



LEVITTOWN PUBLIC LIBRARY

Growing with Our Community

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168

TRINA REED, DIRECTOR

<http://www.levittownpl.org>

LEVITTOWN PUBLIC LIBRARY COVID-19 REOPENING SAFETY PLAN

Name of Business: Levittown Public Library

Address: 1 Bluegrass Lane
Levittown, NY 11576

Contact Information: Trina Reed, Library Director
516-731-5728 ext. 219

Human Resources Rep: Mary Mollineaux
516-731-5728 ext. 221

I. PEOPLE

A – Physical Distancing. To ensure employees comply with physical distancing requirements:

- Rearrange any furniture in a location where 6 feet distance cannot currently be maintained. Anytime this is not possible, personnel must wear acceptable face coverings.
- Utilize different areas within our building for use as staff work areas to assist with the 6 feet distance between employees.
- Tightly confined spaces will be occupied by only one individual at a time, unless all 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 feet of spacing.
- Limit in-person gatherings until such time that businesses are reopened. For the time being utilize tele- or video-conferencing whenever possible. Essential in person gatherings, such as meetings should be held in open, well-ventilated spaces with appropriate distancing.
- Designated area for deliveries will be just inside the Bluegrass Lane entrance. Delivery personnel will not be permitted to enter any further into the building. Custodians will move the packages to their destination for quarantine.

II. PLACES

A – Protective Equipment. To ensure employees comply with protective equipment requirements:

- See attached PPE Policy

- Limit sharing of objects and discourage touching of shared surfaces, or when in contact enforce the wearing of gloves, using hand sanitizer or washing of hands.
 - Hand sanitizer on each desk for staff use only.
 - Containers will be provided to employees to keep their own supplies.

B – Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements:

- Adhere to hygiene and sanitation requirements from the Center of Disease Control and Prevention
 - Frequently touched restroom surfaces will be wiped down with disinfectant hourly and logged once complete by custodian/cleaner. Thorough restroom cleaning will take place at least every three hours of library operation.
 - Staff will wipe down telephones, computer keyboards and mice with disinfectant at the beginning and end of their shift.
 - Other shared equipment (copy machine, mail machine, etc.) will be wiped down with disinfectant by staff prior to and after use.
 - Custodian/cleaner will conduct regular cleaning and disinfecting throughout the building at least after every shift, daily and more frequently as needed.
- Provide hand sanitizer for staff desks, not to be shared.
- Allow staff time for hand washing after utilizing shared equipment or working at a public counter.
- Signs regarding proper hand washing have been posted in every restroom, in English & Spanish.

C – Communication. To ensure employees comply with communication requirements:

- 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.
- Utilize email, webpage, and social media as a consistent means to provide updated information.
- If a worker tests positive for COVID-19, the Director must immediately notify the state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers and visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

III. PROCESS

A – Screening. To ensure employees comply with protective equipment requirements:

- Implement mandatory health screening assessment (questionnaire attached) before employees begin work each day. Assessment responses must be reviewed by the Director, Assistant Director, or the Director’s Secretary each day. Questionnaires will be retained in a special COVID-19 file, hardcopy or online.
- Temperature will be taken by each employee at the beginning of their shift using a contact free thermometer. An employee with a temperature greater than 100.4 must go home (or stay home if the questionnaire is completed at home) and will not be permitted back to the workplace until fever free for 24 hours without taking any fever reducing medication.

B – Contact tracing and disinfection of contaminated areas. To ensure the Library’s employees comply with contact tracing and disinfectant requirements:

- If an employee tests positive, the facility will close to staff and public. A custodian/cleaner will disinfect the affected area with EPA-approved disinfectants against COVID-19. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- The Director and/or Assistant Director will trace close contacts in the workplace.

Staying up to date on industry- specific guidance:

This plan will be revisited as the Governor's executive orders are modified.

Adopted by the Library Board of Trustees, June 3, 2020.