‘PWPL Ahead’

PWPL’s Reopening Workplace Safety Plan

Created by PWPL’s Safety Committee

Created: May 2020

(Revised May 2022)

The Port Washington Public Library (PWPL or Library) Board of Trustees is authorized to take the steps necessary to serve the community under its mission, with the health and safety of the Library staff and patrons as its main priority. Therefore, the Board of Trustees has adopted this Reopening Workplace Safety Plan, as part of a review and assessment of potential risks, effective June 17, 2020 (re-adopted, after updates, on May 18, 2022).

The primary goals of this policy are to safeguard the health and well-being of all our staff and patrons. Our duty is to ensure that we provide reasonable access to Library services while still protecting our employees and community. By taking the measures outlined in this Plan, we will reduce the risk of infection in, around, and on Library property, materials and all equipment used by Library staff and patrons.

People, Place, Process

The reopening of PWPL will occur over four "Phases," keeping in mind the **People, Place, and Process** considerations outlined in New York State's "NY Forward" plan. The timeline listed for each phase will be in accordance with all Executive Orders and other laws, rules, and regulations applicable to the Library. PESH (Public Employee Safety and Health) guidelines for employees to return to work and the Center for Disease Control and Prevention (CDC) guidelines for best practices to keep the staff and public safe, will be followed.

PEOPLE – Includes: Employees & Patrons; Gathering Size; Social Distance; Mental Health & Wellness; Vulnerable Populations

Patron Policies: Personal Protective Equipment (PPE) Policy:

- Masks and face coverings are recommended for all Library patrons 2 years of age and older.

Patrons Policies: Guidelines for Library Conduct:

- Patrons are not permitted to approach other patrons to comment, confront or question their PPE or distancing practices. Concerns regarding the practices of other patrons should be handled by Library staff only.
- Patrons should not enter the Library if they have any COVID symptoms.
- Patrons refusing to adhere to this policy will be warned or requested to leave the Library, and may also be subject to corrective action, including possible banning, as outlined in the Library's Code of Conduct.

Vendor and Outside Consultant Policies: PPE

- Masks and face coverings are recommended for Library vendors and outside consultants.

Staff Policies: PPE

- Masks and face coverings are recommended for Library staff.
- Any staff member who wishes to wear a mask or face shield will be provided with one upon entering the Library.
- Staff will be required to view a safety webinar, based on CDC guidance, and participate in any training designated by the Library Director and/or Board of Trustees.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

Volunteers/Library Affiliated Individuals

- Volunteers and Library Affiliated Individuals may be screened/questioned before coming onsite for official library duties. Questions may include whether they have tested positive for COVID-19 in the past 14 days or have had COVID-19 symptoms in the past 14 days or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Individuals may be sent home depending on the answers to these screening questions.

Staff Polices: Guidelines for Returning to Work

- All staff must ensure that they are healthy when reporting to work. Employees must not have any symptoms or fever. Anyone who does not appear well will be sent home or to seek medical attention. Staff may be screened/questioned before starting work each day as to whether they have tested positive for COVID-19 in the past 14 days, or have had COVID-19 symptoms in the past 14 days, or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Staff members may be sent home depending on the answers to these screening questions.
- Any staff members who live with or are in close contact with a person with COVID-19, or who test positive for COVID-19, must notify the Library Director. The Library Director will be responsible for tracing efforts.
- Staff will have access to an isolated space on-site if feeling unwell, and unable to immediately go home.
- Staff members who have traveled to high-risk areas may be quarantined.
- Staff levels will remain compliant with applicable Executive Orders (*e.g.,* 50%)
- Employee hours will fall within 6AM-11PM on weekdays, 8AM-6PM on Saturdays and 8AM-7pm on Sundays, or as needed in emergencies. Hours are subject to change.
- Mental health workshops and resources will be made available to all staff members.

- An anonymous complaint procedure for staff to report COVID-19 safety violations will be established.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

PLACE – Includes: Access & Screening; Capacity Requirements; Cleaning & Hygiene; PPE; Frequent Use; Travel & Transportation

- Staff should avoid sharing surfaces or objects. When this is not possible, gloves should be worn. All work areas will be sanitized daily.
- Hand sanitizers and wipes will be situated in various locations near work areas and entrances/exits.
- Regular cleaning and disinfection of the Library will occur continuously.
- Clear signage will be present to remind employees and the public of proper public hygiene, enhanced safety protocols, appropriate use of PPE, and cleaning procedures in place.

PROCESS – Includes: Test, Trace, and Isolate; Training; Risk; People Policies; Communication

- Cleaning, disinfection, and contact tracing will occur in the event of a positive case.
- Individuals will be notified if they have come in close contact with someone who was infected.
- Protocols will be in place for members of the public when they return inside the Library.

Any staff member who is found to be in violation of these policies may be subject to disciplinary action.

Phased Re-Opening Strategy

As the Long Island Region begins to reopen, PWPL (if it is deemed safe) will proceed to enter the next Phase specified with the information below. The planned 'Phases' below are simply the best estimation of how PWPL will proceed. ***Note: Phasing timeline and objectives within each Phase is subject to change.***

Phase 1 – Began May 2020

- Services, materials, programs, and events will continue to be offered remotely.
- Maintenance staff return on-site.
- The entire building is cleaned and sanitized.
- HVAC adjustments will be made, and new filters will be installed.

- PPE will be inventoried (gloves, masks, face shields, etc.) with additional orders placed as necessary.
- Work areas will be spread out to extent possible. Certain furniture will be removed or relocated temporarily.
- Work areas that will see first return of staff will be prepared.

Phase 2 – Began June 2020

- Services, materials, programs and events will continue to be offered remotely.
- A percentage of various Department staff return to work on-site in alternate Green and Orange Teams.
- Book collection will be organized, and processing of new materials will resume.
- Contactless deliveries from vendors will resume.
- Incoming US mail will still be held off-site and collected once a week. After a period of approximately two weeks, interoffice mail and daily US mail delivery/pick-up will resume.
- Process to accept returned materials will be finalized.
- Begin to accept and quarantine returned materials for a period of 72 hours.

Phase 3 – Began July 2020

- Some services and all programs and events will continue to be offered remotely.
- Full curbside service for materials will be implemented for the public in the parking lot. Patrons in cars will be encouraged to stay in cars. Patrons coming by bike or on foot will be asked to wait in a queue at a safe physical distance for pick-up/drop-off. Curbside hours of operation will vary from normal operating hours and will be subject to change.
- Paper printouts and 3D printed objects will be available for curbside pick-up.
- Home delivery/pick-up of materials will resume.

Phase 4 – Began August 2020

- Members of the public will be allowed to return into the Library. Hours may be limited for specific age groups. Building capacity may be limited.
- Browsing and in-person borrowing will resume.
- A larger percentage of staff from all departments will return for on-site work. Staff will continue to work in alternate Green and Orange Teams.
- Hours may vary from normal operating hours.
- Some in-person services will resume.
- All indoor programs and events will continue to be offered remotely.
- Outdoor programs and events, that can occur at a safe distance, will be allowed.
- Services at some public desks will resume (sneeze guards installed at all open service desks).

- Meeting rooms will remain closed and public seating will be limited.
- Curbside service will continue for patrons who wish to still use it.

Phase 4+ - Began June 2021

- Masks or face coverings for patrons 2 years and older, will be recommended inside the Library.
- Individuals who are not members of the same household or have not consented to be near each other, are asked to maintain 6 feet of social distance.
- Pre-pandemic hours of operation will resume on June 14, 2021:
    - Monday, Tuesday, Thursday, and Friday 9am to 9pm, Wednesday 11am to 9pm, Saturday 9am to 5pm and Sunday 1pm to 5pm.
- Staff teams will fully reunify beginning June 14, 2021.
- Individual indoor seating will be available in select locations of the Library.
- Curbside services will continue to be available.
- Events and programs will continue virtually and outdoors.
- Quarantine of materials will be eliminated on July 1, 2021.
- Building capacity and patron time limits will be subject to change.
- Bookable quiet study rooms will be available.
- The Café area will re-open.
- Indoor in-person events, programs and meetings will begin November 1, 2021. Capacity limits will be in place.
- Indoor meeting spaces will be available for the public to request and use beginning February 1, 2022. To request a meeting space, the requesting individual will be required to review the Library's current safety protocols and agree to fully adhere to them.

Beyond Phase 4+ - TBA

- At the appropriate time, when it is deemed safe, the Library will return to normal operations.

The practices and policies in this plan may be modified at the sole discretion of the Library and/or as needed to conform with New York State Executive Orders, official health-related guidance, and any federal, state, and local government laws, rules and regulations.

Questions or concerns regarding this policy should be brought to the Library Director.

This plan will remain in effect until the Board of Trustees votes to remove or revise it as necessary.