

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**May 27, 2020**

**Attendees:** Stephanie McLaughlin, Nick Robertshaw, Susan Stone, Karen Franco, Dennis Munnely, Amy Emke, Heather Fidler, Megan Burlington, Wanda Rusiecki, and Brian Avery (Director)

**Absent:** Virginia West

**Call to order:** Meeting was called to order at 6:45 via zoom.

**Pro-Active Infection Plan:** Stephanie made a motion to approve the Pro-Active Infection Plan with the suggested edits; 2<sup>nd</sup> by Susan. All in favor.

**Safety Plan:** Stephanie made a motion to approve the COVID-19 Re-Opening Safety Plan; 2<sup>nd</sup> by Wanda. All in favor.

**Re-Opening Status:** As of 3:00 this afternoon, the State of NY has not yet authorized Association Libraries to re-open. However, the County has been saying that any library which receives public funding can enter Phase 1, which includes contactless checkout. Many Mid-Hudson libraries are planning to offer curbside service starting June 1, 2, or 8. Trustees should contact their state reps to clarify the law as regards the re-opening of Association Libraries.

**Re-Opening Protocols:**

1. Stage 1: We are currently in Stage 1. (Note that PFL *Stages* are different from State *Phases*.)
2. Stage 2: As soon as the work-at-home restriction is removed from Association Libraries, we will move to Stage 2. In Stage 2, we can have up to 2 staff in the building at one time; we start the daily screening process; and we have daily cleaning.
3. Stage 3: In Stage 3, patrons must wear a mask in order to receive books. Committee recommends that we purchase Libro Curbside app. Cost is \$1500 per year. Stephanie made a motion for Library to purchase Libro Curbside app; 2<sup>nd</sup> by Megan. All in favor.
4. Quarantining of Returned Materials. Staff feels very strongly about a 72-hour (rather than 48-hour) quarantine period. This is what the Library will adopt.
5. Stephanie made a motion to adopt the Re-Opening Proctocols document as edited; 2<sup>nd</sup> by Susan. All in favor.

A big round of applause for Brian for all his hard work handling the difficult COVID19 situation.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Wanda. Meeting adjourned at 8:25.

Respectfully submitted by: Karen Franco, Secretary

# Proactive Infection Plan

## Screening

The Library will screen all employees and essential visitors as described below. The Library will also screen patrons on a strictly voluntary basis.

The Library will remotely screen via electronic form all employees and essential visitors scheduled to work in the Library building before each shift about any COVID-19 symptoms identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) Pandemic Preparedness in the Workplace and the Americans with Disabilities Act including confidentiality of medical information. The Library will delete any personal health data two weeks after its date of submission.

Screening will consist of the following questions:

1. Have you experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days?
2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
4. Do you attest that you will wear a clean, appropriate face covering while working, in accordance with Library policy?

Library staff or screened visitors should immediately notify the Library Director if the answers to these questions change later, regardless of whether the change occurs during or outside work hours.

The Library Director or designee will review all responses collected by the screening process on a daily basis and maintain a record of this review.

The Library will maintain a log of all Library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

## **Visitors that Test Positive for COVID-19**

The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the Library.

If an individual who has visited the Library reports testing positive for COVID-19, the Library will notify local health officials.

The Library will work with local health officials to notify staff and visitors that may have been in contact with the infected visitor, while maintaining the right to the privacy of their health information of the visitor, and the confidentiality of library records.

## **Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms**

The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member or Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19.

Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come into the Library (or to leave the Library if they are already at work), and contact a medical professional or the local health department immediately. The Library will provide the employee with the healthcare and testing information available on the Dutchess County website: <https://www.dutchessny.gov/Departments/DBCH/dbch.htm>

The Library Director or designee will 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 an employee tests positive for COVID-19 or shows symptoms of COVID-19 he or she may only return to work with the written permission of a doctor. If an employee has had close contact with a person with COVID-19, he or she may return to work with the written permission of a doctor OR after completing a 14 day self-quarantine.

Employees who have been alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the Library Director.

## **Closure and Disinfection Plan**

The Library will be considered breached and will immediately close to the public and staff for any of the following reasons:

1. An employee enters the building without having completed the screening protocol
2. An employee or visitor reports experiencing symptoms of COVID-19 after having entered the building
3. An employee or visitor uses the building while not correctly wearing mandated face covering AND does not immediately rectify the situation upon receiving a verbal reminder that face coverings are required\*

Areas breached will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility.

The area breached will be disinfected before being reopened for use the following day.

\*An individual may remove his or her face covering temporarily to consume food or beverage while he or she is at least six feet distant from the nearest person unless doing so would violate any library policy



## 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

### 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.

- *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

#### 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:





	Category	Stage 1	Stage 2	Stage 3
A	Staff on-site	One person per building per day, entirely voluntary	Up to two people at a time, entirely voluntary	At least two people in the building during hours of service
B	Staff scheduling	Employees add themselves to the calendar	Employees add themselves to the calendar for any timeslot on their normal workday	Employees work their normal schedules unless working different hours on the same day does not interfere with public service
C	Staff monitoring	None	Staff self-report health status each day before entering building	Staff self-report health status each day before entering building
D	Public monitoring	N/A	N/A	N/A
E	Access logging/Contact tracing	Building access calendar is consulted	Building access calendar is consulted	Building access calendar is consulted
F	Social Distancing	N/A	Employees work from distant stations	Employees work from distant stations
G	Hours of service	Asynchronous, at staff discretion	Asynchronous, at staff discretion	Tue/Thu 12-3 & 5-8, Sat 10-2
H	Materials handling	Items are left untouched for at least 72 hours before being checked in	Items are left untouched for at least 72 hours before being checked in	Items are left untouched for at least 72 hours before being checked in
I	Volunteers	No volunteers on-site	No volunteers on-site	No volunteers on-site
J	Patron access	No patron access	No patron access	No patron access
K	Personal Protective Equipment	Staff wears gloves and face coverings	Staff wears gloves and face coverings	Staff wears gloves and face coverings, patrons wear face coverings
L	Foot traffic	No patron access	No patron access	No patron access
M	Checkout	No patron access	No patron access	Contactless checkout only
N	Browsing/reading	No patron access	No patron access	No patron access
O	Public computers	No patron access	No patron access	No patron access
P	Programs and events	Virtual only	Virtual only	Virtual only
Q	Cleaning protocols	Standard cleaning, three times a week	Daily cleaning	Daily cleaning
R	Occasion for moving to next stage	Work from home restriction lifted AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 5 days of stage 2 have transpired AND association libraries in Dutchess County are able to enter into phase 1 reopening AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 14 days of stage 2 have transpired AND Dutchess County enters into phase 3 of its reopening plan AND the library has an adequate supply of gloves and cleaning supplies for staff