

GML Positivity Rate Action Plan

This plan was developed based on the information available at the time it was developed. It will be adjusted as needed if more restrictions or requirements are developed by state, county, or local authorities.

The following measures represent a minimum baseline for health and safety protocols that will remain in effect for the duration of the pandemic:

- Social distancing must be observed.
- Staff are required to wear face coverings unless they are working alone in a private office with the door closed.
- Patrons must properly wear face masks when entering a library building and keep them on while inside. Face shields are not sufficient. If an individual cannot or will not abide by these rules, alternatives to on-premises library services are available.
- Handwashing stations are available for patrons and staff. Staff and patrons are encouraged to use sanitizer (provided by the library) and wash their hands regularly
- Patrons must use hand sanitizer or put on clean gloves upon entering the building.
- Regular cleaning of surfaces is exercised.
- Regardless of whether a person has already had COVID or been vaccinated, the above restrictions will remain in place since it is uncertain whether the disease still can be spread under these circumstances.

Building use will be decided based on monitoring trends in COVID data. The following websites will be monitored to track trends in COVID data and in determining occupancy limits:

<https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n>
<https://www.nytimes.com/interactive/2021/us/chenango-new-york-covid-cases.html>
<https://www.facebook.com/ChenangoLHD/>
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf>

Building Occupancy Guidelines:

No Limits – 100% building occupancy allowed for all purposes

50% Occupancy Limit (includes staff)

- 50% maximum occupancy limit will be observed

- In-library browsing will be available
- There will be limited seating offered for patrons. These areas will be designated by removing all furniture except those acceptable to remain within limits.
- Contactless pickup will be available in the lobby.

25 Person Occupancy Limit (includes staff)

- 25 person maximum occupancy limit will be observed
- In-library browsing will still be available
- There will be no seating offered for patrons except those who need to use a computer. Persons wishing to use WiFi on their own device must sit at one of the computer workstations. Five computer users/device users is the maximum to be in the building at any one time.
- Contactless pickup will be available in the lobby.

10 person gathering limit (includes staff)

- Contactless pickup will be available.
- In-library browsing will be available by appointment.
- In-library computer/Wifi use will be available by appointment.
- Staff will be paid for normal, scheduled hours even if not being allowed to work in the building.
- Cleaner hours will remain the same.
- Custodian hours will be limited to performing snow/ice removal, baseline cleaning, and emergency/on-call problems.
- Staff will only be in the building for assigned shifts and staffing will be minimal.

Gatherings prohibited

- Staff will work from home (WFH) as much as possible. Staffing the building will be done on a staggered schedule and/or in separate areas of the building to encourage social distancing.
- Part-time staff will not be needed in the building at all unless called upon.
- Custodian hours will be limited to performing snow/ice removal, baseline cleaning, and emergency/on-call problems.
- Only very basic work, including book drop entry and quarantining, book discharging, mail processing, checking messages will be required of staff on rotation in the building:
 - Monday – Scott
 - Tuesday - Kim
 - Wednesday - Amanda
 - Thursday - Laura
 - Friday - Sue
 - Saturday - Connie
 - Sunday - Connie
- 4CLS Delivery will be suspended
- No patrons will be allowed in library buildings
- No curbside/walkup service will be offered
- Ability to place holds (for public) suspended
- Book drops will remain open, but due dates will be extended

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Revision approved by Board:

Notes: