

# Safety Plan

9/18/2020

During and after the COVID-19 pandemic, the health and safety of the patrons, library workers, and the community at large is the number one priority as the Henrietta Public Library serves the community, fulfills its mission, and meets the goals of its plan of service by meeting the public's need for reliable information, providing access to critical resources, and serving as a hub of community organization.<sup>i</sup> To this end, the Henrietta Public Library Board of Trustees has empowered a Safety Committee consisting of board members and library staff members to review, maintain, and update this plan. The Safety Committee will review new guidance from Trusted Sources and consider updates to this plan at least every two weeks. This plan is primarily guided by the NY Forward Safety Plan Template,<sup>ii</sup> the New York State Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency,<sup>iii</sup> and New York State Interim Guidance for Essential & Phase II Retail Business Activities During the COVID-19 Public Health Emergency.<sup>iv</sup>

Our plans are made in concert with the Town of Henrietta, which is providing support and guidance on implementing this plan.

## Contacts

- Adrienne Pettinelli, Library Director and Site Monitor, [adrienne.pettinelli@libraryweb.org](mailto:adrienne.pettinelli@libraryweb.org), 585-444-2301
- Laura Osterhout, Henrietta Public Library Board of Trustees President, [laosterhout@gmail.com](mailto:laosterhout@gmail.com)

## Trusted Sources of Information<sup>v</sup>

- Town of Henrietta: <https://www.henrietta.org/community/page/covid-19-updates>
- Monroe County: <https://www2.monroecounty.gov/health-COVID-19>
- New York State: <https://coronavirus.health.ny.gov/home>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Occupational Health and Safety Administration: <https://www.osha.gov/SLTC/covid-19/>
- Institute of Museum and Library Services: <https://www.ims.gov/coronavirus-covid-19-updates>

## Main Components of a Safe Reopening Plan

Our reopening plans will consider the four components stressed by the county and state as key to safe operations while our community attempts to function during a pandemic:

- Face covering
- Social distancing (the 6' rule)
- Hand hygiene
- Sanitizing surfaces

## General Guidance for All Staff<sup>vi</sup>

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Recognize personal risk factors. According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

## Physical Distancing

### Physical Distancing-Staff and Others in the Library in an Official Capacity

- Staff, contractors, and others who use the library in an official capacity will maintain a 6' radius between themselves and others while on library grounds and in the library itself.
- All staff working in the building will be scheduled, and some staff will work from home. Staff will arrange their schedules with their supervisors and all staff schedules will be posted on the library's TeamUp calendar.
- Staff will not work at off-site locations without the permission of the Library Director or Assistant Directors.
- Only two people are allowed to be scheduled at the Check Out Desk at the same time, and those employees must work at the computers at each end of the desk. The two workstations on the middle of the desk will remain off. Only the staff members scheduled to work at the Check Out Desk may work at the Check Out Desk.
- Only one person at a time is allowed to be scheduled at each of the other three service desks: The Children's Room Desk, the Reader's Advisory Desk, and the Tech Desk. Only staff members scheduled to work at these three desks may work at these desks.
- Discharging and shelving materials will be assigned to specific staff members; staff working service desks will not do any discharging or shelving while they're working service desks.
- Staff members working at desks in the Work Room, the Community Room, the Children's Staff Office, Second Floor Staff Office, the Children's Story Room, the Craft Room, and the Second Floor Conference Rooms must be stationed 6' away from each other in all directions at all times. Staff desk spaces have been moved to promote this social distancing. Staff who are working at their desks must post their schedule and what space they are working in on the library's TeamUp calendar.
- Staff may use the three study rooms on the second floor as alternate workstations. They will arrange this use with their supervisors and post their schedules (including date, time, name, and room reserved) on the library's TeamUp calendar. Only one person may work in each study room at a time.
- Staff working in the materials stacks will leave the area where they're working if another person comes into the aisle where they're working.

- Staff may not use the Staff Kitchen for anything other than food storage and reconciling daily receipts per Cash Handling Procedures.
- Staff will take rest breaks and meal times at stations set up in the Community Room. Staff will sanitize those stations as the last thing they do when they are done with their break or meal. Staff need to eat at separate stations (i.e. eat at their own table—no sharing tables).
- All rest break and meal times will be scheduled and posted on the TeamUp calendar.
- There will also be no use of communal dishes, plates, forks, and other items in the staff kitchen. Please bring any needed cutlery and dishes from home and return them to your home at the end of the day.
- Staff may use the staff microwave, which will be moved to the Community Room. Staff will sanitize the microwave after each use.
- Only one staff member at a time may be in the Staff Copy/Print Room, the Staff Conference Room, the storage room off the Staff Kitchen, the storage room in the Children's Room, the Janitor's Closets (1<sup>st</sup> floor and 2<sup>nd</sup> floor), the IT Room, the 2<sup>nd</sup> floor Public Copy/Print Room, the 2<sup>nd</sup> Floor Electrical Room, and the Geothermal Room.
- As much as possible, work-related meetings will be held via Zoom or other digital conferencing software.
- Staff who are not scheduled to work in the building may stop in to the building to drop off or pick up work-related items, but they must first clear that with their supervisor, post the date/time of the visit on TeamUp, and carefully follow social distancing guidelines when in the building.

### Physical Distancing-Public

- Members of the public must maintain a 6' radius between themselves and others while on library grounds and in the library itself.
  - If a staff member becomes aware of someone not maintaining a 6' radius between themselves and others.
    - Staff will politely remind the patron that we have to maintain a 6' radius between ourselves and others. Example language: "In order to open, our Board had to institute a temporary requirement that everyone who uses this building maintain a 6' distance between themselves and others. We know this can be difficult, but we need to do it." Offer to give the patron a copy of our Code of Conduct and Safety Plan.
    - Patrons who continue violating the Code of Conduct and Safety Plan will be asked to leave the premises.
    - If a patron continues to refuse to follow the Code of Conduct or leave the premises, a staff member will call 911. When a patron's behavior is illegal, threatening, or violent, a staff member will call 911.
- A limited amount of seating will be available in the main library, intended only for people who need to rest and for people who are using our wifi on their own devices. This seating will be placed more than 6' away from each other.

- A limited number of public computers will be available for public use on the second floor and will be placed more than 6' from each other.
- Only one catalog computer will be available in the Children's Room.
- The public will not have access to the Community Room, Children's Story Room, conference rooms, study rooms, craft room, and Second Floor Reading Room.
- All toys, games, and communal art supplies will be removed from all public spaces.
- Only one person or social group is allowed to use the elevator at a time.
- We will use colored tape on the floors to delineate guidelines for the public to indicate how far they should remain from one another and all service desks.
- We will use colored tape and signs to encourage one-way traffic in the book stacks and adherence to social distancing guidelines.
- Our public water fountains will be turned off.
- Due to limited space, indoor events are not permitted in the library building. Staff may partner with other town departments to provide indoor events at their facilities with physical distancing guidelines. These events must be overseen by a minimum of two staff members to ensure that the public adheres to physical distancing guidelines and meets the NYS guidelines for public gatherings.<sup>vii</sup>
- Outdoor events are permitted with physical distancing guidelines. These events must be overseen by a minimum of two staff members to ensure that the public adheres to physical distancing guidelines and meets the NYS guidelines for public gatherings.<sup>viii</sup>
- Curbside pickup will remain a remote/touchless option for all patrons.

## Protective Equipment

### Protective Equipment-Staff and Others Using the Library in an Official Capacity

- Staff, contractors, and others using the library in an official capacity will wear face coverings at all times while working in the building, with two exceptions:
  - While eating or drinking.
  - When working at their own desks 6' or more away from any other staff members.
- Acceptable face coverings are made of paper or a piece of cloth with no visible holes and will cover both the nose and mouth. Face coverings must be put on and taken off using loops or ties, cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Face coverings are available for staff members who don't have them from the Circulation Supervisor and/or their designee. The Circulation Supervisor will be responsible for maintaining a ready stock of face coverings.
- Staff will wear disposable gloves when clearing the book drop. Staff may also wear gloves at any other time they wish, provided they are still following hand-washing guidelines. Staff will remove gloves per CDC recommendations and wash hands immediately after use.

- Supervisors will be responsible for training the staff they supervise on how to properly put on, take off, clean, and discard face coverings and gloves. This training will be based on guidelines from the CDC.<sup>ix</sup> Supervisors will forward the names and dates that staff members received training to the Personnel Clerk, who will record this information in our staff training spreadsheet.
- We will place clear physical barrier between the staff and public at each workstation at each service desk.

### Protective Equipment-Public

- Members of the public will wear face coverings that cover the nose and mouth when they are in the library building, with the exception of children under the age of 3, who must be worn, carried, confined to a stroller, or holding their adult's hand at all times.<sup>x</sup>
- Acceptable face coverings are made of paper or a piece of cloth with no visible holes and will cover both the nose and mouth. Face coverings must be put on and taken off using loops or ties, cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
  - When staff members become aware of a patron not wearing a face covering:
    - Staff will politely ask the patron to wear a mask while in the library. Example language: "In order to open, our Board had to institute a temporary requirement that everyone who uses this building wear a face covering. If you don't have or can't wear a face covering, you can use our curbside service. If you need another accommodation, I'll take your name and number, and we'll contact you by phone to arrange for the best way to accommodate your needs." Offer to give the patron a copy of our Code of Conduct and Safety Plan.
    - Patrons who refuse to wear a face covering will be asked to leave the premises.
    - If a patron continues to refuse to wear a face covering or leave the premises, a staff member will call 911. When a patron's behavior is illegal, threatening, or violent, a staff member will call 911.

## Hygiene, Cleaning, and Disinfection

### Hygiene-Staff and Public

- Hand Hygiene -Staff
  - Sinks, soap, water, and paper towels for hand washing are available for library staff in the Staff Kitchen, Staff Restroom, All Public Restrooms, the Community Room, and the Craft Room. Alliance Cleaning will be responsible for maintaining these stations.
  - Hand sanitizer is available for staff at the staff sign-in station and at the four public staff service desks. The Teen Librarian/Reference Supervisor will be responsible for maintaining these stations and assigning a designee to maintain these stations in her absence.
  - Staff are required to wash their hands frequently through the work day as well as every time they switch activities.

- Hand Hygiene-Public
  - Sinks, soap, water, and paper towels for hand washing are available for the public in the public restrooms on the first and second floor. Alliance Cleaning will be responsible for maintaining these stations.
  - Hand sanitizer is available for the public in the public restrooms and at a station just inside the front entrance. Alliance Cleaning will be responsible for maintaining these stations.

### Cleaning and Disinfection-Staff and Public

- Sanitizing supplies (wipes, sanitizing spray, microfiber cloths) are available at each service desk and in the staff kitchen. The Teen Librarian/Reference Supervisor will be responsible for maintaining these supplies and assigning a designee to maintain these supplies in her absence.
- Please follow written instructions for use of cleaning and sanitizing sprays.
- Disposable gloves are available in the staff kitchen and the storage room off the staff kitchen.
- The bucket to drop soiled microfiber cloths in is in the storage room off the staff kitchen. When we need clean microfiber cloths, we need to contact Town Safety Officer, who oversees laundering and distribution of clean cloths. The Teen Librarian/ Reference Supervisor will be responsible for maintaining an adequate supply of clean microfiber cloths and having soiled microfiber cloths taken to be cleaned.
- Staff will sanitize all areas where they work or eat after use.
- Staff will sanitize all book carts every time they are emptied.
- Staff will quarantine all returned materials for 72 hours before discharging and shelving them. Staff will use gloves when moving materials from the book drops to carts for quarantine. They will immediately remove and dispose of their gloves when this task is done, and then they will wash their hands before moving on to another task.
- We will designate tables and shelves in multiple areas of the building for patrons to leave materials they've handled but are not checking out. Staff will gather materials left in these and other places in their quadrants at the end of the day. The materials will be placed on carts to be shelved the next morning.
- Staff working with packages and mail will wash hands before they begin and after they have finished.
- Our cleaning service, Alliance Cleaning Service, will be cleaning the building daily using cleaning solutions from the New York State Registered Disinfectants Based on EPA List.
- Alliance Cleaning Service will maintain a checklist log that documents the date, scope of cleaning, and who did the cleaning.
- Staff working at the four service desks are responsible for completing cleaning checklists for frequently touched shared services in their quadrants of the building. All staff members scheduled at these desks will complete a cleaning checklist before the end of their shift, which they will turn into the Circulation Supervisor at the end of their shift. The Circulation Supervisor will keep these logs on file for four months.

## Communication



### Communication with Staff Regarding Safety Plan

- Electronic copies of our Safety Plan will be available on the library web site and on the library's shared storage drive with other library policies and procedures.
- Paper copies of our Safety Plan will be distributed to all employees and outside personnel who regularly interact with our building (cleaners, contractors, etc.).
- Paper copies of our Safety Plan will be printed out and kept at each service desk.
- Updates to the Safety Plan will be distributed electronically to all employees via email. Paper copies will be placed at each service desk.
- All staff will receive training on the Safety Plan as well as on any major changes to it.
- Staff assignments and work schedules will be posted via the library's TeamUp calendar system.
- We will use signs, our web site, our email newsletters, and our social media outlets to communicate our safety guidelines to staff and the public.

## Screening

### Screening

- Health Screening
  - Staff members who are sick must stay home or return home immediately if they become sick at work. Staff and supervisors should follow established procedures for calling in sick.
  - Before reporting to work in the building, all staff will complete a daily health screening that asks:
    - Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
    - Have you tested positive for COVID-19 in the past 14 days?
    - Have you experienced any symptoms of COVID-19 in the past 14 days?
      - Symptoms of COVID-19 include:<sup>xi</sup>
        - Fever or chills
        - Cough
        - Shortness of breath or difficulty breathing
        - Fatigue
        - Muscle or body aches
        - Headache
        - New loss of taste or smell
        - Sore throat
        - Congestion or runny nose
        - Nausea or vomiting
        - Diarrhea
- All staff must complete daily screening before entering the building.

- If staff members answer no to all questions, they can report to work. They will give the daily health screening to any member of the management team or the librarian in charge as soon as they enter the building. (The management team includes Adrienne, Alicia, Amy, Annalise, Ellen, Jen, Laura L, Nancy, or Terry.) Managers or librarian in charge will record receipt of the form in the Health Screening Spreadsheet on the shared staff drive and then shred the form.
- If a staff member answers yes to any of these questions, they must contact a supervisor directly from home, and that supervisor will record that on the Screening Spreadsheet on the shared staff drive as well as report this to the Library Director and both Assistant Directors. That staff member will not be allowed to report to work. The supervisor is responsible for ensuring someone is designated to cover that employee's work. The Library Director and Assistant Directors will report to the Monroe County Department of Health and Henrietta Town Safety Office and follow their instructions for how to move forward.
- Staff should not return to work until they have met the CDC criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
- Staff Guidelines for Entering and Working in the Building
  - Stop at check-in station just inside staff entry. If someone is already at the check-in station, remain outside until they leave the station. Staff members waiting to enter the building should either wait in their cars or maintain a 6' distance from other people if waiting near the staff door.
  - Sanitize hands.
  - Sign in with date, time, name, and phone number.
  - Sanitize hands.
  - Enter main area of the building and go directly to your assigned workstation.
  - When leaving, sign out at the check-in station.

<sup>i</sup> Henrietta Public Library, COVID-19 Policy, <http://hpl.org/files/1415/9180/4645/COVID-19.pdf>

<sup>ii</sup> NY Forward Safety Plan Template,

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS\\_BusinessReopeningSafetyPlanTemplate.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf)

<sup>iii</sup> New York State Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency,

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>

<sup>iv</sup> NYS Interim Guidance for Essential & Phase II Retail Business Activities During the COVID-19 Public Health Emergency,

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/RetailMasterGuidance.pdf>

<sup>v</sup> Henrietta Public Library, COVID-19 Policy, <http://hpl.org/files/1415/9180/4645/COVID-19.pdf>

<sup>vi</sup> OSHA, Safety and Health Topics, COVID-19, Control and Prevention, <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

<sup>vii</sup> NYS Travel, Large Gatherings, and Quarantines, <https://coronavirus.health.ny.gov/travel-large-gatherings-and-quarantines>

<sup>viii</sup> NYS Travel, Large Gatherings, and Quarantines, <https://coronavirus.health.ny.gov/travel-large-gatherings-and-quarantines>





585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

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- ix CDC, Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- x CDC, How to Wear Cloth Face Coverings, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- xi CDC, Coronavirus Disease 2019 (COVID-19), Symptoms of Coronavirus, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>