

June 2, 2020

### SALS Reopening Plan

Plan will be amended as additional information becomes available.

#### GENERAL HEALTH STRATEGIES

1. All SALS staff must wash their hands regularly for 20 seconds with soap. Hand sanitizer can be used when not in proximity to a hand washing station.
2. All SALS staff must wear a mask if a distance of 6 feet cannot be maintained between yourself and others. The cloth face cover is not a substitute for social distancing. Spaces where this applies includes, but is not limited to, hallways, break room, and meeting rooms.
3. SALS will provide masks for staff.
4. SALS staff will frequently disinfect their work surfaces.
5. SALS staff must stay home if they are sick.

RESOURCE: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html><https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

#### PREPARATION (limited staff)

1. Confirm that HVAC systems are clean and functioning safely.
2. Check building infrastructure in general: Electrical, plumbing, etc.
3. Verify through the JA staff that technology is working correctly
4. Acquire appropriate Personal Protective Equipment (PPE) for staff. PPE may include but not be limited to:
  - a. Masks
    - i. 32 have been acquired to date from W.B. Mason, in addition to handmade masks provided by one of our employees. Additional purchases of masks will be made from the vendor as necessary.
    - ii. Each employee will receive two masks to allow for washing between wears.
  - b. Hand sanitizer
    - i. Two-gallon jugs have been acquired to date from Amazon to fill individual-sized bottles for placement throughout the building. Two additional large-scale dispensers have been purchased from NYSID for the front desk and delivery areas. Additional purchases will be made from these vendors as necessary.
    - ii. Each employee will receive an individual dispenser for their desk.
    - iii. Additional dispensers will be located:
      1. Breakroom
      2. Copier station
      3. Front desk
      4. Delivery area
  - c. Gloves

- i. Disposable gloves in several sizes have been acquired from Staples. Additional purchases will be made from this vendor as necessary.
  - d. Infrared thermometer
    - i. One no-touch thermometer has been acquired from Amazon. A replacement will be purchased from the vendor as necessary.
  - e. Tape or "footprint" sticker
    - i. Two 36-meter rolls of tape have been acquired from W.B. Mason for use in marking new traffic patterns. Additional purchases will be made from the vendor as necessary.
- 5. Update cleaning and sanitation procedures
  - a. Acquire disinfectant for surfaces
    - i. Four one-gallon jugs acquired from NYSID in October 2019. Additional purchases will be made from this vendor as necessary.
  - b. Maintenance staff will follow [CDC guidelines](#) for cleaning and disinfecting the SALS building. Conduct regular cleaning and disinfection at least daily, or more frequently for high-traffic areas.
  - c. Maintenance staff will create and maintain cleaning log. It will be stored in the maintenance closet to the right of the restrooms.
- 6. SALS staff instructed on the proper use, wearing, and handling of Personal Protective Equipment (PPE). Please follow [CDC guidelines](#).
- 7. Develop social-distancing practices for staff and requisite vendor employees, especially when using common areas like the staff room and bathrooms.
  - a. Utilize phone and email system over visiting other employees' work stations.
    - i. If speaking in-person is essential, you must let the other employee know you are coming so both employees can put on masks.
  - b. Bathrooms will be limited to one person at a time.
  - c. Breakroom will be limited to two people at a time for picking up/dropping off. It will be closed for lunches and breaks, so the regular restriction on eating at your desk/in your office is lifted during this time. Communal coffee will be suspended during this time.
    - i. Shared appliances (water cooler, microwave, refrigerator): Sanitizer will be available in breakroom and employees are asked to sanitize hands before and after use. Maintenance staff will sanitize appliances regularly throughout the day.
  - d. The SALS Pilot will be limited to one employee at a time. Disinfectant will be available in the garage, and the driver is expected to disinfect steering wheel and other high touch points before and after use.
  - e. Copier area is limited to one person at a time. Sanitizer will be available at station and employees are asked to sanitize hands before and after use. Maintenance staff will sanitize machine regularly throughout the day.
  - f. Delivery area will be assessed 5/29/20 for opportunities to create greater social distancing between vendor personnel. As this is a task that requires close contact on occasion, delivery staff will wear masks at all times,

adhere to both SALS and vendor's safety guidance. Vendor safety guidance on-file with SALS.

8. Visitor plan
  - a. Visits to the Library System will be by appointment only, and approved only if a video conference is not feasible. Essential in-person gatherings should be held in open, well-ventilated spaces with appropriate social distancing.
  - b. Deliveries will be directed to be left in the front foyer between the outer and inner double doors.
  - c. Maintain continuous log at front desk of every person, including workers and visitors, who may have close contact with other individuals in the office.
9. Prepare signage as needed.
  - a. Updated delivery procedures on front door
  - b. Updated capacity/procedures in breakroom
  - c. Handwashing protocols in restrooms
  - d. One-way traffic directional indicators on floors where possible
10. Design traffic flow for common areas.
  - a. One-way traffic patterns have been designed for the primary path to the restrooms, and within the break room.
  - b. For areas where one-way traffic cannot be accomplished (e.g. entrance to JA wing), please defer to the person exiting the room, maintaining 6 feet distance.
  - c. Directing traffic to front desk from conference room side instead of from the copier area side
11. Redesign staff areas for proper social distancing (6 feet)
  - a. All staff work stations are currently at least 6 feet apart. As his work station is along a high-traffic work area, efforts are being made to locate Jack Scott elsewhere when he works on-site.
12. Install shield around receptionist desk
13. Provide hand sanitizer bottles to all staff. Place hand sanitizers near delivery area and front doors.
14. Follow Guidelines for Materials Handling and Delivery for materials coming into SALS and being returned through delivery.
15. Appoint a COVID-19 workplace coordinator

## POLICIES

1. Refer to Board Approved Pandemic Policy
2. Proactive Infection Plan

## COMMUNICATIONS

1. Continue to communicate with SALS staff using email accounts, phone, texts, and virtual meetings.
2. Update voice messaging system to the public regarding updated staffing procedures.

3. Delivery companies will know the staff will be present in the building during specific hours. Other than large-scale deliveries (e.g. JA group orders), signage will direct deliveries to be left in the foyer between the external and internal doors of the main entrance.

#### SALS BOARD

1. Meetings will continue to be held virtually until instructed to hold face-to-face meetings.
2. When the Board of Trustees can meet, the conference room will be redesigned to meet social distancing requirements.

#### SALS STAFF

1. A schedule will be developed to allow staff to work remotely or at SALS.
  - a. Staff who cannot work from home will be required to work on-site
  - b. The SALS Director, Assistant Director, and/or Human Resources staff member will rotate working in the office until instructed otherwise by the NY FORWARD
  - c. All other staff will work remotely unless work activities require them to physically be in the office. Scheduling for on-site work will be coordinated with the SALS Director and Assistant Director
  - d. Staff whose job does not require them to work on-site on a regular basis but would prefer to, may petition the SALS Director for permission to do so
  - e. Until the 50% staffing order is lifted, a maximum of 8 staff (including delivery drivers) are permitted to work on-site on a given day.
2. SALS Staff will follow recommended social distancing, hand washing, wearing of PPE while in the office.
3. Should not report to work if they are not feeling well.
4. Minimize face-to-face interactions

#### PROACTIVE INFECTION PLAN

1. All SALS employees and essential visitors:  
Will be remotely screened (by phone or electronic form) daily by manager on duty before reporting to work about any COVID-19 symptoms identified by public health officials following 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. SALS will not retain any employee health data.

The Screening will include the following question:

- Are any of the following statements true?
  - I have 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, OR
  - I have tested positive for COVID-19 in the past 14 days, OR

- I have 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.
  - Staff and essential visitors should immediately notify the SALS Director if the answers to these questions change later, including during or outside work hours.
- 2. The manager on duty will review all responses collected by the screening process daily and maintain a record of this review.
- 3. SALS will maintain a log at the front desk of all library staff and essential visitors in the facility, including contact information. Log should be initialed by manager on duty daily. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

#### SALS Staff who Test Positive for COVID-19 or Report COVID-19 Symptoms:

1. SALS will observe directions from local health officials for best practice in staff and public health safety if a staff member reports developing symptoms related to COVID-19 or testing positive for COVID-19.
2. SALS staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come into the building or to leave the building if they are already at work, and contact a medical professional or the local health department immediately. COVID-19 testing site information can be found [here](#).
3. The SALS director 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.
4. Areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility:
  1. Close off areas used by the person.
    - It is not necessary to close operations if the affected areas can be closed off.
  2. Open outside doors and windows to increase air circulation in the area.
  3. Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
  4. Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.
  5. Once the area has been appropriately disinfected, it can be opened for use.
    - Staff without close contact with the person who is sick can return to the work area immediately after disinfection.
5. If a staff member tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a 14-day self-quarantine. If a staff member has had close contact with a person

with COVID-19 and is symptomatic, they may only return to work after completing a 14-day self-quarantine. Full CDC guidance can be found [here](#).

6. If a staff member has had close contact with a person with COVID-19 for a prolonged period of time and is not symptomatic, the employee should notify the SALS Director and adhere to the following practices before and during their work shift, which will be documented by the SALS Director:
  1. Regular monitoring: As long as the staff member does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
  2. Wear a mask: the staff member should wear a face mask at all times while in the workplace.
  3. Social distance: Staff should continue social distancing practices, including maintaining, at least six feet distance from others.
  4. Disinfect and clean workspaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
7. The staff that is 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 SALS Director.
8. Familiarize staff with the [Families First Coronavirus Act \(FFCRA\)](#)