

COVID-19 Reopening Safety Plan

Phased Reopening Time Line

The Smithtown Library will adhere to the following phased reopening schedule. The Library's Board of Trustees will determine when to advance from phase to phase. The determination will be based on the most current information from NYS and Suffolk County health officials.

The Smithtown Library Phase 1 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)

- Library employees may return to work in the number approved by the Director.
- Social distancing will be practiced.
- Staff shifts may be staggered and work schedules adjusted to reduce density; supplementary cleaning protocols will be effected in Library facilities.
- Library employees will be assigned to enhance distance services and prepare the Library facility for onsite Library services.

The Smithtown Library Phase 2 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)

- The Library may begin to allow the lending and returning of Library items by way of contactless curbside pickup or delivery services. Subject to guidance received from the CDC and/or the Federal Institute of Library and Museum Services, Library materials will be quarantined for a period of seventy-two (72) hours prior to being handled.
- Social distancing will be practiced.
- Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.
- Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.

The Smithtown Library Phase 3 (Approximately 2-10 weeks as deemed appropriate by the Board of Trustees)

- Library facilities may open to the public with social distancing restrictions in place.
- Significant modifications of facilities and service programs may be implemented including restrictions on Library hours, public access, building capacities, seating areas, computer usage, and access to Library stacks.
- The Library may offer in-building computer use by appointment but only with the ability to maintain safe social distances. Computers will be regularly sanitized between uses.
- Social distancing will be practiced
- Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.

- Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.

The Smithtown Library Phase 4 (Approximately 4-12 months as deemed appropriate by the Board of Trustees)

- The Library may open to the public with social distancing protocols in place. Modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to Library stacks.
- Small group events may be permissible.
- Social distancing will be practiced.
- Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.
- Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.

Post Phase 4

- Library may return to normal, pre-COVID-19 operations and reinstate regular service programs including events.

Physical Distancing

Employees must maintain a six (6) foot distance from each other, unless safety or the core function of the work activity performed by masked employees requires a shorter distance in which case masks are to be worn.

Employees will be limited to in-house presence only as scheduled for assigned tasks to be accomplished; Library hours may be adjusted to spread employee and patron traffic over a period of time.

Workspaces and employee seating areas will be modified and/or restricted (as to capacity) in order to maintain 6 ft. distance. If not feasible, face coverings will be required; or physical barriers (e.g. clear shielding walls) will be enacted (in accordance with governmental guidelines) in areas where they will not impair airflow, heating, cooling, or ventilation.

When employees are less than 6 ft. apart from each other (or a patron) and without a physical barrier (e.g. clear shielding wall); employees must wear acceptable face coverings.

Signs with arrows may be posted to reduce bi-directional foot traffic in narrow aisles, hallways, or spaces.

Tightly confined spaces (e.g. elevators, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, the occupancy will be maintained at or under 50% of maximum capacity.

When possible patron arrivals will be staggered by advising of pick-up time “windows”; and avoiding direct hand-offs.

Social distancing markers that denote 6 ft. of spacing in commonly used (and other applicable) areas will be clearly designated.

Designated areas for pick-ups and deliveries will be established; limiting contact to the extent possible.

Designated patron waiting areas (e.g. lines, parking areas) will be arranged to maximize social distancing; a contactless delivery system will be implemented.

In-person gatherings will be limited. Tele-or-video-conferencing will be utilized whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Non-essential visitors will be prohibited from the Library.

Protective Equipment

Employees will be provided with an acceptable face covering at no cost to the employee. An adequate supply of replacement coverings will be available. Acceptable face coverings include but are not limited to cloth and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95, face shield).

Employees must clean or replace face coverings after use or when damaged or soiled. Face coverings must not be shared and should be properly stored or discarded.

The sharing of objects (e.g. telephones) will be limited; the touching of shared surfaces is discouraged; when employees are in contact with shared objects or frequently touched areas they will have the option to wear gloves; or sanitize or wash hands before and after contact.

Hygiene & Cleaning

The Library will adhere to the hygiene and sanitation requirements of the Centers for Disease Control and Prevention (CDC) and State and County Departments of Health (DOH) and maintain cleaning logs on site that document the date, time, and scope of cleaning.

Policy 500-70

The Library will provide and maintain hand hygiene stations for employees, including accessibility for handwashing with soap, water, and paper towels or air dryers, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

The Library will provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared or frequently touched surfaces, followed by hand hygiene.

The Library will provide adequate space for employees to observe social distancing while eating meals. The sharing of food and beverages is prohibited.

Employees have the option to wear gloves when handling Library materials (books, DVDs, etc.) that have not been quarantined for 72 hours. Employees must wash or sanitize their hands before and after handling Library materials.

Regular premises cleaning and disinfection (after every shift, or more frequently as needed) and more frequent cleaning and disinfection of shared objects (e.g. telephones), shared surfaces, and high touch areas (self-checkout stations, pickup areas, restrooms, common areas) will be implemented.

Cleaning and disinfecting will be performed using Department of Environment Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. If cleaning or disinfection products (or the act of cleaning and disinfecting) causes safety hazards or degrades the material or machinery, employees will receive access to a hand hygiene station between use and/or be supplied with disposable gloves if requested.

In the event an employee tests positive COVID-19 the Library will execute a plan for cleaning, disinfection and will notify Suffolk County to allow the County to begin contact tracing.

Communication

The Library will continually review and implement State and County issued guidelines.

The Library will use social media, verbal communication and signage to provide patrons with instructions for ordering/pick-up of Library materials.

The Library will adhere to New York State guidance regarding face coverings for patrons.

Signage inside and outside of the Library will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

All employees will be trained on new protocols and informed of all safety guidelines.

Employees will be notified of updated information via their smithlib.org email account.

The Library will use social media, the Library website and signage to provide patrons with updated information.

The Library will conspicuously post safety plans.

Screening & Contact Tracing

Employees who are sick or feel unwell should stay home or return home if they become sick or feel unwell at work.

Employees will undertake a health self-assessment test (e.g. questionnaire, temperature check) before beginning work each day. Assessment responses will be reviewed every day and documented.

Employees who present COVID-19 symptoms will be sent home and instructed to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return to work after completing a 14-day quarantine and providing a doctor certification that they are coronavirus free.

Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing a 14-day quarantine and providing a doctor certification that they are coronavirus free.

Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing symptoms should inform their supervisors and may be permitted to work with additional precautions, including regular self-monitoring for symptoms and temperature, required wearing of face covering at all times and appropriate social distancing from others.

The Library will maintain records of employees, who may have had close contact with other individuals at the Library. Logs for vendors and or delivery persons who have visited the Library will also be kept on record.

If an employee, was in close contact with another (or others) at the Library and tests positive for COVID-19, the Library will immediately notify state or local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as employees, visitors, and/or patrons (if known) who had close contact with the individual, while maintaining the confidentiality required by state and federal law and regulations.