

Enrich Lives, Celebrate Community, Inspire Creativity

**Board of Trustees May Meeting
May 26, 2020
10:00 a.m.**

Join with Google Meet
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(You can use Meet in a chrome browser on any device, or download Meet the app.)

- I. May meeting call to order**
- II. Approval of written reopening plan**
- III. NY Forward Safety Plan on file**
- IV. Amendment to Quarantine/Emergency Closing Policy**
- V. Discussion of concerns**
- VI. Construction grant update**
- VII. Adjournment**

The next Board of Trustees meeting is scheduled for June 8, 2020.



NY FORWARD SAFETY PLAN

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, 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. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Industry: RCS Community Library

Address: 95 Main St. Ravena, NY 12143

Contact Information: 518-756-2053 director@rcscommunitylibrary.org

Owner/Manager of Business:

Judith Wines fffj

Human Resources Representative and Contact Information, if applicable:

NA NA

I. PEOPLE

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

- x 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.
- x 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.

- x 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)
- x 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.
- x 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?

Customer transactions, whether focused on material circulation, equipment use or customer assistance. Plexiglass shields, floor markings and mirroring technology will be used to ensure safety. All individuals will wear masks.

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

Signage on door, installation of shields.

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

Staff will eat at their desks, or at an individually designated space. Outgoing shift members will disinfect and shared workspace at shift change.

II. PLACES

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

- x 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?

The Library will provide each staff member with at least two reusable face masks. Staff also have the option to wear face shields, which the Library will provide. Board members provided the masks, PIP provided the face shields. We will have spare masks on hand for staff. Customers without masks will be offered curbside service.

- x 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 given instruction on proper cleaning and storage of face masks and shields.

- x 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?

Phones, keyboards, office materials and equipment. Designate one staff member/tool/shift and disinfect at end of shift.

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

- x 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?

The cleaning log will be maintained by the person who is "second" for public services. The log will be kept at the circulation desk.

- x 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?

Kitchen, lobby and bathroom sinks are set up for handwashing with soap. Hand sanitizer is available in the lobby and at the public computers and circulation desks. Signage will be posted by all sinks.

X 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?

The library, including restrooms, will be professionally cleaned daily, and as needed. All equipment will be disinfected at the end of each shift. Products effective against covid 19 will be used.

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

- x 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.
- x Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- x 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?

The log will be maintained by the person who is "second" for public services. The log will be kept at the circulation desk.

- x 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?

Library Director

YES to any one (or more) of the questions

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

N/A

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:

x 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?

If an employee tests positive, the Library will close for at least 24 hours (and for the remainder of the week as staff members would be under precautionary quarantine) for a deep clean.

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?

We have created an A/B staffing schedule that minimizes the number of staff members who will interact in a given week. All employees will be notified if a staff member tests positive. The contact log will be utilized and the public informed that a staff member has tested positive.

HOME

STOP THE SPREAD

SAVE LIVES

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)
[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)
[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)
[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)
[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)
[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)
[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing

[Guidance DOH COVID-19](#)
[Testing CDC COVID-19](#)
[Symptoms](#)

Quarantine and Emergency Closure policy

When the Library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, upon a vote of the board, OR

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence.

Compensation shall continue as follows:

Until the end of the Fiscal Year, Full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last six weeks.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership, and must complete such duties as assigned. When performing tasks remotely, employees should log the time worked as directed by Library leadership. *(Approved March, 2020)*

Addition, proposed, May, 2020

In a state of emergency, the library director will have authority to restrict services and/or implement immediate procedures as deemed necessary to preserve and ensure the safety of library Staff and Patrons. This policy will take precedence and override conflicting policies during a state of emergency.

Restriction of services will be determined in accordance with any applicable Executive Orders from the State and Local Government and will be executed by the Library Director in coordination with the Library Board of Trustees.

Pertinent changes will be communicated to the library community as quickly as possible, and as safety allows.