consumed in public areas.
 - a. Staff will be limited to food/beverages at the Library office.
 6. Drop box will remain open.
2. Walk-up services will continue.
3. Hours and/or methods of operation (going to an appointment-only schedule, for example) may be modified as deemed necessary. If hours and/or methods of operation 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;



Alden Ewell Free Library
13280 Broadway
Alden, NY 14004

- e. Media will be notified.
3. 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.

LEVEL II Operating Guidelines:

1. In-house operations shall cease.
2. Walk-up will continue if determined feasible, as per the Library's COVID-19 MICRO-CLUSTER WALK-UP SERVICE ORANGE ZONE PLAN.
 - 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.
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