

NortEast-Millerton Library's Guidelines for Reopening and Operating during the COVID-19 Pandemic.

- Approved by the Northeast-Millerton Library Board of Trustees on 5/29/2020
- Areas that have been quoted from other documents but edited for Library procedure will be annotated with an asterisk(*).
- Edits for corrections of typos or removal of terms like "company" or "facility", will not be notated.
- Sources will be cited.
- Dates are included to identify when the information was last updated.
- Any interaction of the policy and another, this policy will take precedence over earlier policies until the end of the pandemic or board decree.
- COVID-19 Coordinator is the Library Director and in charge of implementing this document.

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Symptoms of Coronavirus (CDC, 8/15/2020)

[Symptoms of Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to Seek Medical Attention (CDC 8/15/2020)

[Symptoms of Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

When to Reopen (5/2/2020)

At this time, no clear guidance has been given by the State or the county on what category libraries fall in or how they should proceed, only that we do not fall in the “essential workers” (grocery stores, gas stations, doctors) category.

NYS Priority Industries for Re-Opening (5/5/2020)

The State has released their “Priority Industries for Re-Opening”. The list does not include Libraries. Looking at the list below, libraries could fall into phase two or four.

[Priority Industries for Re-opening: Businesses in each region will re-open in phases.](https://www.governor.ny.gov/new-york-forward/regional-guidelines-re-opening-new-york#priority-industries-for-re-opening)
<https://www.governor.ny.gov/new-york-forward/regional-guidelines-re-opening-new-york#priority-industries-for-re-opening>

- **Phase One**
 - Construction
 - Manufacturing and wholesale supply chain
 - Select retail using curbside pickup only
- **Phase Two**
 - Professional services
 - Finance and insurance
 - Retail
 - Administrative support
 - Real estate and rental leasing

- **Phase Three**
 - Restaurants and food service
 - Hotels and accommodations
- **Phase Four**
 - Arts, entertainment and recreation
 - Education

Phase Zero: Preparing for Opening

This section contain parts of the following documents:

<https://midhudson.org/wp-content/uploads/2020/04/Sierra-Reopen.pdf>

<https://midhudson.org/wp-content/uploads/2020/05/EPA-CDC.pdf>

This will take place in the days leading up to Phase one.

Cleaning:

This phase may begin before there is a clear opening date in mind. Staff will follow the procedures in the Cleaning and Disinfecting section. Focus on high contact areas: doors, desks, phones, computers, bathrooms, toys. Items that will not be possible to clean, like Legos, will be quarantined and removed from public use, until the threat of contagion has passed. If the Library has been vacant for 7 days or more, it does not need to be cleaned.

Installation of Plexiglass:

Plexiglass is recommended to be installed around the circulation area and dividing the computers against the wall. This doesn't necessarily need to be done now, but should be done before the public enters the library.

Signage

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used staffing areas and outside the library.
- Post mask requirements, curbside pickup signage.
- Update Library hours.

Training:

Staff will be required to complete the training in the training section before they return to work in the Library building and with the public.

Staffing Levels:

This may be done by dividing the Library into sections. As long as Library staff may stay more than six feet apart while in the library, more than one staff member may be in the library at a time. Only one person may be behind the circulation desk at a time. Masks are required while in the Library, if you are not alone. No volunteers at this time. Staff may only use their designated computers and phones.

Circulation (2/10/21):

- No items will be circulated at this time.
- The librarian will determine the length of time needed to hold materials to comply with recommendations from the CDC or the New York State Department of Health
- Staff handling returned materials from book drops will use PPE including mask and gloves and will wash their hands after handling materials.
- Only one staff member will handle returns and deliveries in a day.
- Sturdy boxes can be used if the library does not have enough MHLS delivery bins for outgoing materials and these boxes will be clearly labeled as outgoing materials.

Related Tasks for the Library from MHLS:

- Review your dates in the days closed table and update if there are changes. You complete the online days closed form if you would like MHLS to edit the table on your behalf.
- The library will need to determine if they will waive fines during the closure. If they choose to waive fines:
 - Begin check-ins with a backdate to the last date open for business. This will eliminate fines, overdues and bills for items that have been dropped off.
 - Waive fines using the COVID-19 payment when waiving
- Check in your delivery bins. It is important to re-use the bins for your outgoing delivery items during this higher demand for delivery.
- Holds for patrons may be placed by staff. Paging will not extend outside of the local collection
- Items checked in that can fill holds for other locations may be denied in this interim.
- Do not use MHLS delivery bins to quarantine items in your library.
 - Items filling holds can go on the holdshelf and will have an extended period for pickup (June 30th) and not the usual 7 days.
 - Shelve items that belong in your library that do not have holds
- Items that check in and go in transit can be placed in delivery bins.
- Prepare a local holds list using Create Lists to fill all holds for your pickup location that can be filled with your own collection Instructions

- After you have filled all local holds, run the item and title paging, filling any standing holds that your collection may currently be able to fill for your library. You can continue to run the Title paging daily for new staff placed holds.
- Staff functions in Sierra that are unrelated to circulation and notices may be completed (cataloging, orders, patron entry, patron record merging and online patron registration review).
- You can clear your holdshelf. This will clear any holds that have been cancelled by patrons. Items on the holdshelf will not expire until 6/30/2020.

MHLS will:

(Some activity happens prior to and during soft opening.)

- Update Encore messaging with date for future service restoration
- All items that had a due date of 3/1/2020 through 6/30/2020 are now due on 6/30/2020
- All items on the holdshelf have been extended through 6/30/2020. MHLS will maintain the extension for new items being put on the holdshelf through 6/30/2020.
- Days closed table has been updated to close all libraries.
- A code for waiving fines for COVID-19 is in place as a payment type in Sierra
- MHLS has edited the text message to alert patrons to check the library website
- All items borrowed thru MHLS ILL have been extended by supplying libraries to May 29th. The due dates will be extended again and again as the Governor extends the deadline.

What not to do:

- Do not send Hold Pick Up notices- your patrons will not be able to pick up until you are open. The messages will remain in the queue until business resumes.
- Do not send Overdue notices
- Do not send Bills

Staffing Levels:

As long as the staff members can stay more than six feet apart while in the library, more than one may be in the library at a time. Only one staff member may be behind the circulation desk at a time. Masks are required while in the Library and not alone, unless it will inhibit or otherwise impair their health. Volunteers may be asked for help, but only if they can provide their own mask and follow the same rules as the staff. Volunteers may not use staff computers or phones. Staff may only use their designated computers and phones.

Phase One: “Open” to Public

[Metrics to Guide Reopening New York | New York Forward](https://forward.ny.gov/metrics-guide-reopening-new-york)
<https://forward.ny.gov/metrics-guide-reopening-new-york>

At this level of reopening there is still a high risk of transmitting COVID-19 through person-to-person contact, but falling hospitalization and death rates related to COVID-19 and other regional precautions put in place indicate to state and local health officials that “more essential” retail business operations and professional services with lower risk of infection can begin to reopen with precautions in place to reduce person-to-person contact and transmission of the virus.

In this phase, we will begin curbside pick-up, but the public will not be allowed in the building and no public computer use will be available. Wifi will not require a password and be available from 8 am to 8 pm. Returns will only be accepted through the bookdrop. See Handling Returns for more information. Programs will continue to be offered virtually only. Telecommuting will still be necessary. Home delivery to patrons that have physical limitations and can not come to the library, may resume. It is the Library’s responsibility to provide all PPE to the staff.

Portions of the section contain parts of the following document:

<https://midhudson.org/wp-content/uploads/2020/05/Sierra-Reopen-05.22.2020.pdf>

Open (Curbside Service or Facility) – Delivery not yet resumed

MHLS Will:

- Encore messaging will prompt patrons to check the status of their library
- Update text messaging to prompt patrons to check status of their library
- Monitor the system for notice volume, days closed and possible regional delivery.
- MHLS will continue to extend the holdshelf to 6/30 on all items.

The Library should ALSO BEGIN to:

- MHLS needs to know you are opening at least one business day before you open. We need to make edits in Sierra on your behalf.
- Update website with changes to your open hours and provide curbside details
- Paging in Sierra has been disabled for paging library collections outside of your building.
- Holds for patrons may be placed by staff. Paging will not extend outside of the local collection
- Items checked in that can fill holds for other locations may be denied in this interim.

- You MUST Clear Holdshelf – This will be very important in managing the volume of holds and notices. The extended dates of your holdshelf will protect those items patrons are waiting for. Clearing will eliminate any data that should be cleared from holds cancelled by patrons in our downtime.
- The library will need to determine if they will waive fines during the closure. MHLS can extend due dates to eliminate fines to mitigate the number of items with fines during closures.
 - Continue to check-in with a backdate to the last date open for business. This will eliminate fines, overdues and bills for items that have been dropped off or were due during the closure and are checking in now.
 - Waive fines using the COVID-19 payment when waiving
 - Once the volume of items due during the COVID-19 closure is covered
- Send Hold Pickup notices to alert patrons of items on the holdshelf

Do Not:

Do not send Overdue notices – if you have more than 1,000 outgoing messages. If you have more than 1,000 outgoing messages, call tech support at 845-471-6060, and we will advise you on the next step. We may delay your send until the queue is lower.

Open (Curbside or Facility) with Delivery Restarted

MHLS Will:

- Remove Encore messaging in header
- Return text messaging to original version
- Monitor the Holds system and Delivery for issues and modify processes as necessary
- Open holds to the public in Encore by adding back the request it button

The Library Will BEGIN to:

- MHLS needs to know you are opening at least one business day before you open. We need to make edits in Sierra on your behalf, if you were not open in the previous phase.
- Update the website with changes to your schedule and provide curbside details and instructions.
- Clear Holdshelf – This will be very important in managing the volume of holds and notices. The extended dates of your holdshelf will protect those items patrons are waiting for. Clearing will eliminate any data that should be cleared from holds cancelled by patrons in our downtime.

- The library will need to determine if they will waive fines during the closure. MHLS can extend due dates to eliminate fines to mitigate the number of items with fines during closures.
 - Continue to check-in with a backdate to the last date open for business. This will eliminate fines, overdues and bills for items that have been dropped off or were due during the closure and are checking in now.
 - Waive fines using the COVID-19 payment when waiving o Once the volume of items due during the COVID-19 closure is covered
- Send Hold Pickup notices to alert patrons of items on the holdshelf

Payments

Credit cards (through the website) and checks will be the only accepted methods of payment.

Essential Visitors

Access to the Library will be limited to essential visitors only. Essential visitors include plumbers, electricians, police, deliveries, etc. Nonessential visitors include significant others, volunteers that are not currently working, patrons needing to use the restroom, etc. A list of all essential visitors that enter must be kept in a log. See Essential Visitors Procedure section for more information.

Circulation

- Patrons will only be able to place holds on items currently in the Library, until deliveries have been resumed.
- Board games may not be circulated.
- Puzzles may be loaned as long as they are made of cardboard.
- If the hold system has not been reinstated, hold must be taken by email and phone. The info@nemillertonlibrary.org must be checked regularly.
- If delivery is running (or the hold system has been reinstated), staff will page for title and item level holds in the local collection to be put into outgoing delivery. This should be done twice a day at a minimum.
- Library staff will wear a mask and gloves when handling library materials.

Cleaning*

[Coronavirus Disease 2019 \(COVID-19\) - Interim Guidance for Businesses and Employers](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

[GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES](https://midhudson.org/wp-content/uploads/2020/05/EPA-CDC.pdf)
<https://midhudson.org/wp-content/uploads/2020/05/EPA-CDC.pdf>

Library staff will clean the Library in accordance with the *Cleaning and Disinfecting* section. Library staff will fill out a log when they have completed scheduled cleaning or unscheduled cleaning of an area. The log should include the date, time, and scope of cleaning performed.

If you are the only staff member in the Library:

- Clean your workstation, all common areas (this includes the restroom), high traffic areas (light switches, door knobs, security pad) and other surfaces that you have touched (tables, etc) at the end of the day.
- If you have an essential visitor:
 - Once they have left the library, clean any surfaces they may have touched (door handles, tables, etc).

If there is more than one staff member in the Library:

- Clean your own workstation, all common areas (this includes the restroom), high traffic areas (light switches, door knobs, security pad) and other surfaces that you have touched (tables, etc) at the end of the day.
- Divide up the spaces that need to be clean and indicate who cleaned what on the log.
- If you have an essential visitor:
 - Once they have left the library clean any surface they may have touched (door handles, tables, etc).

Also clean the outside of the book drop where patrons will be touching at least four times a day. Once in the beginning of the day and at the end, the other two times will be during library operations. Periodically clean outside door handles. This should be done at least once a day.

There should be no high contact areas related to our curbside pick-up, but if we discover one over the course of operations, that area should be cleaned and disinfected after each patron.

Staffing:

- As long as the staff members can stay more than six feet apart while in the library, more than one may be in the library at a time.
- Only one staff member may be behind the circulation desk at a time. Masks are required while in the Library if you are not alone, unless it will inhibit or otherwise impair their health.
- Volunteers may be asked for help, only if they can provide their own mask. Volunteers may not use staff computers or phones.
- Staff may only use their designated computers and phones.
- Staff must follow the Proactive Infection Plan.

- In-person gatherings of staff will be limited as much as possible in favor of video and teleconferencing.
- Buffet-style and shared meals are not permitted at the library.
- The Library staff should feel free to reach out to their “working from home” counterparts, if any questions arise. If the library is open, we are all on duty.
- No in person programming.

Other

- If the AC is not needed, windows should be open to promote good circulation.

Board Meetings

- In-person library Board of Trustees meetings and business will resume if state and local restrictions on social gathering and space availability permit the group as well as possible public visitors to observe social distancing during the meetings.
- Seating at meetings will be arranged to accommodate social distancing.

Outreach and Engagement

- Library staff will work and meet remotely with community partners to collaborate on providing support for the community.
- Library staff may attend in-person community meetings or meetings of other organizations if the meeting space allows social distancing guidelines to be followed at the meeting.
- Library staff will follow the same procedure for masks and social distancing when attending meetings in the community.

Materials Purchasing and Processing

- Physical materials will be selected, purchased, and processed.
- New books received will be sequestered for 24 hours before unpacking and processing.
- New DVD's received will be sequestered for 72 hours before unpacking and processing.
- Processing may be done by multiple people over several days.

Home Delivery

- The library will provide home delivery services according to its home delivery policy in this phase.
- Staff handling home delivery materials will use PPE including gloves and mask.
- Materials will be left on the doorstep for the home delivery patron to pick up.

- Returning items will be placed in a paper bag before being placed in the staff's car
- Once brought back to the items will then follow the Handling Returns procedure.

Business Affirmation

The library must affirm using the form at the link below that they have reviewed and understand the state-issued industry guidelines, INTERIM GUIDANCE FOR CURBSIDE AND IN-STORE PICKUP RETAIL BUSINESS ACTIVITIES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY, and that they will implement them.

Business Affirmation Form

<https://forms.ny.gov/s3/ny-forward-affirmation>

Phase Two: Open to Some of the Public

- If the State is still requiring the public to wear masks, patrons will be required to wear masks to enter the Library.
- If the "6 foot rule" is still in place, markings on the ground and signage must be in place to indicate where to stand and wait.
- Curbside pickup will continue.
- Children's room and public seating areas will remain closed to the public.
- Programming will be dependent on gathering restrictions still in place. Virtually programming will still be needed, if not required.
- Any area not addressed here will continue to follow the previous phases's outline.
- Plexiglas and other protective barriers will need to be installed before the library moves to this phase.
- Restrooms will be open to the public
- If the AC is not needed, windows should be open to promote good circulation. Hand sanitizer will be available for public use.
- The library will provide in-person reference and general assistance using physical barriers, social distancing, and PPE.
- Any procedure not updated in this section will continue to follow the previously listed procedure.

Circulation and Browsing

Circulation at the front desk will begin. The staff will serve only one patron at a time. Patrons must stand 6 ft away for library staff. The number of patrons browsing at one time will be dependent upon the spacing of computers throughout the Library. If the current arrangement is

kept, that will allow three patrons on a computer at a time, which would allow for more patrons browsing in the adult side of the library. No more than 4 patrons at a time should be browsing.

Since the children's room will not be open to the public, all quarantined items will be relocated there. Previous quarantine procedure still applies. Book carts will be posted in the stacks with signage encouraging patrons not to reshelve books.

Returning items will now be accepted at the inside book drop as well as the external book drop.

Library staff will begin to regularly clear the hold shelf.

Browsed Materials (7/9/20)

- Newspapers will be kept behind the desk and available to patrons by request.
- New editions of magazines will be circulated to encourage patrons to read at home. The exception being the current Consumer Reports.
- Browsing materials will be handled as returned materials and will be treated as such.

Cleaning

The cleaning outline in Phase 1 will continue with these additions:

- The public computers will need to be cleaned after each use. (See Cleaning Electronic Section)
- Staff Desks that have public interaction will be cleaned after each patron interaction.
- High traffic areas (doors, counters, etc) will be cleaned at a minimum of twice a day and at the end of the day before staff leaves.
- Restroom will need to be cleaned daily.

Computers

Some public computer use will be permitted by appointment for one hour. The number of patrons at one time will be dependent upon how well we will be able to distance the computers from each other. The computers will need to be cleaned after each use. (See Cleaning Electronics Section) Due to the extra work to keep the computers clean, appointments will be made 30 minutes apart. Even though computers will be clean, patrons will need to understand that it is "use at our own risk".

Computers not in use (including staff computers) will be unplugged and covered.

Staff unable to use social distancing while assisting patrons with public computers will use PPE including mask and gloves.

Staffing

- Two staff members must be in the Library, if it is open to the public.
- Only one staff member may be behind the circulation desk at a time.
- Masks will be required while in the Library, unless it will inhibit or otherwise impair their health.
- Volunteers may be asked for help, only if they can provide their own mask. Volunteers may not use staff computers or phones.
- Staff may only use their designated computers and phones.
- Staff must go through training again before the library moves to this phase.
- Staff interacting with patrons will practice regular handwashing.

Signage

- Markers and signage will be put in place to encourage social distancing while waiting for library services.
- Markers and signage will be put in place to encourage one-way foot traffic in the building.

Other

This will be a difficult time for staff and patrons. It is expected that some of the public may express that in a hostile manner. It is recommended that if the Library is open to the public that no staff member is left alone in the building. That will mean limiting the time and days the public can enter. The availability of appropriate cleaning supplies will also be a factor. If we do not have the appropriate supplies on hand to maintain a safe level of cleanliness, then the public should not be in the building.

If at any point the library staff can not enforce these requirements or, the public willingly flouts New York State mandates or library policy, the library will again close to the public.

Payments

Cash will be accepted but not preferred.

Business Affirmation (7/9/20)

The library must affirm using the form at the link below that they have reviewed and understand the state-issued industry guidelines, Interim Guidance for Essential & Phase II Retail Business Activities During the Covid-19 Public Health Emergency and Interim Guidance for Office-Based work during the Covid-19 Public Health Emergency, and that they will implement them.

<https://midhudson.org/wp-content/uploads/2020/06/RetailMasterGuidance.pdf>

<https://midhudson.org/wp-content/uploads/2020/06/HairSalonsAndBarbershopMasterGuidance.pdf>

Phase Three: Increasing Public Access

- If the State is still requiring the public to wear masks, patrons will be required to wear masks to enter the Library.
- Curbside pickup will continue.
- They will continue to be “use at your own risk”.
- Children’s room will be open to one group at a time and no larger than 4 persons.
- Public seating areas will be available if social distancing can be maintained.
- Browsing will be allowed.
- Furniture will be moved or removed to encourage social distancing in seating areas.
- Any procedure not updated in this section will continue to follow the previously listed procedure.

Cleaning (7/9/20)

The cleaning outline in phase 1 and phase 2 will continue with these additions or changes:

- The cleaning public computer will be after every use. (See Cleaning Technology Section)
- Staff Desks that have public interaction will be cleaned after every interaction(or as much as possible).
- High traffic areas (doors, counters, etc) should be cleaned at a minimum of twice a day (Mid-day and at the end of the day before closing).
- Tables will be cleaned after each patron uses them.

Programming (7/9/20)

Programs should be held outside or in areas that provide the most space for distancing and restricted to small groups. Easing of other restrictions may also happen in this phase. New programs like virtual story hours and may continue if there is a demand.

Library programs will require registration with registration limited to the number of people that can safely occupy the programming space while maintaining social distancing. Patrons that are not registered for a library program will be admitted if space allows.

If our region of the State is in Phase three:

- Groups of 25 people or less, that are social distancing are allowed.

If our region of the State is in Phase four:

- Groups of 50 people or less, that are social distancing are allowed.
- Low-risk indoor arts and entertainment-25% occupancy
- Low-risk outdoor art and entertainment-33% occupancy

Pre-event reminders, markings, physical barriers, and furniture arrangement will be used to enforce social distancing at library programs.

Library programs will not provide shared food but use individual portions.

Staffing

Two staff members must be in the Library if it is open to the public. Only one staff member may be behind the circulation desk at a time. Masks will be required while in the Library, unless it will inhibit or otherwise impair their health. Volunteers may be asked for help, only if they can provide their own mask. Volunteers may not use staff computers or phones. Staff may only use their designated computers and phones.

Other

This will be a difficult time for staff and patrons. It is expected that some of the public may express that in a hostile manner. It is recommended that if the Library is open to the public that no staff member is left alone in the building. That will mean limiting the time and days the public can enter the building. The availability of appropriate cleaning supplies will also be a factor. If we do not have the appropriate supplies on hand to maintain a safe level of cleanliness, then the public should not be in the building.

If at any point the library staff can not enforce these requirements or the public willingly flouts state mandates or library policy, the library will again close to the public.

Business Affirmation (7/9/20)

The library must affirm using the form at the link below that they have reviewed and understand the state-issued industry guidelines, Interim Guidance for Essential & Phase II Retail Business Activities During the Covid-19 Public Health Emergency and Interim Guidance for Office-Based work during the Covid-19 Public Health Emergency, and that they will implement them.

<https://midhudson.org/wp-content/uploads/2020/06/RetailMasterGuidance.pdf>

<https://midhudson.org/wp-content/uploads/2020/06/HairSalonsAndBarbershopMasterGuidance.pdf>

Phase Four: Library is Open for All

Library operations return to normal.

Moving Through the Phases

Lacking clear guidance, the Library Board will choose the appropriate phase in the state's "Priority Industries for Re-Opening" guidelines for the Library to be a part of. Once that phase is reached for our area, the board will select a time to begin our first two phases of our reopening plan. The board's approval will be needed to move from phase to phase from then on. The board may choose to move with the states phases as our region does and may vote on that ahead of time.

Occupancy Rating (9/7/20)

Although the library's main building doesn't have an official occupancy rate, the library has been advised by the Village of Millerton's Building Inspector that the main building could have between 20 to 30 individuals at a time. The inspector also advised, if the State mandates prohibit the Library from having more than 50% of its occupancy, he would limit the entry to 10 rather than 15.

Staff Training

[NIEHS - COVID-19 Response Training](https://niehstraining.vividlms.com/)

<https://niehstraining.vividlms.com/>

Employee and public safety related to COVID-19. There will be a certificate to verify completion.

Coronavirus, Social and Physical Distancing and Self-Quarantine

<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-social-distancing-and-self-quarantine>

Using Personal Protective Equipment (PPE)

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Please read over and watch the two videos at the bottom of the page. Pay attention to the sections concerning gloves and facemasks, since that is what we will be using at the library.

Prevent the Spread of Germs with Proper Hand Hygiene

https://firstnetcampus.com/courses/HW02/story_html5.html?lms=1

Please read over the new library procedures and the library's proactive infection plan. Schedule a time when you can meet (in person or virtually) with the Library Director to go over these policies and receive training on the new procedures.

New Procedures

Breaks and Lunches

- There will be no eating at work desks or near library quarantined library materials. If Library staff would like to take their break in the library, it must be done on the second floor and the area must be cleaned after each use. If a staff member is unable to go to the second floor, another area will be provided.
- Try to use disposable utensils, plates, cups when practicable – do not share.
- Do not use common water coolers, public fountains, and tea pots.
- No communal food

Carpooling

All employees shall drive to work sites/work areas in a single occupant vehicle – no riding together in the same vehicle.

Handling Returns (2/10/21)

During this time, the Library should only accept returns through the book drop.

Staff should:

- Wear waterproof gloves while handle recently returned items
- Do not touch anything else while wearing the potentially contaminated gloves

- The librarian will determine the length of time needed to hold materials to comply with recommendations from the CDC or the New York State Department of Health.
- Clearly label the quarantine area and when the items were placed there
- Check in items once the allotted quarantine time is finished
- Clean the containment area
- Wash hands after handling the returns.

The information for this area was taken from:

[IMLS. CDC Offer Guidance for Disinfecting Returned Library Books](https://www.slj.com/?detailStory=IMLS-CDC-offer-guidance-for-disinfecting-returned-books-library-journal-coronavirus-covid19&fbclid=IwAR11cOqt6ORjDKm7-0f-Er7qtvaY78eGSReDeSnjyxD3O_DqL3Hvc33s5i0)

https://www.slj.com/?detailStory=IMLS-CDC-offer-guidance-for-disinfecting-returned-books-library-journal-coronavirus-covid19&fbclid=IwAR11cOqt6ORjDKm7-0f-Er7qtvaY78eGSReDeSnjyxD3O_DqL3Hvc33s5i0

[3.5 Disinfecting Books and Other Collections — NEDCC](https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books)

<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>

Curbside Pick-up* (7/9/2020)

[Curbside and Book Delivery Service Guidelines](https://libraries.vermont.gov/covid19/curbsideguidelines)

<https://libraries.vermont.gov/covid19/curbsideguidelines>

[Reopening New York](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/CurbsideIn-StorePickupRetailShortGuidelines.pdf)

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/CurbsideIn-StorePickupRetailShortGuidelines.pdf>

Our version of curbside pick-up must be contactless. Multiple staff may help with contactless pickup. Staff must indicate which patron they helped on the pickup schedule. Under no circumstances are patrons allowed in the building (during phase one) or to be within 6 ft of Library staff without a barrier (closed doors and windows).

Patrons will be required to call, email, or use the catalog to place holds for the items they are looking for. Staff must clearly state where the items will be available for pick up. Sites must be clearly and visibly labeled to help prevent patron confusion. Signage to reserve parking spaces near the front and back door for curbside pick-up, must be posted. Staff will sanitize hands before and after transferring materials.

Scheduling a pick up time is preferred, but patrons may also call from the parking area to notify staff that they are at the Library.

Items will be placed in a paper bag that is labeled with the patron's last name, first initial, what number the bag is (1 out of 1, 2 of 3), and scheduled pickup time, if applicable.

Place the bag in the designated pickup location 10 minutes to the scheduled pickup. If the items are not picked up in an hour, bring them back inside. Items that were not picked up at the scheduled time and were stolen, are the patrons responsibility.

If the patron is on the phone and waiting in the parking lot:

- Ask which lot they are in and for them to stay in the car while you bring their items out.
- Place their pickup in the designated area.
- Do not bring it to their car.

If the patron is at the door (Phase one or if the Library is closed to the public):

- do not open it to speak to them.
- If they are there for a pickup, retrieve their items and ask them to step 6 feet away from the door. (Make sure you are wearing your mask.)
 - If they do, place their items outside.
 - If they don't, go to the other designated drop off area and leave their items there.
- Do not accept returns being handed to you. All returns must go through the book drop. If a patron tries to hand you returns ask them to "Please put them in the book drop once I am inside" and close the door.

Logs of pickup or appointments should be kept for a minimum of two weeks and shredded when no longer needed.

Essential Visitors Procedure

Access to the Library will be limited to essential visitors only (During phase 0 and 1). Essential visitors include plumbers, electricians, police, deliveries, etc. Nonessential visitors include significant others, volunteers that are not currently working, patrons needing to use the restroom, etc. All essential visitors who enter the building must be kept in a log. This includes Library staff. That log will include date and time of the visit, name of the visitor, and contact information (contact information is not needed for staff). This is done so we may notify them of potential exposure. Delivery personnel (MHLS, UPS) do not need to give their name and contact information if they do not choose to. Although we should note that they entered the building and where they are from, so we may contact their employer.

Logs

All necessary logs (cleaning, visitor, etc) will be kept on a clipboard on a rack in the employee common area and clearly labeled. Employee screening logs will be kept digitally to protect staff's privacy. The address of the form will be emailed to staff and kept near the logs. Patron logs will be kept at the front desk for ease of use.

Patron Logs

The library does not keep track of which patrons enter the Library. Patrons may opt in to voluntarily track their visits to the library in order to be notified if there was a potential exposure to COVID-19. This is not required and patrons will not be encouraged or discouraged, either way. The log will be kept in a way that the previous signers name are not visible, in order to protect their privacy. This log will be destroyed after the two months or the threat of COVID-19 has passed, whichever is sooner.

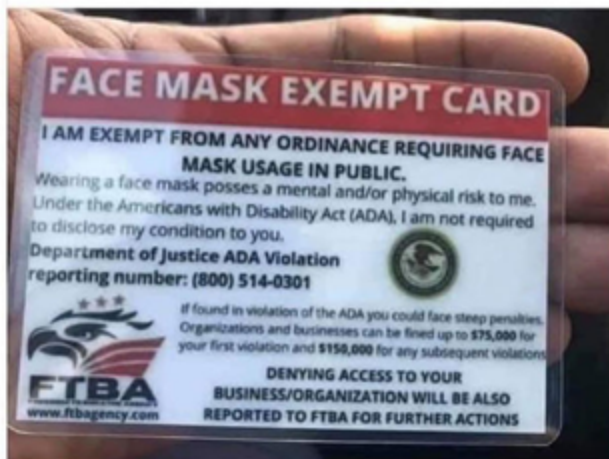
Patrons PPE Requirements (7/9/20)

Patrons are required to wear masks while in library buildings or participating in Library activities outside, while it is still encouraged by the state or the CDC. Children under two are exempt from the requirement. If a patron is medically unable to wear a facemask, they still may not enter the Library building but the Library will make every reasonable accommodation to help that patron complete their desired task at the Library.

The library is prohibited from requesting or requiring medical or other documentation from a patron who declines to wear a face covering due to a medical or other health condition that prevents such usage.

Receptacles will be placed around the building for disposal of soiled items, including PPE.

Staff should take note: The US Justice Department (USDOJ) has [issued an alert](#) about fraudulent face mask flyers. The cards state they are issued by the "Freedom to Breathe Agency" (FTBA); state that wearing a mask will incur mental or physical risk for the holder; and claims the Americans with Disabilities Act (ADA) does not permit them to be questioned about the use of mask. The card also threatens financial penalties if a business "violates the ADA" and that the business will be reported to the FTBA (which is not a federal or state agency). USDOJ makes it clear these cards are not issued by their department and are not endorsed by the department.



Communication Plan

Library staff will stay in contact through email, phones, and gotomeeting software. The library staff will keep the public informed through newsletters, social media, library website, emails, and some instances phone calls.

Proactive Infection Plan

Screening

[Pandemic Preparedness in the Workplace and the Americans with Disabilities Act | US Equal Employment Opportunity Commission](https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act)

<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

[Curbside In-Store Retail Master Guidance](https://midhudson.org/wp-content/uploads/2020/05/CurbsideInStoreRetailMasterGuidance.pdf)

<https://midhudson.org/wp-content/uploads/2020/05/CurbsideInStoreRetailMasterGuidance.pdf>

Library staff and essential visitors are required to go through a screening process before entering the library. The library will remotely, by phone or electronic form, screen employees scheduled to work in the library building before their day begins about any COVID-19 symptoms (see the Symptoms of Coronavirus section) 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 not retain any employee health data.

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.

Library staff or essential visitors should immediately notify the library director if the answers to these questions change later including during or outside work hours. There are many non-contagious conditions that may cause a person to display symptoms of COVID-19. Library staff should air on the side of caution, and work from home when displaying symptoms.

Library staff may have their temperature taken before they are allowed to work in the building for the day. This will be done at the library if there is a thermometer available. If their temperature is over 99.6, they will not be allowed to work in the building that day and have to work from home.

The library director will review all responses collected by the screening process on a daily basis and maintain a record of this review. A log of all library staff and essential visitors in the facility including contact information will be maintained. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

PPE

The Library will provide all PPE required as per the library's policies.

The Library will provide staff with five reusable face masks. They should not report to work without them. It is their responsibility to make sure they are cleaned between use and at the library when they need them. If for some reason their health does not allow them to wear a cloth face mask, staff must let the director know. The library will try to find a suitable replacement. Notify the director if you should need a replacement mask, if your previous mask breaks or becomes soiled beyond cleaning.

Library staff will not share PPE.

Used and clean PPE should not be stored together. Keep clean face masks in a container or zip lock bag. Keep clean gloves in their original box.

Disposing of PPE and Potentially Contaminated Material*

Taken from a Carman Barbato, Inc (local garbage disposal company) flyer on how to dispose of potentially contaminated tissues, etc and not expose their employees. Digital version is not available.

- Follow the correct procedure for removal outlined in your training.
- Throw masks, gloves, wipes, etc into a dedicated double bagged receptacle.
- When the bag is mostly full, tie off the inside bag then the outside bag.
- This bag can then be thrown into the normal garbage receptical.
- Wash your hands when finished.

Hand Hygiene Stations

Hand hygiene stations for staff and patrons, including handwashing with soap, water, and paper towels, are located in the bathroom and kitchenette areas of the library. Hand sanitizer is located in the circulation area.

Staff Member Prolonged Contact with a Person with COVID-19

If an employee has had close contact* with a person with COVID-19 or 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.

The staff member may not return to work until they provide proof of a negative test result.

If the potentially infected staff member has been in the library during the time after they were exposed and before they were made aware, the library must follow the procedures outlined in “Staff Member Who May Be Symptomatic”. The library does not need to close if the staff member was not in the library for 24 hours.

Employees that are 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.

*See Definition of Close Contact

Staff Member Who May Be Symptomatic

[NY FORWARD SAFETY PLAN TEMPLATE](#)

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

Curbside In-Store Retail Master Guidance

<https://midhudson.org/wp-content/uploads/2020/05/CurbsideInStoreRetailMasterGuidance.pdf>

After the Library is notified that a staff member is unwell and they have been in the Library in the last two weeks:

- Ask where that person has been in the Library (working at their computer, in a particular section, etc)
 - Close that section off for 24 hours. If that is not possible...
- Close the Library to all Staff and MHLS personal
 - Notify MHLS that you are not accepting deliveries for 24 hours and why.
 - Contact staff and essential visitors that may have come into contact to let them know the situation, while maintaining confidentiality required by state and federal law and regulations.
- If Library was open to the public:
 - If possible collect the notification information of patrons who may have interacted with that staff member either face to face or curbside pick up at least two days, but up to two weeks. (They may need to be notified, in the event that a test has come back positive. See the Positive Case section for more information)
- Open outside doors and windows to increase air circulation in the area.
- After the section/library is quarantined, clean the following in accordance with the *Cleaning and Disinfecting* section:
 - Staff members computer, phone, desk, etc
 - All common areas
 - The section the staff person commonly works in
- Staff and MHLS personnel without close contact* with the person who is sick can return to the work area/building immediately after disinfection.
- Prepared statement to the community, in the event that it is needed.
- The library will help to provide the employee with healthcare and testing information, if they need it.

Symptomatic staff members may only return to work once they are well and provide proof of a negative test result.

*See Definition of Close Contact

Library Patron Who May Be Symptomatic

<https://midhudson.org/covid19/>

<https://dhr.ny.gov/coronavirus-discrimination>

Libraries may communicate, both inside and outside the library, messages encouraging patrons not to use the library facility if they are experiencing symptoms of infectious disease (e.g. signage, email newsletters, etc.). It is permissible to ask patrons to follow common public health advice (e.g. good cough and sneeze etiquette, hand washing). Libraries should not approach or target any individual patrons or groups of patrons exhibiting symptoms of respiratory illness and ask them to reconsider their use of the library. There are many non-contagious conditions that may cause a person to display symptoms.

If a Staff Member Become Sick During the Day*

<https://midhudson.org/covid19updates/> 5/6/2020

If a staff member becomes sick during the day, they should be sent home immediately. Follow the guidelines outlined for “Staff Member Who May Be Symptomatic”.

Someone in the Library has Tested Positive*

If someone that has been in the Library in the last two to three weeks as tested positive, follow the procedure for “Staff Member Who May Be Symptomatic” with the following adjustments:

- Contact the Dutchess County and New York State Department of Health
- Follow their guidance on how to inform potentially exposed individuals.

If it is a Staff Member:

The staff member may only return to work once they are well and provide proof of a negative test result.

Best Practices

- Practice Social Distancing when near other individuals.
- Wear a facemask when social distancing is not possible.
- Follow the correct procedures for doff and donning PPE.
- Tightly confined spaces (e.g. kitchen, front desk, bathroom, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings.
- Wash your hands frequently and with soap for 20 seconds.
- If you are unwell for any reason, stay home.
- Wash your reusable face masks after each use.
- If you need to sneeze or cough, and you are not wearing a mask, do so into your elbow or tissue.
- Avoid touching your face; especially eyes, nose, and mouth.

Cleaning and Disinfecting (CDC, 5/2/2020)

How to Clean and Disinfect

Clean

- Wear disposable waterproof gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping the surface wet for a period of time (see product label).
 - Precautions such as wearing waterproof gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
 - Leave solution on the surface for at least 1 minute.
 - To make a bleach solution, mix:
5 tablespoons (1/3rd cup) bleach per gallon of water
OR

4 teaspoons bleach per quart of water

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.

Electronics*

Additional information in the cleaning electronics section is taken from these sources:

[COVID-19: CLEANING COMPUTERS AND ELECTRONICS FOR ALL USERS](#)

<https://ehs.yale.edu/sites/default/files/files/covid-19-cleaning-computers-electronics.pdf>

General Cleaning Tips*

- Use a lint-free cloth if available*, such as a screen wipe or a cloth made from microfiber.
- Avoid excessive wiping and submerging items in the cleanser to avoid damage.
- Unplug all external power sources and cables, if you are cleaning near where they are plugged in.
- Do not use aerosol sprays, bleach or abrasive cleaners.
- Ensure moisture does not get into any openings.
- Never spray cleaner directly on an item.
- Consider putting a wipeable cover on electronics.

Approved COVID-19 disinfectants safe for computers, accessories and electronics

- Using a Clorox disinfectant wipe or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.

- When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
- Do not use fabric or leather surfaces on items, as this can scratch or damage to the items.
- Do not use bleach to disinfect computers and electronics.

Cleaning and disinfecting the Library if someone is sick

- Close off areas used by the person who is sick.
- The Library does not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once an area has been appropriately disinfected, it can be opened for use.
- Workers without close contact* to a person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

*See Definition of Close Contact

When Cleaning*

- Regular cleaning staff can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable waterproof gloves for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Waterproof gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.

- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

[Six Steps for Safe and Effective Disinfectant Use Poster \(PDF\)](https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf)

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

Approved list of Disinfectants*

The complete list can be found at:

[List N: Disinfectants for Use Against SARS-CoV-2 | US EPA](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

All products on this list meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. If you can't find a product on this list to use against SARS-CoV-2, look at a different product's label to confirm it has an EPA registration number and that human coronavirus is listed as a target pathogen. You may also search the complete list on the EPA website list above.

Follow the Label

When using an EPA-registered disinfectant, follow the label directions for safe, effective use. Make sure to follow the contact time, which is the amount of time the surface should be visibly wet, listed in the table below.

These products are for use on surfaces, NOT humans.

Product Name/Contact Time

Clorox Clean Up Cleaner + Bleach/ 1 minute

Clorox Commercial Solutions® Clorox® Clean-Up Disinfectant Cleaner with Bleach1/ 5 minute

Clorox Disinfecting Bathroom Cleaner/10 minutes

Clorox Disinfecting Wipes/4 minutes

Clorox Multi Surface Cleaner + Bleach/1 minute

Clorox Toilet Bowl Cleaner with Bleach/10 minutes
Fantastik Multi-Surface Disinfectant Degreaser/5 minutes
Lysol Bathroom Cleaner/5 minutes
Lysol Brand Clean & Fresh Multi-surface Cleaner/3 minutes
Lysol Neutra Air® 2 in 1/30 seconds
Lysol® Brand All Purpose Cleaner/ 2 minutes
Lysol® Disinfectant Spray/10 minutes
Lysol® Disinfecting Wipes (All Scents)/10 minutes
PURELL Professional Surface Disinfectant Wipes/5 minutes
Scrubbing Bubbles Bubbly Bleach Gel Toilet Bowl Disinfectant/10 minutes
Scrubbing Bubbles® Bathroom Disinfectant Bathroom Grime Fighter/5 minutes
Ultra Clorox Brand Regular Bleach/5 minutes
Windex Disinfectant Cleaner/5 minutes

Alternative Disinfection Methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the surface disinfectants identified on List N against the virus that causes COVID-19. (Link above under **Approved list of Disinfectants**)

HVAC Guidance from CDC (7/9/20)

<https://bit.ly/2UMkijB>

The Library will adopt these practices if possible due to the nature of the air conditioning unit.

- Increase ventilation rates
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).

- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.

Water System Guidance from the CDC (7/9/2020)

The library will check the water system before staff return to the building including flushing the water system, performing maintenance on water heaters, cleaning and maintaining cooling towers, and ensuring fire sprinkler systems, eye wash stations and safety showers are cleaned and maintained

Close Contact (1/12/2022)

<https://coronavirus.health.ny.gov/quarantines-contacts>

Individuals who have been exposed to someone with confirmed or suspected COVID-19, are considered close contacts* if they

- Share the same household;
- Had direct physical contact;
- Had direct contact with infectious secretions from the person with COVID-19 or suspected COVID-19; or
- Were within 6 feet of a case for 15 minutes or more over a 24 hour period

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure (CDC 5/7/2020)

<https://midhudson.org/wp-content/uploads/2020/05/EPA-CDC.pdf>

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see CDC's website on Cleaning and Disinfection for Community Facilities.
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

Employees Rights (5/2/2020)

New York Emergency Paid Sick Leave

[COVID-19 Paid Leave: Guidance for Employers](https://paidfamilyleave.ny.gov/covid-19-paid-leave-guidance-employers)
<https://paidfamilyleave.ny.gov/covid-19-paid-leave-guidance-employers>

The new law guarantees job-protected paid leave to workers who are subject to a mandatory or precautionary order of quarantine or isolation for COVID-19, issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order, or whose minor dependent child is under such an order.

Most employees will get financial compensation through a combination of benefits. These benefits are not available to employees who are able to work through remote access or through other means.

Employee's Own Quarantine/Isolation

The leave available to employees if they are subject to a mandatory or precautionary order of quarantine or isolation depends on the size of your business as of January 1, 2020, and/or whether you are a private or public employer.

- Small businesses with 10 or fewer employees as of January 1, 2020, and that had a net annual income less than \$1 million last year must provide your employees with:
 - Job protection for the duration of the order of quarantine or isolation

Your employees can access benefits through your Paid Family Leave and disability benefits policy, for the duration of the order of quarantine or isolation.

Quarantine/Isolation of an Employee's Minor Dependent Child

Most employees whose minor dependent child is under a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order due to COVID-19, may be eligible to take Paid Family Leave to care for them. Eligibility for covered employees is the same as it is for other Paid Family Leave.

Forms

[Instructions for taking Disability and/or Paid Family Leave for yourself due to COVID-19 Quarantine/Isolation](http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDocs/scovid19.pdf)

<http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDocs/scovid19.pdf>

[Request for COVID-19 Quarantine PFL – Child Instructions for taking Paid Family Leave for a Minor Dependent Child due to COVID](http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDocs/ccovid19.pdf)

<http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDocs/ccovid19.pdf>

Families First Coronavirus Response Act

Taken from a document produced by the US Dept. of Labor (3/20)

[EMPLOYEE RIGHTS](https://img1.wsimg.com/blobby/go/56184ddb-da68-4089-aa0d-69f0f3f69969/downloads/FFCRA_Poster_WH1422_Non-Federal.pdf?ver=1585846638040)

https://img1.wsimg.com/blobby/go/56184ddb-da68-4089-aa0d-69f0f3f69969/downloads/FFCRA_Poster_WH1422_Non-Federal.pdf?ver=1585846638040

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for

specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

- **PAID LEAVE ENTITLEMENTS**

Generally, employers covered under the Act must provide employees:

- Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
 - 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
 - 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
 - Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.
- A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

- **ELIGIBLE EMPLOYEES**

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

- **QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19**

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Loss of State COVID-19 and travel outside of the State/Country (7/9/20)

Executive Orders 205 and 202.45

If a Library staff member travels to another State that falls under the travel advisory issued by New York State or to a country the CDC has defined as having a level two or three travel health notice, that staff member must quarantine for 14 days before returning to the Library.

Voluntarily visiting the areas defined above “suspends the emergency COVID-19 paid sick leave benefits” issued by New York State. It may not affect those given by the federal government.

[List of States may be found here.](#)

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

New York’s Quarantine Leave Law (5/2/2020)

Taken from documentation provided by the Dutchess County Regional Chamber of Commerce (3/25/2020)

[https://img1.wsimg.com/blobby/go/56184ddb-da68-4089-aa0d-69f0f3f69969/downloads/New%20York_s%20Quarantine%20Leave%20Law%20\(002\).pdf?ver=1588365964812](https://img1.wsimg.com/blobby/go/56184ddb-da68-4089-aa0d-69f0f3f69969/downloads/New%20York_s%20Quarantine%20Leave%20Law%20(002).pdf?ver=1588365964812)

“Employer Coverage, Eligibility, Qualifying Reasons

All employers, including public employers, have obligations under the Quarantine Leave Law. Public employers include the state, cities, counties, towns, village school districts, and any other public benefit corporation, agency, or instrumentality of governmental power under the laws of the state.

All employees potentially are eligible for leave under the New York State Quarantine Leave law. Leave rights are triggered if an employee is unable to work because the employee “is subject to a mandatory or precautionary order of quarantine or isolation due to COVID-19” when that order is issued by the State of New York, New York Department of Health, Local Board of Health, or any governmental entity duly authorized to issue a mandatory or precautionary order due to COVID-19.

The nature and duration of leave varies based on the size, type and, in some cases, net income of employers.

When Benefits are Not Available

The Quarantine Leave Law does not provide benefits to asymptomatic employees who are subject to quarantine or isolation orders but are able to work remotely. The law also excludes employees who elect to self-isolate absent a mandatory or precautionary order from the government. Employees subjected to quarantine or isolation orders due to certain foreign travel (i.e., travel to a country with Centers for Disease Control and Prevention (CDC) level two or three travel warnings) are denied if the travel was unrelated to employment and employees were notified of both the travel health warnings and the Quarantine Leave Law’s exclusions before such travel.

Employees are not entitled to benefits if businesses initiate closings on their own due to COVID-19 reasons. In those circumstances, employees may apply for unemployment insurance benefits, where the seven-day waiting period has been waived. Somewhat less clear are situations where employers must close or curtail business operations to comply with COVID-19-related orders. While some might view those orders as imposing a mandatory or precautionary quarantine of sorts, pending additional regulatory guidance, it appears employees unable to work remotely in such situations are denied benefits under this law and, instead, are left to apply for unemployment insurance benefits.

Prohibitions Against Discrimination

Employees who take leave under the new law will be protected against discrimination, discipline, retaliation, discharge, or penalty for having taken leave under the law. Employees returning from leave are entitled to job restoration at the same pay and terms of conditions of employment. However, the law does not prohibit employers from making employment decisions or taking actions they otherwise would take regardless of the request or exercise of Quarantine Leave by employees. In other words, like most leave laws, the new law does not provide employees any greater benefits or rights than they would have had if they had been actively working. This may be particularly important for employers who may need to reduce the size of their workforce, through terminations or furloughs, due to COVID-19 reasons.

Monetary Benefits

The amount of benefits available to qualifying employees varies by the size and, in some instances, the net income of the employer.

Entitlements to leave depend on the size of the employer:

- Employers with 100+ employees;
- Public employers: Must provide at least 14 paid sick days during the applicable quarantine leave period. The law does not require unpaid sick days thereafter, likely because quarantines are presumed to end after 14 days.
- Employers with 11 to 99 employees;
- Employers with 10 or fewer employees (with 2019 net income \$1,000,000+): Must provide at least 5 paid sick days during the applicable quarantine leave period, and then unpaid sick days until termination of order.
- Employers with 10 or fewer employees (with 2019 net income under \$1,000,000): Must provide unpaid sick days during the applicable quarantine leave period until termination of order.

Expanded Short-Term Disability, Paid Family Leave Benefits During Certain Unpaid Quarantine Leave Periods

If employees are not entitled to or exhaust their employer paid Quarantine Leave benefits, and they are or remain unable to work because of a mandatory or precautionary order of quarantine or isolation due to COVID-19, the law expands an employee's rights to benefits under New York's statutory disability and paid family leave (PFL) laws. Because employers with at least 100 employees already provide pay sick leave for 14 days, the presumed length of a quarantine or isolation period, these expansions appear to apply only to employees who work for employers with fewer than 100 employees. The expansions also appear to be temporary, to fulfill the purposes of the Quarantine Leave law, and do not permanently expand rights to New York disability and paid family leave.

Through these expansions, employees may be eligible for NYPFL benefits concurrently with Short-Term Disability benefits; typically, employees cannot receive both benefits at the same time. The seven-day waiting period for disability benefits also is eliminated for this special benefit expansion. Employees may prove disability by producing a mandatory or precautionary order of quarantine or isolation.

The potential combined STD/PFL benefit is significant.

How much is the DBL/PFL benefit?

The combined maximum of \$2,884.62/week consists of a Paid Family Leave portion and a short-term disability portion. Both benefits run concurrently, meaning one part of the employee's COVID-19 benefit is paid through PFL and the rest through DBL at the same time:

- The first 60% of the weekly salary are paid through the Paid Family Leave benefit bucket, to a maximum of \$840.70/week.
- The amount of the DBL benefit depends on the employee's weekly salary – it's the difference between the salary less the PFL portion of the benefit. The DBL portion is capped at \$2,043.92/week.

Expanded Paid Family Leave Benefits If a Minor Dependent Child is Quarantined

The Quarantine Leave Law also expands the right to benefits under the NYPFL if an employee needs leave to provide care for a minor dependent child of an employee who is subject to a mandatory or precautionary order of quarantine or isolation due to COVID-19.

The NYPFL expansion to care for minors who are quarantined appears to apply to all employees,

regardless of employer size, as long as the employee meets the minimum eligibility requirements under NY PFL.

Coordinating Leave under New Law and Federal Families First Coronavirus Response Act

In enacting the Quarantine Leave Law, the legislature anticipated passage of potentially overlapping leave benefits under the federal Families First Coronavirus Response Act (FFCRA) or other potential federal legislation. Consequently, the Quarantine Leave Law reduces benefits by the amounts received for overlapping leave reasons under federal law.

As employers with more than 500 employees are not covered under the FFCRA, individuals employed by those large employers should be entitled to full benefits under the Quarantine Leave Law.

In effect, employees of public employers or employers with more than 100 employees, but fewer than 500 employees, will be entitled to the 80 hours (10 days) of paid sick time available under the FFCRA, and, if an applicable quarantine or isolation order still prevents an employee from working, the employee will then be entitled to at least four additional days of paid sick time under the Quarantine Leave Law, for a potential combined total of 14 paid sick days. The paid leave entitlements of the FFCRA and Quarantine Leave Law will run concurrently.

Relationship to Company Paid Time Off, Sick Leave

The availability and use of Quarantine Leave cannot result in the loss of any other accrued sick leave under existing policies. Consequently, any accrued but unused paid time off (PTO) should be available to employees once benefits under the Quarantine Leave Law have been exhausted.