



## NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: <https://forward.ny.gov/>

### COVID-19 Reopening Safety Plan

**Name of Business:**

Pawling Free Library

**Industry:**

Library

**Address:**

11 Broad St, Pawling NY 12564

**Contact Information:**

845-855-3444

**Owner/Manager of Business:**

Brian Avery, Library Director

**Human Resources Representative and Contact Information, if applicable:**

### I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☐ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ☐ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.



- ☐ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ☐ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ☐ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
  - *List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*  
We anticipate that we will be able either to maintain six feet or distance or else impose a physical barrier between people during the time that social distancing is required. We also will require all people on library property to wear personal protective equipment to supplement our distancing measures
  - *How you will manage engagement with customers and visitors on these requirements (as applicable)?*  
Full details will be posted on our website and library users will be made aware of this via the library's social media and email newsletter. Signage will also be posted on the library's property indicating our policies.
  - *How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*  
Distance markers will be placed in walkways. We will begin by offering only contactless pickup of library materials. Later when library users are permitted into the building, we will restrict access to resources which might interfere with social distancing, such as disabling our touchscreen children's computers and limiting the number of adult computers available in one area.

## II. PLACES

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.



- *What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

We have ordered enough masks for every employee to have at least two employer-provided masks.

We have disposable gloves available

- 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.

- *What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

As part of the employee health screening, we are requiring each employee to verify that they will arrive at work wearing clean, appropriate PPE.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- *List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

As is the nature of libraries, many of our objects are shared- including workspaces, telephones, carts, and writing implements. Staff is expected to wear gloves while handling shared object and to sanitize objects when they are finished handling them.

**B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

- *Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

Principal responsibility for maintaining the cleaning log will reside with the cleaning service employed by the library. The log will reside in the staff area behind the circulation desk.



- ☐ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

- *Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

The hand hygiene products will reside next to the sink behind the circulation desk. Staff will receive training on proper hand hygiene practices. Members of the public will also have access to soap, water, and paper towels in the public restroom.

- ☐ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

- *What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

The library will be cleaned daily by a professional cleaning service. Staff members will also be asked to clean their workstations at the end of their shifts.

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☐ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☐ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ☐ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- *Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

The library director will maintain a digital log of employees and essential visitors. Library patrons may also opt to submit their information for contact tracing purposes on a strictly voluntary basis.



- ☐ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- *If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

The library director

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### III. PROCESS

- A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

- *What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

Each employee and essential visitor must submit a virtual health screen questionnaire to the director prior to being authorized to work at the library for that day.

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- *If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

N/A

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- B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:



☐ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- *In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

The cleaning service will disinfect any relevant area, using approved products acquired either by the library or by the cleaning company

- *In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

Employees and essential visitors who have been in the building at any given time will be listed on Google calendar. This information will be supplemented, if applicable, by voluntary logs submitted by library patrons.

## IV. Other

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

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## Staying up to date on industry-specific guidance

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☐ Consult the NY Forward website at <https://forward.ny.gov/> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance.