

Corfu Public Library

Reopening Plan:

Following a temporary closure due to a public health emergency, there will be a tiered reopening in order to maintain the health and safety of employees, patrons and the community when providing services. Phases of the plan remain dependent on any mandates or guidance from state and/or local agencies and the Board of Trustees reserves the right to modify the library's response to reflect the progression of the community's health via New York State's phased regional reopening plan. The library will adhere to all mandates such as social distancing, public gatherings, face masks, and staffing levels and the Board of Trustees must vote to continue to the next phase.

Phase 1: Limited Services

Criteria:

1. CPL will reopen its facility upon consent from NYS.

<https://www.businessexpress.ny.gov/app/nyforward>

2. Social distancing remains in place
3. The library has sufficient PPE and cleaning supplies
4. The library has adequate staffing to provide service
5. The Board of Trustees vote to reopen the library with limited services

Preparation:

1. Secure PPE supplies for staff including masks and gloves.
2. Secure adequate stores of disinfectants, wipes and hand sanitizer
3. Secure supplies for curbside delivery.
4. Determine the requirements for masks to be worn by staff
5. Determine method of quarantining returned materials
6. Inform staff of reopening date and plan
7. Thoroughly clean the library
8. Create the following documents: Employee Health Screening Procedure, Cleaning Log and Contact Tracing Policy

Services:

1. Curbside pickup of materials outside the building during limited hours of service (to be determined by board)
2. Assistance via telephone and email
3. Staff will handle all incoming materials per library's Quarantine Policy

Communicate with Public:

1. The public will be notified of reopening dates, hours, and services via signage at the building, social media, email and website.
2. The library director is to monitor and coordinate response.

Phase 2: Modified Services

Criteria:

1. Social distancing recommendations remain in place
2. Community members have access to adequate testing and public health officials are able to provide contact tracing
3. The library has sufficient PPE and cleaning supplies
4. The library has adequate staff available
5. The Board of Trustees vote to reopen the library with Modified Services

Preparation:

1. Reconfigure library furniture (seating and public computers) to meet social distancing requirements
2. Determine if the public will be required to wear masks to enter the library
3. Plexiglass shield around the circulation desk will be in place

Services:

1. Limited hours of service
2. Continue curbside pickup of materials outside the building
3. Patrons will continue to utilize book drop for all returned materials
4. Metered access to the building by the public through appointment for use of copying/faxing services and limited computer access
5. Computer access will be limited to 30 minutes at a time
6. Once reinstated by Nioga, patrons will be able to place holds held by and available at CPL.
7. Assistance will be available in person, by telephone and email.
8. Staff will handle all returned materials per Quarantine Policy.

Communicate with public:

1. The public will be notified of the option to access additional library services via signage at the building, social media, email and website.
2. Communicate the requirement of mask use as well as wellness expectations to access the library.
3. The library director is to monitor and coordinate response.

Phase 3: Expanded Services

Criteria:

1. Social distancing recommendations have been eased
2. Public gathering limits have been extended
3. The library has sufficient PPE and cleaning supplies
4. The library has adequate staff available
5. The Board of Trustees vote to reopen the library with Expanded Services

Preparation: All previous criteria continues to be met in addition to

1. Determine if the public and staff will continue to wear masks
2. Inform staff of any changes to service plan and date of implementation

Services:

1. Increase library hours to move toward regular hours
2. Number of hours scheduled for staff expands
3. Scale back curbside pickup of materials
4. Patrons are permitted to enter the building to select materials but metered access to the building remains in place to ensure social distancing

Communicate with public:

1. The public will be notified of the option to browse the library's collection via signage at the building, social media, email and website.
2. Communicate the expectation of mask use and wellness expectations to access the library.
3. The library director is to monitor and coordinate response.

Phase 3b: Modified Expanded Services

Criteria:

6. Social distancing recommendations remain in place
7. Public gathering limits have been extended
8. The library has sufficient PPE and cleaning supplies
9. The library has adequate staff available
10. The Board of Trustees vote to reopen the library with Expanded Services

Preparation: All previous criteria continues to be met in addition to

3. Determine if the public and staff will continue to wear masks
4. Inform staff of any changes to service plan and date of implementation

Services:

5. Increase library hours to minimum required hours (35)
6. Number of hours scheduled for staff expands
7. Scale back curbside pickup of materials
8. Patrons are permitted to enter the building to select materials but metered access to the building remains in place to ensure social distancing
9. Based on the May 28th CDC guidance, fully vaccinated patrons may use the library without wearing a mask. Social distancing guidelines should still be followed by all patrons regardless of vaccination status and mask wearing. The library reserves the to ask for proof of vaccination. Acceptable forms of proof include the Excelsior Pass or a valid vaccination card. This information may be included in a patron's record. It will be regarded as a confidential user record and treated the same way as other confidential user data.
10. Programming may be phased back in at the discretion of the director as long as it follows all current local health department recommendations.
https://www.governor.ny.gov/sites/default/files/2021-05/NYS_CDCGuidance_Summary.pdf
11. Health checks will remain in place for all employees.
12. To ensure the safety of patrons and other staff members, only employees who voluntarily show proof of vaccination may choose to work without a mask. Employees who are unvaccinated or who do not wish to disclose their vaccination status must continue to wear a mask in the library. Vaccination status may be disclosed to the director and will be kept confidential and stored separately from the employee's personnel files under the ADA. <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
13. Based on updated CDC guidance indicating that the risk of surface transmission is low, library materials will no longer be quarantined. Patrons and staff should continue to practice good hand hygiene. <https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html>

Communicate with public:

4. The public will be notified of the option to browse the library's collection via signage at the building, social media, email and website.
5. Communicate the expectation of mask use and wellness expectations to access the library.
6. The library director is to monitor and coordinate response.

Phase 4: Full Scale

Criteria:

1. Social distancing guidelines are rescinded
2. Consider if curbside pickup of materials should continue
3. The Board of Trustees votes to open CPL fully to the public

Services:

1. Restore all hours of library service
2. Staff works regularly scheduled hours
3. Removal of restrictions to patron access of the building, collection, and public computers
4. All services are reinstated
5. Public programming is reinstated

Communicate with public:

1. The public will be notified of the CPL's return to normal operations via signage at the building, social media, email and website.
2. The library director is to monitor and coordinate response.