



Department
of Health

NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business 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

COVID-19 Reopening Safety Plan

Name of Business:

Ripley Public Library

Industry:

Public Library

Address:

64 West Main Street, Ripley, NY 14775

Contact Information:

Rhonda Thompson (716) 736-3913 and/or Director@ripleylibrary.org

Owner/Manager of Business:

Rhonda Thompson, Library Director; Earl Freling, Board of Trustees President

Human Resources Representative and Contact Information, if applicable:

same as above

I. PEOPLE

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

- ☒ Ensure 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.
- ☒ 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.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

- ☒ 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)
- ☒ 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.
- ☒ 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?

Our shared office area is small, barely giving us 6' of distance, so we will be using zones during the workday and moving staff between the zones. ie 1 staff member in the office and another working in another section of the library.

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

We will be proceeding slowly to reopening. We will begin with a curbside pick up and if the community stays stable we will then allow a very limited number of people to come into the library for quick service. Staff will wear the proper PPE and keep a 6 foot distance between patrons. We will install a plexiglass barrier at the circulation desk where interactions with customers may be within 6 feet. Aisles will run in one direction with floor guides indicating six foot intervals.

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

Not applicable. We are a very small library with 2 part-time staff and 1 full time Director.

II. PLACES

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

- ☒ 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?

We have purchased washable handmade masks for each employee which they will be responsible to keep clean and available. We have purchased back up masks and gloves, and as a member of the Chautauqua-Cattaraugus Library System we will be getting a delivery of disposable masks and gloves for employees and to have on hand when we allow patrons back into the building.

- ☒ 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?

Disposable masks will be stored in the library as a back up. As part of the daily health assessment, each staff will initial that he/she has a clean, undamaged face mask to use that day. A back up will be provided as needed.

- ☒ 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?

Door handles, cleaning supplies, and the circulation computer as items most often shared by employees. Items will be sanitized by the employee working in that zone directly before switching into another zone (curbside, outreach, shelving, office/circulation). Staff is instructed to sanitize their hands upon entering the building, before and after any contact with patrons, and before entering a different work zone. Hand sanitizer will be located at various areas of the library. Soap and paper towels will be available in restroom and at break room sink.

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

- ☒ 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?

Each employee will be responsible to update the log as cleaning takes place. The Director will review the log regularly. The log will be kept on a clipboard in the office.

- ☒ 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?

Soap, water and paper towels are available for staff in the restroom and break room area. Hand sanitizer is available in each zone of the library. Since our hand sanitizer is in small pump bottles, staff will routinely sanitize the bottles as well.

- ☒ 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?

Working with Office and Cleaning supply vendors we have purchased cleaning products identified as effective against COVID-19. Library Staff will thoroughly clean the library after each shift, and clean shared objects after each use.

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

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

Employees will sign in and out of work each day. The employee working within the circulation desk zone will be responsible to log any individuals in the library, excluding patrons. This log will be kept at the circulation desk.

- ☒ 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?

The Library Director is responsible to notify the state and local health departments. In the event it is the Library Director who tests positive and she is not well enough to make the appropriate calls, the Assistant Director will do so.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☒ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Each employee will sign a health check form stating 1) 2) and 3) are all negative, and initial that he/she has appropriate face covering before entering the library. Each health check will then be verified by the Library Director.

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:

- ☒ 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 for COVID-19, we will close the library for a period of at least 4 days. Upon returning to work, healthy staff members will sanitize the entire library using product identified as effective against COVID-19 that we have already been using.

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?

Tracing close contacts within the library is easy since we only have 3 employees. The Director would notify the employees immediately upon learning of a positive case. Any notification outside of the library building will be handled with the Department of Health.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☒ Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.