

Mohawk Valley Library System

Building Reopening Plan

Effective June 8, 2020

DRAFT

MVLS is reopening after the 2020 COVID-19 New York on Pause event. The reopening is being done under the guidelines developed by NYS and shared on the NY Forward website. This version of the plan is based on the Building Safety Plan Template found on that website. This plan depends on the guidance released by NYS, and can change anytime based on that guidance.

MVLS will follow the guidance currently in effect in New York State. Changes in that guidance can supersede any part of this plan.

I: People

Starting June 8, MVLS full-time staff and the Finance Manager will begin transitioning to regularly working on site. Initially, full-time staff will work onsite 2-4 days per week, and continue to work from home on the other days. Schedules will be developed that balance the needs of the employees and the organization. Part-time staff will return to work as determined by the Director and the Board of Trustees based on staffing needs and the MVLS budget.

Staff will maintain social distancing as directed by state guidelines. Initial guidelines are as follows:

- Staff will maintain a minimum 6-foot distance and will wear appropriate PPE when that distance cannot be guaranteed
- Individual work spaces will not be entered by any other employees without the express permission of the employee
- All common areas will have maximum capacity numbers that can be exceeded only when all participants are wearing appropriate PPE. Examples include:
 - Copier Room – 1
 - Business Office – 2 – if at opposite ends of the room
 - Kitchen – 2
 - Meeting Room – 6
- When staff members need to use common equipment, they will wash/sanitize hands before and after such use.

II: Places

A. Protective Equipment

- MVLS will provide a face covering for each employee, or if employees prefer, they may use their own face covering.
- Employees do not need to wear a face covering when working alone in their own workspace. Employees do need to have a face covering available at all times and to use it whenever they will be within 6 feet of any employee or visitor

- Employees are responsible for keeping their preferred face covering clean, in good repair and properly stored.
- MVLS will provide disposable gloves for employee use.
- Employees using common equipment/fixtures in the copier room, kitchen or rest rooms will follow the following protocol:
 - Wash/sanitize hands
 - Wipe down areas that will be touched with a disinfecting wipe or other cleaner
 - Wash/sanitize hands after equipment use

B. Hygiene & Cleaning

- MVLS will provide handwashing and/or sanitizing stations, disinfecting wipes and cleaners in the rest rooms, kitchen, copier room, and at the main entrance.
- Employees, by their choice, will be responsible for cleaning their own workspaces
- Schedules will be established for cleaning the rest rooms, kitchen and other common spaces
- Logs will be kept concerning this cleaning

C. Communication

- MVLS will post signage in all common spaces outlined in I. above and at the main entrance, stating social distancing, PPE and cleaning & sanitizing standards.
- MVLS will communicate with staff and stakeholders via email, website and social media.
- MVLS will maintain a log of all staff and visitors in the building for any time period greater than 5 minutes. Details are in section III below. Arnoff Global Logistics will be responsible for tracking and monitoring their employees that have access to MVLS.
- In the event of a positive case. MVLS will work with the health department and contact tracers as required.

III: Process

- All staff and all visitors who will be in the building for more that 5 minutes must complete this Google form each day: <https://forms.gle/HuVZqeohHypxQNFD8>. The form will be monitored daily, and responses kept for 3 months.
- In the event of a positive case being documented in the MVLS building, the building will be closed for one week from when the potential contamination occurred, with a minimum of 3 days completely empty.