

# GPL Safety Plan for Reopening - May 18, 2020

This document is based on the [NY FORWARD template](#)

Each reopening 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: <https://forward.ny.gov/>

## COVID-19 Reopening Safety Plan

Name of Business: Groton Public Library

Industry: Library - Information Services

Address: 112 East Cortland Street Groton NY 13073

Contact Information: Sara Knobel - 607-898-5055 - [director@grotonpubliclibrary.org](mailto:director@grotonpubliclibrary.org)

Owner/Manager of Business: Sara Knobel, Director

## PEOPLE

**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/masks.
- 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.
- 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?** Masks will be worn in situations where individuals may not be able to maintain 6 ft. distance like when carrying objects that require more than one person.

**How will you manage engagement with customers and visitors on these requirements (as applicable)?** Patrons will remain in their car when picking up items. If they walk, the patron will remain outside the library and their items will be placed outside for them to take. They will maintain 6 ft. distance and wear a mask.

**How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?** To start with, there will be no more than three staff members inside the library so physical social distancing can be accomplished at all times. In rare and certain situations where 6 ft. cannot be maintained, as mentioned above, masks will be required.

## PLACES

**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?** Currently we have 25 paper and 50 cloth with more coming

- 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?** We will require that staff keep their mask with them at all times. We will give each staff enough masks for one weeks of work and then train them on how to disinfect the masks. We will have extra masks on hand for replacements anytime the staff request.

- 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 and/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?**

Staff must practice proper hygiene and wash their hands thoroughly on a regular basis. Door handles, keyboard, mouse, printer, light switches are examples of items that are shared. When more than one individual is in the building, staff will be responsible for wiping down items like the keyboard and mouse before using them as well as after usage. When handling materials like books and magazines, staff are required to wear gloves or wash and sanitize hands immediately after. Each staff member will be responsible for wiping down their designated areas at the beginning and end of each shift.

**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?**

The Director will be responsible for maintaining the cleaning log that will stay at the front desk for all to fill out manually and either daily or weekly a staff person will enter information into a Google Spreadsheet. Our cleaner will do an evening disinfect at least 4 times a week.

- 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?**

Signs are posted in our bathroom, at the main entrance, and at the circulation desk. Soap, water, and paper towels are available in the bathroom. Hand sanitizer is available for public and staff use at the circulation desk.

- 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?** Each staff person will be responsible for disinfecting their area at the

beginning and the end of their shift and recording these in the cleaning log. We will also disinfect each returned item after the mandatory quarantine period.

**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?** At this point we are not open to the public so it is not necessary until we are, at that point, the staff person assigned to the circulation desk will be designated as the contact recorder during pickup hours. The contact 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 director will be responsible for notifying state and local health departments. The president of the board of trustees will serve as the director's backup if necessary.

## **PROCESS**

**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?** We will perform daily questions for all staff and essential visitors on site. Staff will take their own temperature at home and record that information when reporting for work. We will keep the copies of the questions at the entrance at the circulation desk for one week then the copies will be shredded. The director is responsible for reviewing all forms daily. Designated staff person will be responsible for weekly shredding.

**If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?** No additional PPE will be required to perform the screening practice since we will use questions.

**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? We have wipes and spray that have been identified as effected against COVID-19. If a staff member tests positive for COVID-19 we will initiate our regular thorough cleaning process plus disinfect all common areas. We will also consider a 72 hour quarantine of the library if deemed necessary.

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? If a staff member tests positive for COVID-19 we will review the contact log and call all individuals with contact in the last 14 days.

**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 <https://forward.ny.gov/> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance.