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### **COVID-19 REOPENING SAFETY PLAN as Required by New York State**

#### *Location*

Guilderland Public Library  
2228 Western Avenue  
Guilderland, NY 12084

#### *Contact:*

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Bryan Best, President, Library Board of Trustees

## **I. PEOPLE**

***Physical Distancing.* To ensure employees comply with physical distancing requirements, we agree to do the following:**

- Ensure 6-foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 feet apart from one another, personnel will 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.
- Post social distancing markers using tape or signs that denote 6 feet of spacing in commonly-used and other applicable areas onsite.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing when 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.

*Common situations that may not allow for 6 feet of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

Some workstations are in open office areas. Staff have been assigned to “Teams” for staggered work shifts. Some workstations have been temporarily moved to allow for a minimum of 6 feet of separation at all times. Workflows have been adjusted and staff have been assigned individual keyboards and mice for all workspaces used by multiple staff. Additionally, staff have been assigned to specific duties while at the library, limiting the potential for cross contamination. All staff and visitors will be required to wear face coverings while on library property.

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

We have placed plexi-glass sneeze guards on all public-facing service desks and in the administrative area. Staff and patrons will be required to wear masks.

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

Clean all surfaces between shifts. Eating will not be permitted at any public workstation during this level and all subsequent levels. Food consumed on-site must be consumed at designated (break table(s), at scheduled time(s). All staff will be assigned a designated desk/break area. Staff are responsible for disinfecting their assigned area directly after eating (all levels). As more staff populate the building, the Tawasentha Room will be designated as an additional break room with appropriate social distancing measures enacted.

## **II. PLACES**

**A. Protective Equipment. To ensure employees comply with protective equipment requirements, we agree to 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 950 masks on hand. Our suppliers are Hill & Markes and Janway. We have 800 pairs of gloves available, ordered from staples.com. Shields are available to staff members upon request.

- 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 in PPE-designated receptacles.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

All staff will be provided with essential PPE and will be trained on proper donning (putting on) and doffing (taking off) of PPE. We have placed no-contact (step on/pedal) trash cans (specifically labeled) in each department for the disposal of PPE waste. Staff who wear their own masks will be required to clean them between shifts. PPE is stored in the maintenance office in original packaging.

- 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?*

Computers and monitors are shared resources. Each employee is being issued disposable keyboard cover and mouse cover that they will attach and remove at the beginning and end of their computer use. Disinfectant wipes are available for cleaning these devices. Scanners, phones, and workstation surfaces will be wiped down by the employee whenever they exit the work area. Maintenance staff will clean, disinfect and sanitize area at end of the work day.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, we agree to 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?*

Cleaning checklists will be kept in the following areas: Youth Services, Library – Main, Offices/Technical services, Public Restrooms, Youth Service Restroom, Staff Restrooms. Maintenance staff will clean these areas up to three times per day and as needed and mark the tasks as complete by initialing the form and adding the time completed. Completed sheets will be reviewed by Senior Maintenance. Head of Maintenance will submit these records for to Administration. These will be kept 6 years as required by NYS Archives.

- 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?*

Staff will frequently wash hands with soap and water for at least 20 seconds, or if soap and water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Sanitizer is available at every work station and at entrance/exit doors. Every employee is issued a bottle of sanitizer.

Training on appropriate hand washing, removal of disposable gloves and proper use of face masks has been made available to all employees in Paylocity software.

- 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?*

Occupied areas of the library will be deep cleaned and sanitized daily according to CDC and OSHA recommendations. CDC approved disinfectants will be used. Maintenance employees will be required to complete the cleaning checklist at regular intervals, including end of business day.

**C. Communication. To ensure the business and its employees comply with communication requirements, we agree to 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?*

The Paylocity software maintains the daily timesheets for each employee and retains the clock in and out for the day. Visitor log sheets will be collected and sent to Administration for entry into the COVID files maintained on the Administrative drive.

- 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?*

Timothy Wiles, Library Director, or Margaret Garrett, Assistant Director, are responsible for notifying state and local health departments.

### III. PROCESS

#### A. **Screening.** To ensure the business and its employees comply with protective equipment requirements, we agree to 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?*

Upon entry, staff will conduct daily self-checks and a self-screening:

- No sign of a fever, chills, or body aches (for the purposes of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.3 degrees within the past 24 hours. (Touchless thermometers will be available for employees that need to check

their temperature. Proper sanitizing of the device will be performed by the employee that handles it.).

- No shortness of breath within the past 24 hours.
- No sore throat or loss of taste or smell within the past 24 hours.
- No nausea, vomiting, or diarrhea within the past 24 hours.

*If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

Staff conducting daily self-checks are required to wear masks, supplied by the library.

**B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, we agree to 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?*

Any area(s) used or visited by the ill person should be closed for 24 hours to the staff and public.

A list of disinfectants available for public review is included in the next section.

We follow cleaning guidelines found on the Cleaning and Disinfection for Community Facilities of the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

*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?*

Using the timecards in Paylocity, we can see who was in the building on that day and a time range. Those who have had close contact with a person diagnosed with COVID-19 will be notified and directed to stay home and self-monitor for symptoms, and to follow CDC guidelines if symptoms develop, following appropriate CDC guidelines for home isolation. Notification will be by phone, email and/or registered mail.

## IV. OTHER

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

### **Cleaning Supplies List with Material Safety Data Sheets (MSDS) links:**

HDX Home Depot Disinfecting Wipes - Surfaces, Keyboards & mice, door handles [MSDS](#)

Diversey Bath Mate – Restrooms [MSDS](#)

Virex TB – Surfaces, Electrostatic disinfecting machine [MSDS](#)

Virex II 256 – Floors, Surfaces [MSDS](#)

Clorox Formula 409 – Surfaces, Walls [MSDS](#)

Diversy Foam Hand Sanitizer - Service Desks [MSDS](#)

Purell Gel Hand Sanitizer – Wall Dispensers [MSDS](#)

Purell TFX 1200 ml Instant Hand Sanitizer – Wall Dispensers [MSDS](#)

Dial Professional Antibacterial Hand Sanitizer – Service Desks [MSDS](#)

Germs Be Gone Hand Sanitizer Gel – Service Desks [MSDS](#)

Spartan M95 Mild Acid Cleaner – Restrooms [MSDS](#)

FOLEX Carpet Spot Remover – Carpets [MSDS](#)

DIVERSEY Extraction Cleaner – Carpets [MSDS](#)

Softsoap Liquid Hand Soap, Fresh Floral – Restrooms, kitchens [MSDS](#)

Renown Green-Certified- Lotion Foam Handwash – Restrooms [MSDS](#)

Comet Cleanser – Kitchens, Restrooms [MSDS](#)

Clorox Disinfecting Aerosol Spray – Surfaces, Door handles [MSDS](#)

LYSOL Disinfectant Spray – Surfaces, Door handles [MSDS](#)

Time Mist Room Deodorant – Restrooms [MSDS](#)

Spartan Chemical Co. Glass Cleaner Concentrate – Glass, Windows [MSDS](#)

Ecolab Medallion Stainless Steel Cleaner and Polish – Restrooms [MSDS](#)