



## **'PWPL Ahead'**

**PWPL's Reopening Workplace Safety Plan**

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**Created by PWPL's Safety Committee**

Port Washington Public Library

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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.

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 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:**

- A face covering will be required at all times while on library property (including outdoor areas), for anyone entering the Library property or building including all patrons, vendors, and outside consultants.
- Proper-fitting masks and face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- Individuals who cannot medically tolerate the wearing of a mask or face covering are asked to contact the Library before visiting so reasonable accommodations for services can be worked out.

#### **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.
- Along with wearing proper PPE, the Library will strictly enforce social distancing guidelines of at least 6 feet between all individuals on Library property.
- Hand sanitizer and/or hand sanitizer stations will be provided for use.
- 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.

#### **Staff Policies: PPE**

- All staff are required to wear a proper-fitting mask or face covering at all times while on Library property (including outdoor areas); inside the Library facility; and when interacting with other staff and/or patrons. Any staff member who does not have their own face mask or shield will be provided with one upon entering the Library.
- Staff will be required to view the CDC safety webinar and participate in any training designated by the Library Director and/or Board of Trustees.
- Proper-fitting masks and face coverings may be any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- All Library custodial staff and cleaners are required to wear a proper-fitting mask or face covering, gloves, and a face shield when cleaning the facility or handling returned materials and deliveries.
- All custodial staff must maintain a daily cleaning/disinfecting log.
- The Library will provide gloves, hand sanitizer and disinfectant wipes to all staff for regular use.

#### **Staff Policies: 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 that they are not able to report to work and the reason why. The Library Director will be responsible for tracing efforts.
- Staff members who have travelled to high risk areas may be quarantined.
- Departments will return to work on-site in Teams Green and Orange, with no member of Team Green coming to work at the same time as a member of Team Orange.
- Staff levels will remain compliant with applicable Executive Orders (*e.g.*, 50%)
- All employees and patrons will keep a 6 ft distance from each other.
- Tightly confined office areas will be occupied by only one staff member at a time.
- To start, employee hours will fall within 9AM-6PM on weekdays. Hours are subject to change, as the Library moves ahead in phases. Breaks and lunch hours will be staggered to maintain proper social distancing.
- Social distance markers will be denoted, on the floor and on signage, in all commonly used employee and public areas.
- There will be designated locations for deliveries and pick up of materials at both the front and rear entrances. These deliveries will be contactless.
- Mental health workshops and resources will be made available to all staff members.
- The Library will attempt to continue telecommuting and work from home accommodations as may be needed and reasonable in each individual situation.

**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.
- A cleaning log will be kept for all work areas, public areas (upon reopening), and bathrooms.
- 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

- Health screening for all employees returning to work is required.
- 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.

- The Library will suspend accepting cash payments for fines or printing services.

***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**

- 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**

- 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**

- 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**

- 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 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.

#### **Beyond Phase 4:**

- 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.**