

# COVID-19 Re-Opening Safety Plan

Mid-Hudson Library System  
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## I. People

- a. All staff working in our facility are expected to ensure 6 ft. distance between coworkers 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.
- b. All staff who can remain working from home will do so. This will be determined by supervisors.
- c. Staff authorized to be on-site with prior notice and routine scheduling:
  - i. Administrative Staff
    1. Executive Director
    2. Financial Manager & Personnel Officer
    3. Financial Assistant
  - ii. Facilities Staff
  - iii. Delivery Operations Staff
  - iv. Technology Operations Staff
    1. IT Staff
    2. Interlibrary Loan & Cataloging Specialist
- d. 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.
- e. Social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas in the facility (i.e. bathrooms, breakrooms).
- f. In-person gatherings will be limited, videoconferencing and teleconferencing will be used whenever possible.
- g. Essential, in-person gatherings, in compliance with Executive Orders, will be held in open, well-ventilated spaces with appropriate social distancing among participants.

- h. Designated areas for pick-ups and deliveries have been established in the delivery operations area and the business office.
  
- i. Our contract with Valley Courier has been amended to include safety measures for drivers when interacting with MHLS and member library staff.
  - ii. All staff interactions with deliveries from USPS, UPS and FedEx will be done while wearing masks. Handwashing after handling delivered materials is required.
  - i. Staff will receive training on all social distancing measures listed herein:
    - i. MHLS Delivery Operations Staff Guidelines:
      1. MHLS will provide staff with masks to be worn while performing sorting operations.
      2. Social distancing, also called “physical distancing,” means keeping space between yourself and other staff while in the Delivery Operations area.
      3. Limiting face-to-face contact with others in the Delivery Operations area is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).
      4. To practice social or physical distancing in the Delivery Operations area: Stay at least 6 feet (2 meters) from other staff and do not gather in groups.
      5. If you are unable to practice social distancing in the Delivery Operations area, wear the MHLS provided mask following CDC and manufacturer guidelines for PPE.
      6. For staff that choose to wear gloves, you must properly remove the MHLS provided gloves following CDC guidelines.
      7. Staff should be careful not to touch their eyes, nose, and mouth when removing the MHLS provided mask and wash hands immediately after removing.
      8. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
    - ii. MHLS Facilities Staff Guidelines:
      1. MHLS will provide staff with masks and gloves to be worn while performing facility maintenance tasks.
      2. Social distancing, also called “physical distancing,” means keeping space between yourself and other staff while performing Facilities tasks.
      3. Limiting face-to-face contact with other staff is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).
      4. To practice social or physical distancing while performing Facilities tasks stay at least 6 feet (2 meters) from other staff.
      5. If you are unable to practice social distancing wear a mask or face covering following CDC and manufacturer guidelines for PPE.
      6. Properly remove the MHLS provided gloves following CDC guidelines.
      7. Staff should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
      8. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
    - iii. MHLS On-site Office Staff Guidelines

1. MHLS will provide staff with masks to be worn while unable to socially distance in the facility.
2. Social distancing, also called “physical distancing,” means keeping space between yourself and other staff while at work on-site in the MHLS office building.
3. Limiting face-to-face contact with other staff is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).
4. To practice social or physical distancing while in the office building stay at least 6 feet (2 meters) from other staff.
5. If you are unable to practice social distancing wear a mask or face covering following CDC and manufacturer guidelines for PPE.
6. Staff should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.
7. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

## II. Places

### a. Protective Equipment

#### i. MHLS will provide:

1. Two reusable cloth face masks to each staff person working on site or at a member library.
  - a. Face masks must be cleaned or replaced when damaged or soiled, may not be shared, and should be properly stored or discarded.
  - b. Staff are responsible for washing the issued masks at regular intervals (i.e. daily)
2. Disposable face masks will be kept in inventory in case an employee arrives without their reusable mask or there is an issue with their reusable mask mid-shift.
3. Disposable gloves will be made available for all Delivery and Facilities staff.
  - ii. MHLS Facilities Manager & Assistant Delivery Operations Manager is tasked with ensuring the supply of disposable masks and gloves is adequate.

### b. Hygiene and Cleaning

- i. Facilities staff will 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.
- ii. The cleaning log will be maintained by the MHLS Facilities Manager & Assistance Delivery Operations Manager with assistance from Delivery Operations & Facilities Associate and be kept in the Facilities Manager’s office.
- iii. 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 are available in the first and second floor restrooms, breakrooms, and the delivery operations area.

- iv. Regular cleaning and disinfection, after every shift, daily, or more frequently as needed will be conducted, as well as frequent cleaning of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
  - v. The MHLS procedural document, “Interim COVID-19 Cleaning and Disinfecting Plan” outlines cleaning procedures and approved products for use that are identified as effective against COVID-19.
- c. Communication
- i. Signage will be posted throughout the facility to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols. ii. Social distancing and cleaning protocols will be conveyed to all on site and visiting staff through all staff meetings, all staff emails, the staff web page, and specific team trainings.
  - iii. Visitors will be notified of social distancing protocols through the MHLS web site, signage and interaction with MHLS staff.
  - iv. A continuous log of every person, including workers and visitors, who may have close contact with other individuals at the facility; excluding deliveries that are performed with appropriate PPE or through contactless means, will be kept by the Financial Manager & Personnel Officer. Driver arrival/departure times will be provided to the Financial Manager & Personnel Officer by the Delivery Operations staff. This log will be kept in the MHLS Business Office.
  - v. If a worker tests positive for COVID-19, the Financial Manager & Personnel Officer 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.

### III. Process

- a. Screening
- i. A mandatory health screening questionnaire is required before each on-site employee begins work each day and for essential visitors. This questionnaire will ask about:
    1. COVID-19 [symptoms](#), including cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat and new loss of taste or smell, in the past 14 days;
    2. Positive COVID-19 test in the past 14 days; and
    3. Close contact with confirmed or suspected COVID-19 case(s) in the past 14 days. ii. Assessment responses will be reviewed every day by the Financial Manager & Personnel Officer and this review will be documented.
- b. Contact Tracing and Disinfection of Contaminated Areas
- i. In the case of an employee testing positive for COVID-19:
    1. Cleaning protocols as outlined in the MHLS procedural document, “Interim COVID-19 Cleaning and Disinfecting Plan” will be followed.
    2. The Financial Manager & Personnel Officer will work with the county and state health department to enact a tracing protocol.

## IV. Other

- a. To stay up to date on the guidance that is being issued by the state the Executive Director, Financial Manager & Personnel Officer, and the Facilities Manager & Assistant Delivery Operations Manager will consult the NY Forward website at [forward.ny.gov](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executive orders](http://governor.ny.gov/executive-orders) on a periodic basis or whenever notified of the availability of new guidance.