

# Finger Lakes Library System (FLLS) ReOpening Business Safety Plan Template

Approved by Board of Trustees On: June 17, 2021

Phase 1: Remote work only and necessary business functions in office (i.e. pay bills, payroll, etc.) **Date: May 15, 2020**

Phase 2: Continue remote work and only necessary business functions in office add receipt and delivery of PPE for member libraries following all CDC guidelines. All meetings will be done remotely. **Date: May 29, 2020**

Phase 3: Slowly add workers to office on an as needed basis with approval from Executive Director. Increase to reduced delivery schedule following all CDC guidelines. Continue remote meetings. **Date: June 12, 2020**

Phase 4: Workers back on premises, delivery schedule up to the new requirements. Add in person meetings. **Date: June 26, 2020 - subject to change**

\*Please note: This document will be adjusted as necessary as we move through the above phases.

Name of Business: Finger Lakes Library System

Industry: Professional Services (Non-Profit)

Address: 1300 Dryden Rd

Contact Information: sglogowski@flls.org

Owner/Manager of Business: Sarah Glogowski

Human Resources Representative and Contact Information, if applicable: Kristi Downham  
kdownham@flls.org

## PEOPLE

**Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity

Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

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Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

- *List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

Pages will not be able to remain 6 ft. apart at all times while performing their job duties. These individuals will be wearing masks provided by the system when social distancing guidelines cannot be followed. During, before and after these shifts, hand washing and sanitizing protocols will be followed as per CDC recommendations.

- *How you will manage engagement with customers and visitors on these requirements (as applicable)?*

There are no customers per se for this organization. All of our members are at their individual libraries. We will continue to serve them through email, phone calls, and online meetings. For the extremely rare instances that a visit is needed we will require masks be worn, hand sanitizer be used, and the recommended social distancing protocols be followed.

- *How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

We are a small staff of under 20. Most employees will be working remotely, rotating days when they are physically in the office. The rest of the staff will be spread out according to social distancing guidelines except the pages as noted above. Hand washing and sanitizing guidelines will be followed as recommended by the CDC.

## PLACES

**Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

- *What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

FLLS estimates that an initial 50 pieces of PPE will be necessary to have on hand for the second phase of this plan per week. This is an extremely high estimate as most workers will remain working from home or not reporting to work, but due to delivery starting in reduced capacity we want to make sure we have enough on hand for the safety of the driver.

Staff have been provided tissues, hand sanitizer, and Clorox wipes. Face masks will be provided by the System when needed to any and all employees. Staff are allowed to use their own preferred face masks as long as they meet CDC guidelines and are properly washed/disposed of according to guidance. All of these supplies are ordered and being received before re-opening. FLLS will continue to order supplies to have on hand should an employee need them at any time.

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Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- *What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

All employees will be provided with fresh/clean masks every time they report to headquarters if they like. These masks will be kept in original sealed packaging to ensure they are clean. Because employees are required to wear masks to enter the building we will require those employees using provided masks to take them with them the shift before they return to work. For initial shift, we will leave masks in lobby at main entrance for employees to have access to provided masks before entering the building. These masks will also be available to any visitors that wish to enter the building. As we are a locked facility, an employee will meet any visitor with a mask if they need one at the entryway before entering the main building.

Employees are able to bring own masks from home as long as they are clean and follow CDC guidelines.

Disposable masks will be thrown away in designated garbage bins and taken out to the dumpster daily.

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- *List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

Kitchen areas and appliances including but not limited to the refrigerators, microwaves, coffee makers, counters, cabinets, etc. Sanitizing sprays and wipes will be kept in these locations for employees to wipe down all touched surfaces before exiting the area, also cleaning company will come in weekly as usual to clean, every day before the final person leaves all areas will be wiped down.

Bathrooms, copier, entryways, storage rooms, supply room, and doors will also be wiped down several times daily as well as by the people using them with provided sanitizing/disinfecting wipes and/or sprays.

The lobby doors and keypad will be wiped down/sanitized after every person (employee or visitor) comes in and leaves to ensure all areas are disinfected.

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**Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

- *Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

Each employee will be responsible to fill out the cleaning log in each designated area that the employee “visits” during their time in the office. At the end of the day the Executive Director or Department Head that is closing the offices will be required to conduct the end of day cleaning and fill out the logs accordingly. The hired cleaning company will be responsible for filling out the log for their more in depth cleaning and leaving in the designated area for the HR Administrator to collect each week. The HR Administrator will gather the logs at the end of each week and put them in a binder so that they are all in one place.

Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

- *Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

The CDC Guidelines for handwashing posters will be posted in several locations throughout the building.

Hand sanitizer/hand washing stations will be located at each entrance to the building, in the bathrooms, kitchens, meeting rooms, and copier area.

Every employee will have hand sanitizer at their desk as well.

Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

- *What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?*

CDC guidelines for disinfecting will be followed in all common areas as well as wearing a mask. The Safety Policy attached will be given to all employees to follow.

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**Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- *Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

The Executive Director will maintain a log of employees in the building as all in office work must be approved by her.

If there are visitors to the office there will be a sign in sheet at the main entrance where all visitors must be let in as we are a locked facility.

If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- *If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

The Executive Director or the HR Administrator.

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## PROCESS

**Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

- *What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

Each employee will fill out the attached screening log upon arrival to the building before entering the building. All logs will be kept in a binder in the HR office in a locked drawer separate from personnel files.

If a visitor comes to the building, the employee allowing the visitor entry to the building will conduct the screening using the same questionnaire as the employees and will give it to the HR Administrator to file in a locked drawer in the HR office.

- *If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

Masks and if requested gloves will be given for the screening. As it is a questionnaire and no personal contact is required, this should be sufficient.

If an employee feels more protection is required FLLS will provide such protection upon request.

**Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- *In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

If an employee tests positive, the office will shut down and have a cleaning/disinfecting company come in using CDC approved cleaners to do a deep and thorough clean of the offices. The organization will close and disinfect according to the recommended guidelines and timelines by the CDC.

- *In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

We will use the logs that we are keeping for employee and visitor entry into the building. We are a small staff and have few visitors so it won't be a difficult process for our organization. We

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will alert all staff and visitors that someone has tested positive and that we are closing and cleaning per CDC guidelines.

Those individuals that need to be tested will be notified that they have come into close contact to a person who tested positive by the Executive Director or HR Administrator, but will not be informed of the identity of such person.

### **OTHER**

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

All policies have been developed based on CDC and NYS Health Department Interim Office Guidance guidelines. Policies that cover this plan are the Safety Policy, Communicable Disease Policy, Infectious Disease Control Policy, Emergency Closing Policy, and Pandemic Continuity Plan.

Delivery Vans: The Fleet manager is responsible for ensuring that both delivery vans are stocked with hand sanitizer, disinfecting wipes/spray, gloves, masks and any other requested PPE as recommended by the CDC. Social distancing requirements will be followed during deliveries per CDC guidelines.

Mini-Van: The mini-van will be washed as usual. Protocols for disinfecting the interior of the van will be followed according to CDC guidelines. Hand sanitizer and disinfecting wipes/spray will be provided to all operators of the van. All contact surfaces must be disinfected prior to leaving the vehicle.

Staff must have protective PPE with them including but not limited to masks and gloves. Whenever possible, travel will be limited to one person in the van. If for some reason more than one person must be in the van the occupants must wear masks and spread out. Hand washing protocols should be followed upon arrival of destination.

### **Staying up to date on industry-specific guidance**

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

Consult the NY Forward website at <https://forward.ny.gov/> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance.