

Safety Plan

Updated 7/14/2021

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.ⁱ To this end, the Henrietta Public Library Board of Trustees has empowered the Executive Committee and the library's Management Team to review, maintain, and update this plan. The Safety Committee will review new guidance from Trusted Sources and consider updates to this plan as needed.

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

Contacts

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Trusted Sources of Informationⁱⁱ

- 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>

General Guidance for All Staffⁱⁱⁱ

- 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 & Protective Equipment

Public, Staff, and Others in the Library in an Official Capacity

- The library follows the COVID-19 policies and procedures adopted by the Town of Henrietta.¹
- Any unvaccinated public, 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.
- 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.
- We will place clear physical barriers between the staff and public at each workstation at each service desk.

Hygiene, Cleaning, and Disinfection

Hygiene-Staff and Public

- Hand Hygiene
 - Hand sanitizer, sinks, soap, water, and paper towels are available for staff and the public. Alliance Cleaning will be responsible for maintaining these stations.
 - The Teen Librarian/Reference Supervisor will be responsible for maintaining staff stations and assigning a designee to maintain these stations in her absence.

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.
- Staff are encouraged to clean their work surfaces daily, after eating, or whenever soiled.^{iv}

¹ henrietta.org

- 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. ^v
- Alliance Cleaning Service will maintain a checklist log that documents the date, scope of cleaning, and who did the cleaning.

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.
- Updates to the Safety Plan will be distributed electronically to all employees via email.
- All staff will receive training on the Safety Plan as well as on any major changes to it. 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 use signs, our web site, our email newsletters, and our social media outlets to communicate our safety guidelines to staff and the public.

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, a staff member must be able to answer “no” to the following questions:
 - If unvaccinated, 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:^{vi}
 - 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
- If the staff member answers yes to any of these questions, they must contact a supervisor directly from home. That supervisor must immediately report this information to the Safety Committee Leader, 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 Safety Committee Leader, Library Director, and Assistant Directors will contact the Henrietta Town Safety Office and follow their instructions for how to move forward. Library management will also refer to the document in the What Do I Do If folder on the shared drive entitled "What Do I Do If Someone Alerts Me That They Answered Yes to a Health Screening Form Question?" which follows CDC and NYS guidelines regarding what to do if there has been a COVID exposure.
 - 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.

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

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

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

^{iv} CDC, Cleaning and Disinfecting Your Facility, <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

^v NYDEC, New York State Registered Disinfectants Based on EPA List, https://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf

^{vi} CDC, Coronavirus Disease 2019 (COVID-19), Symptoms of Coronavirus, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>