



# South Central Regional Library Council

## Reopening Safety Plan 2020

### Contact Information

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### Overview

South Central Regional Library Council's (SCRHC) plan is based on information from the [CDC](#), Governor's office, the Regional Economic Development Councils, Tompkins County, Tompkins County Health Department, Tioga County, Cornell University, and Washington State. It is also informed by the [REALM project](#), which is a partnership among the Institute of Museum and Library Services, OCLC, and Battelle to research COVID-19 and library materials. As Governor Cuomo says, "follow the science, follow the data, follow the metrics."

The COVID-19 pandemic requires us to rethink and reimagine how we as a library consortium can best provide programs and services to our members within the framework of the "new normal."

### Working Remotely Phase (minimally through 8/31/20)

SCRHC employs six people who are usually physically remote from our 75-member libraries and cultural organizations—but mostly not from each other (the exception is our long-time telecommuter). We shall continue to work primarily from home at least through August and until our safety plan is approved.

Most of SCRHC's activities can be accomplished remotely, including:

- Board and advisory committee meetings
- Member meetings
- Field visits
- Training/Learning Opportunities/Online conferences
- Certain focus groups
- Virtual tours

Activities that are dependent on in-person and generally postponed:

- Digitization
- Most focus groups
- Special programming (e.g., the Dolphin Cove in-person grant round, open houses)

## Office Considerations During this Phase

Sometimes staff need to be in the office from time-to time to perform activities, including the following:

- Retrieve mail. While COVID-19 may not live on paper over 24 hours, it has been found active much longer in magazines tested through the REALM Project. Caution suggests leaving library materials, including mail, for 96 hours. When this is not possible:
  - Envelopes: Discard outer envelopes. If it is not possible (e.g., the material is confidential), sanitize the envelope.
  - Magazines: If it is junk mail, discard immediately. If it is a subscription magazine, stamp date received and add to the magazine table or staff member's mailbox.
  - Sanitize surfaces with which mail has come into contact.
  - Gloves may be worn; regardless, wash hands after handling mail.
- Host webinars as necessary. Follow safety precautions in the following section.
- Upload recorded webinars. Follow safety precautions in the following section.
- Drive/service the Council car. Refer to the Field Operations section for car protocols.
- Obtain needed materials.
- Water the plants.

The cleaning service will be onsite once per month during this phase, using COVID-19 protocols. As more staff begin to work in the office, the cleaning frequency will be increased.

Staff should inform each other when they are in the office. Ideally only one staff person should be in the office at a time during this phase. If two people must be there, office protocols as described below should be observed.

## Working in the Office—the “Fully-Functioning New Normal Phase”

According to [Tompkins County Moving Forward](#) information: “Fully functioning” is defined as fully serving the needs of your clients, community and government. It does not necessarily mean all staff are physically present in the office and some services may look different than what they were pre-COVID (telemedicine, remote work, etc.).”

As such, SCRLC staff members will develop a flexible schedule for working in the office, in keeping with the 50% guideline, i.e., up to three staff can be in the office at a time until the danger of COVID-19 and a resurgence have passed. Working at home and staggered work days will be observed. Due to mounting evidence that the SARS-CoV-2 virus is transmitted through the air and can live aerosolized for at least 3 hours, staff will work a full day in the office rather than a half day with morning and afternoon shifts.

All of the following procedures will continue to be followed, e.g., masks, sanitizing, handwashing, etc. until the New York State Health Department indicates that COVID-19 and any resurgence is behind us and we no longer need to be concerned.

## Program and Services

- All programs and learning opportunities will be held online through the remainder of 2020, including SCRLC's annual meeting.
- The audit will be conducted virtually, though two people may need to be in the office to complete the process.
- Digitization may be the only activity that requires field visits or SCRLC members in the office. Staff will try to provide digitization instruction remotely to minimize onsite time.

## Health and Safety Screenings

All staff must monitor temperature and health each day prior to coming to work in the office. Individual electronic worksheets will be provided to all staff to complete. The fiscal services manager will review each day; the executive director will review as necessary. Reviews must be documented; they will not be added to personnel folders. The following screening questions will be asked (from American Medical Association):

- Since your last day of work, have you or anyone in your household had any of these symptoms that is not attributable to another condition or for an unknown reason?
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever over 99.5 degrees F
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Body aches
  - Headache
  - Sore throat
  - New loss of taste or smell
- Have you been in the same room with a patient with COVID-19 in the last 14 days?
- Have you or anyone in your household been tested for COVID-19?
- Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?
- Have you or anyone in your household traveled in the U.S. in the past 21 days?
- Have you or anyone in your household traveled on a cruise ship in the last 21 days?
- Are you or anyone in your household a health care provider or emergency responder?
- Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
- Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
- To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?

If you can answer yes to any of those conditions, you must work from home (if you are well enough to work at all).

### Testing:

- If you are tested for COVID-19 you must work from home (if able) pending the results.
- If you have tested positive for COVID-19, you can return to work in the office only after completing a 14-day quarantine, even if you do not have symptoms.
- If you test positive for COVID-19, the executive director must inform the local health department and cooperate with contact tracing. The building manager must also be notified.
- Special COVID-19-related sick leave will be available under the requirements of New York State for those unable to work at home.
- If someone who has been in the SCRLC office tests positive for COVID-19, the premises must be vacated until the area can be professionally cleaned.
- If someone in the Clinton Hall building tests positive, SCRLC expects to be notified.
- Confidentiality will be maintained for any staff member testing positive. Confidentiality of visitors will also be maintained as possible (i.e., requirements of contact tracing).

Although SCRLC cannot ask staff to conduct themselves in any particular way outside of work, it is hoped that if they participate in what the NYS Department of Health considers high risk behavior, e.g. attending large unmasked gatherings lacking social distancing, traveling to quarantined states, etc., that they will get tested or self-quarantine so that their coworkers are not placed at risk.

## Safety Protocols (listed alphabetically after Face Coverings):

- **Face Coverings and Masks.** Masks and acceptable face coverings are required of all staff members (and visitors) working in the office. SCRLC avails them to all staff members and visitors to the office. You can use your own face covering as long as it covers your nose and mouth, has minimally two layers, and is washed after each use, as per CDC guidelines. NYS Department of Health and CDC guidelines must be followed at all times.
  - Wear a mask whenever you cannot maintain a 6-foot separation from others.
  - If you are in your own, individual office or space, you do not generally need to wear one, especially if you can close a door.
  - 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.
  - Disposable masks will be discarded daily.
  
- **American with Disabilities Act (ADA).** In the event any safety requirement is not practicable on the basis of a disability, please contact the Executive Director to explore a reasonable accommodation.
  
- **Bathrooms.**
  - As per COVID-19 and the Workplace, presented by Cornell ILR staff, toilets have been retrofitted to have lids. The lids should be lowered before flushing.
  - Faucets and Door handles. Although these will be regularly sanitized by cleaners and building staff, use a paper towel to touch faucets and open the door after washing your hands.
  - Wash hands before changing paper towels/toilet paper; sanitize surfaces touched during that process.
  
- **Cleaning--Professional.**
  - The office is cleaned professionally each week (generally on Saturday). They have switched their “all purpose” cleaner (which has always been a disinfectant) to a listed disinfectant that has demonstrated effectiveness against COVID-19. They sanitize all restroom and kitchen horizontal surfaces like countertops and sinks, plus handles and knobs, flush levers, etc. They wear masks and gloves. The gloves are disposable so they get thrown out between locations to eliminate the chance of cross contamination.
  - They will be called upon to perform a special cleaning if anyone in the office tests positive for COVID-19.
  
- **Cleaning--Routine Cleaning by Staff.**
  - The office manager will maintain the overall cleaning log, as per NYS Department of Health requirements.
  - Each staff member must fill out the cleaning log in each designated area that the employee “visits” during their time in the office.
  - At the end of the day, whoever is closing the office must conduct the end-of-day sanitizing and fill out the log accordingly. End-of-the-day sanitizing means wiping down the common countertops, door handles, and equipment that had been used that day.
  - The professional cleaning company must fill out the log for their more in-depth cleaning and leave in the designated area for the office manager to collect each week.
  - Follow protocols listed in the other elements of Safety Protocols.
  - If you have had a visitor, after they leave, sanitize the surfaces they have come into contact with. This might be equipment, counters, or bathrooms. Follow handwashing

- procedures.
  - The building manager/staff regularly sanitize the common areas including door handles, front and back doors, the stairwell doors and handrails, and the elevator control panel.
  - Sanitize commonly used items, e.g., keys.
  - Staff are encouraged to avoid using the shared printer whenever possible. As all sustainable organizations already do, consider carefully what needs to be printed.
- **Delivery and repair people.** Delivery people should leave packages outside the door. If you have to sign, use a face mask and wash hands after coming in close contact with them. They are expected to also wear a face mask. Delivery and repair people entering the office must be masked and sign a visitor log.
  - If they do not have a mask they will be given a disposable one to wear, or refused entry.
  - Sanitize surfaces that they have touched after they leave, followed by handwashing procedures.
  - USPS mail delivery protocols will remain in place (leave for 96 hours; if not possible open, discard outer envelopes unless marked confidential, stamp and leave magazines, disinfect surfaces with which it has come into contact, use gloves, and wash hands). Procedures will be adapted as we learn more about this virus and surfaces.
- **Dishwasher.** Dishes and silverware belonging to SCRLC should be washed in the dishwasher.
- **Faucets/Brita Pitcher.** Use hand sanitizer or disinfectant wipe.
- **Hand sanitizer and disinfectant wipes.** Each staff member has a bottle of hand sanitizer and container of wipes in their space. They are also available in the open and common areas, e.g., the conference room, kitchen, bathrooms, and digitization center.
  - We do not generally have people in the office besides staff, so it should not be necessary to wipe down surfaces on an hourly basis as libraries, historical societies, and other public-facing organizations may need to do.
- **Handwashing.** Not all handwashing techniques are equally as effective. Wash hands throughout the day using proper techniques that include washing hands for 20 seconds with soap and water. Refer to the video listed at the end of this document. Handwashing instructions are posted at all sinks.
- **Heating/Cooling System.** The building manager indicates that each HVAC/heating unit is independent from other ones, but it is important to not have fans blowing away from you toward other staff. According to the science and Cornell experts, closing the door on COVID-19, enables the mechanical ventilation system to do what it can, as well as letting any of our exhalations stay in our office. If you leave your door open, wear your mask.
- **Hot water dispenser.** Use hand sanitizer or disinfectant wipe.
- **Number of People in Office and Building.** As indicated, up to three people can be in the office at a time. This could be one staff and two members using the digitization equipment or two staff and one visiting member.
- **Physical Distancing:** The SCRLC office provides ample space to generally ensure 6-foot spacing. When this distance cannot be maintained, staff and any visitors must wear acceptable face coverings. Common area spaces have been taped with 6-foot marking.
- **Refrigerator.** Use hand sanitizer or wipes when accessing the refrigerator. Each staff member is responsible for discarding their food. Refrigerator space will be assigned.

- **Social Distancing.** See Physical Distancing.
- **Signage.** Signs that masks and 6-foot spacing are required, are posted outside the office door and within the office. Six-foot signs are taped on the carpeting in common areas.
- **Visitors and the Visitor Log.** Visitors must ensure they do not have elevated temperatures and complete the same survey that staff fill out when they are in the office.
  - Equipment must be sanitized after their departure as well as any other surfaces or objects they may have touched.
  - SCRLC as a library organization is committed to maintaining confidentiality and visitor privacy. We can track most visitors to our office via our shared calendar, while maintaining visitor confidentiality. Logs will be maintained as necessary.
- **Workspaces.** Workspaces will be evaluated continually for improvements to facilitate safe interactions.

## Field Operations

- **Council Car**
  - The car will be washed as usual.
  - Protocols for disinfecting the interior of vehicles will be followed.
  - Hand sanitizer and disinfectant wipes must be kept in the car.
  - Staff must have face masks with them.
  - Whenever possible, limit travel to one person in the car. If there are multiple people in the car, everyone must wear face masks.
  - All contact surfaces must be disinfected prior to leaving the vehicle.
  - Staff members should wash their hands as soon as possible.
- **Field Visits.**
  - Initially field visits are best conducted online, though digitization may require SCRLC staff to be on-site.
  - Prior to visiting, ensure that no one is exhibiting COVID-19 symptoms, you or the member.
  - While on the field visit, you and everyone present must observe social distancing; everyone present must wear a mask. Gloves should also be worn if handling their materials.
  - The member may have additional protocols in place, which should be followed.
  - After a field visit, wash hands; use hand sanitizer in the interim.
  - Any staff wanting COVID-19 testing after a field visit may do so on work time.
  - Although some counties may have *perceived* lower COVID--19 rates due to less frequent testing, prior to visiting it is important to check the NYS Department of Health [COVID-19 tracker website](#). Depending on the number of recent positives, you may want to postpone the field visit.

## Practices Implemented During NYS on PAUSE that are Expected to Continue

- Shorter, weekly staff meetings via Zoom.
- Virtual member meet-ups and online happy hours.

## Communication of this Plan

To ensure that SCRLC complies with communication requirements regarding this plan, we shall do the following:

- Post this plan inside and outside our office.
- Upload the most current plan to our website, SCRLC.ORG.
- Post signage throughout our workspace to remind staff and any visitors to adhere to proper hygiene, social distancing, PPE, and cleaning/sanitizing protocols.
- As this plan is modified, staff and Board will be informed of the changes. Schedules and the calendar of visitors will be maintained. There will be a sign-in sheet for other visitors who may not be on either the schedule or the calendar.
- As indicated elsewhere, if a staff member tests positive for COVID-19, the executive director will immediately notify state and local health departments and cooperate with all tracing and in compliance with confidentiality requirements.

## Resources

- REALM Project [ReOpening Archives, Libraries and Museums](#)
- Cushman & Wakefield [The 6-Foot Office](#)
- Businesses & Workplaces [Plan, Prepare, and Respond \(CDC\)](#)
- How to Clean your Office [CDC Guidance](#)
- How to Wear a Face Mask [TCHD Guidance](#)
- TCHD Social Distancing [Social Distancing FAQs](#)
- How to Wash your Hands [CDC Guidance](#)
- [Reducing Transmission of SARS CoV-2](#) [AAAS Science](#)
- Identifying Airborne Transmission [PNAS](#)
- American Medical Association [COVID-19 Screening Script](#)

Approved by the SCRLC Board of Trustees, September 8, 2020