



BUSINESS SAFETY PLAN AND POLICIES

The Peninsula Public 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 Business/Workplace Safety Plan, as part of a review and assessment of potential risks, effective Thursday, May 21, 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.

PATRON POLICIES AND SAFETY

Personal Protective Equipment (PPE) Policy:

- All patrons 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 staff and other patrons.
- 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.
- 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.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC).

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 by the staff.
- 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 AND SAFETY

Staff Responsibilities:

- 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 who live with or are in close contact with a person with COVID19, 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.

Personal Protective Equipment Policy:

- All staff are required to wear a proper-fitting mask or face covering at all times while: on library property, inside the library facility; and when interacting with staff and patrons. These masks and/or face coverings will be provided and maintained by the Library.
- Staff will be required to view the CDC safety webinar.
- 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.
- 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 paper masks, gloves, hand sanitizer and disinfectant wipes to all staff for regular use. Staff can opt to wear their own proper masks or face coverings as well.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC).

Guidelines for Staff Conduct:

- Staffing levels will remain compliant with Executive Orders (*e.g.*, 50%).
- Social distancing protocols are in effect when using the restrooms, staff room, stairways, and elevator, and all entrance or exit areas.
- Along with wearing PPE, the library will strictly enforce social distancing guidelines of at least 6 feet between all individuals on library property.
- All staff will be required to wash their hands and wipe down any shared items after each shift, *e.g.*, keyboard, phone. Efforts will be made to minimize these shared items.
- Breaks and lunch hours will be staggered to maintain proper social distancing.
- The library will attempt to continue telecommuting and work from home accommodations as may be needed and reasonable in each individual situation.

Changes in Library Procedures due to Ongoing Health Concerns:

- The library will schedule staggered shifts where applicable to reduce staff contact.
- All materials, deliveries, and mail will be quarantined for at least 72 hours, where possible.

- The library will suspend accepting cash payments for fines or printing services.
- Appropriate signage will be placed where necessary to direct the movement of staff and patrons and to indicate hand sanitizer locations/stations.
- Staff will be encouraged to wash hands during breaks, and provided with wipes to disinfect surfaces that are shared with others, including keyboards, phones, and scanners.
- Hand sanitizer and/or hand sanitizer stations will be provided for use by the staff.
- The library will assess staff work spaces and attempt to provide personal laptops and iPads as needed.

Any staff member who is found to be in violation of these policies will receive a verbal warning the first time, and subsequent disciplinary steps.

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.

Approved May 21, 2020 Approved May 21, 2020