

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES—

Special meeting

Zoom Format

Date: May 29, 2020 Time: 6:30 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Claudia Andres, Jerome Andres, Barbara Costello, Emma Hartloff, Lauren Morse, Devon Tower
Devon Tower, Director: Sonora Miller

Absent: Mary Wieland, Kevin Cassick

Call to Order: By Sean Scarisbrick at 6:36 pm

Comments from the public: None

- A motion was made by Sean Scarisbrick and seconded by Maggie Steyn to accept the NY Forward Business Re-Opening Safety Plan as presented by Director Sonora Miller.
The motion was passed.
 - ✓ A copy of this and any policy changes necessitated by the state safety plan will be posted to the library website and will be available at the library.
- It has been recommended that a small committee be established to meet every 2 weeks to help Sonora review the changing situation. Sean Scarisbrick and Emma Hartloff will be members of the committee. Paul Inskeep will be available to answer any questions concerning insurance coverage.
- At the present time, the village center is closed. So only Sonora and staff may enter the library. The staff will be available during regular working hours to answer the phone and email questions. Currently the library can only fill materials requests from our own collection. Curbside pickup will finally start next Wednesday, June 3, 2020 from 4-6pm.
- A motion to adjourn was made by Sean Scarisbrick and seconded by Paul Inskeep.
The motion passed at 7:11pm.

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, June 22, 2020 through Zoom at 7pm.

Sonora will publish the link. The public is welcome to attend.

Respectfully submitted,
Karran Swayze
Recording Secretary
Youngstown Free Library Board of Trustees



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

COVID-19 Reopening Safety Plan

Name of Business:

Youngstown Free Library

Industry:

519120 - Libraries

Address:

240 Lockport St. Youngstown, NY 14174

Contact Information:

716-745-3555 smiller@nioga.org

Owner/Manager of Business:

Sonora Miller, Library Director

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. 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.
- 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?

Six feet of distance will be more difficult to maintain in the Library's office. As a result, only one individual will be allowed in the office at any given time. The director's desk has been moved to the Non-Fiction Room to allow for only one workstation in the office.

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

All engagement with customers will occur outdoors in a designated area outside the Library. All returned library materials will be put in the outdoor book drop so that social distancing is maintained. All library materials being picked up will be put on a table outside the Library so that social distancing is maintained. No direct interaction will occur between customers and staff.

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

Shift changes occur over a half hour period, during which staff will remain apart and choose tasks that allow them to remain socially distanced.

II. PLACES

A. 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?

The Library currently has 200 disposable and 20 washable non-medical masks for our 5 employees. More masks and face shields will be ordered from our regular vendors in order to always have at least 100 disposable masks on hand for staff.

The Library currently has 100 pairs of disposable gloves for our 5 employees. More have been ordered from our regular vendors in order to always have at least 100 pairs of gloves on hand for staff.

- 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?

Disposable PPE can be discarded in a regular trash bin, and the trash bag will be sealed at the end of each day. Employees can choose to wash their own masks or to send them home with the Library Director to be washed on a regular basis.

- 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?

Workstations and shared office materials are going to require constant sanitizing. Every employee will be responsible for sanitizing every item they have used in their shift before the end of their shift. This will include the following areas: all the tables, counters, chairs, cupboards, and computer areas that an employee has touched; all bathroom, library, and outside door handles; all computer keyboards and mice used (with disinfecting spray or wipes). Shared office areas with the Village will be disinfected immediately after the employee touches the surface (elevator buttons, handrails, etc.).

B. 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?

Every employee will complete an entry of the cleaning log at the beginning and end of every shift they work. This log book will be kept in the office on top of the set of drawers that houses all our PPE and cleaning supplies.

- 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 bathroom is the hygiene station with a handwashing area. The bathroom has soap, water, and paper towels.

Every employee area in the library (office and foyer) has a waterless hygiene station. Each station has a full hand sanitizer and a tub of disinfecting wipes.

- 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?

Please see the attached document for details ensuring regular cleaning and disinfection of the worksite and shared objects and materials. The product used is 84683-4-86066 from the product list, as well as hand sanitizer issued by NY Clean.

C. 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 Library Director, Sonora Miller, will be in charge of maintaining a log of each person who enters the site without appropriate PPE. The log will be kept in the office on top of the set of drawers that houses all our PPE and cleaning supplies.

- 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 Library Director, Sonora Miller, will be responsible for notifying state and local health departments immediately if a worker tests positive for COVID-19. In her absence, the Library Board President, Sean Scarisbrick, will be responsible for notifying state and local health departments immediately if a worker tests positive for COVID-19.

III. PROCESS

A. 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?

Before every shift, staff will be required to fill out the mandatory health screening questionnaire that asks about their COVID-19 symptoms, positive COVID-19 tests, close contact with confirmed or suspected COVID-19 cases, and they will have to take and record their temperature before signing and dating the form.

This form will be filled out on site upon first entering the Library. They will be self-reported and all staff will receive training on using the infrared thermometer.

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

Screening will be self-reported. At the end of the screening, the staff will disinfect the clipboard and the thermometer and return them to the screening kit box. No additional PPE will be required.

B. 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?

Current regulations are that every staff disinfects every shared area and hard surface that they touch at the end of every shift. In the case of an employee testing positive for COVID-19, their area would have already been cleaned before they left their last work shift. All surface disinfection will be done using product 84683-4-86066 from the product list. We have plenty of product on hand and more cases ordered.

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?

Should an employee test positive for COVID-19, all employees will be notified by phone and via their work emails. However, employees' shifts are staggered such that no one is a "close contact" in the workplace.

IV. OTHER

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

Please see attached documents.

Staying up to date on industry-specific guidance:

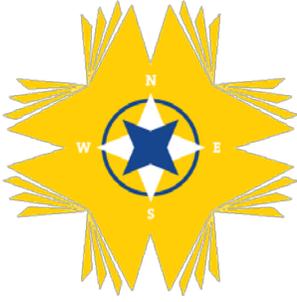
To ensure that you stay up to date on the guidance that is being issued by the State, you will:

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

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.



Youngstown Free Library

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(716) 745-3555

www.youngstownfreelibrary.org

Pandemic Protections & Responsibilities for Library Staff May 29, 2020

When you are at work but outside the Library walls:

- You must wear a mask at ALL TIMES (coming from your car into work, collecting book drop, in the elevator, handing out curbside pick-up, etc.).
- You must have a spray of disinfectant with you and disinfect every Village building surface you touch (elevator buttons, door handles, stair railings, etc.) the **MOMENT** after you touch it.
- You cannot access the basement, gym, or the second floor.

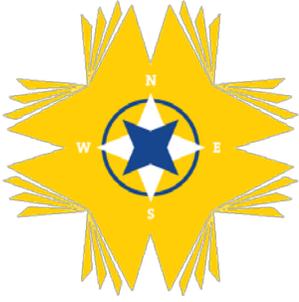
When you first arrive for your shift:

- Fill out the mandatory health screening questionnaire that asks about COVID-19 symptoms, positive COVID-19 tests, close contact with confirmed or suspected COVID-19 cases, take and record your temperature before signing and dating the form. Put it in the health screening binder in the office.
- Check each room's disinfecting stations: make sure each room has a full hand sanitizer and orange tub of disinfecting wipes, and that *each lid is sealed tightly*.
- Refill the bathroom soap.
- Complete an entry in the cleaning log in the office.

Throughout your shift:

- Wear your mask if there is ANYONE else in the Library building. If you are the only person in the Library, you may take it off.
- When you answer the phone, you may remove your mask, but please disinfect the phone after every call.
- Wash your hands frequently (after emptying the book drop, after touching "dirty" books, before touching your face). If you are wearing gloves, you **MUST** remove your gloves and wash your hands after handling library materials that have not been quarantined for 72 hours.

Before you leave your shift:



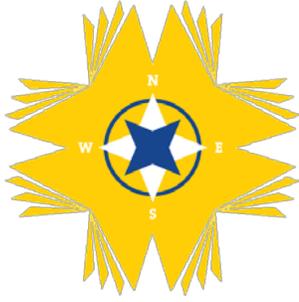
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- Disinfect all the tables, counters, chairs, cupboards, office supplies, and computer areas that you have touched today with disinfecting wipes.
- Disinfect all bathroom, library, and outside door handles with disinfecting wipes.
- Spray or wipe down all computer keyboards and mice that you used today.
- Check each room's disinfecting stations: make sure each room has an orange tub of disinfecting wipes, and that each lid is sealed tightly.
- Complete an entry in the cleaning log in the office.



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Library Material Handling Processes May 29, 2020

Gloves are required whenever touching library materials that have not been in quarantine for three days. When that task is completed, you **MUST** remove and dispose of the gloves and wash your hands immediately.

Book Drop

Currently, returns can **only** be accepted through the book drop.

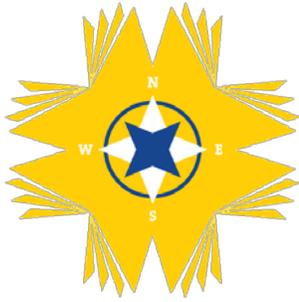
- Donning mask and gloves, empty the book drop and check in all items as fine-free discharge. You **must** wear gloves for this task.
- Place all items on a book cart, date the book cart, and park it in the Magazine Room. Cover the book cart with a plastic bag.
- Wipe down Front Desk area with a disinfecting wipe after checking in these books. You **must** remove gloves and wash hands immediately.
- Retrieve the book cart dated 3 days prior and take to the Front Desk.
- Wipe down each book with a disinfecting wipe and immediately check in item a second time, then set out to air dry. Wash hands.
- ONLY** after these steps (check-in, 3 day resting period, disinfecting wipe, 2nd check-in) are completed, put them on the blue book cart for reshelving.

Nioga (Inter-Library Book Loan) Deliveries

- Take all delivery bags to the Magazine Room, date them, and cover them with the plastic bags.
- Retrieve the bags dated 3 days prior and take to the Front Desk.
- Wipe down each book with a disinfecting wipe and immediately check in item, then set out to air dry. Wash hands.
- Process holds normally.

Curbside Pick-Up

Patrons will be able to call ahead to reserve their library materials during regular hours on Mondays through Thursdays. However, pick-up hours will only run from 4-6 PM on Mondays through Thursdays.



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- Prepare patrons' pick-up bags using a brown grocery bag for each person or family. Sanitize each item before checking it out and placing it in the bag. Put receipt in bag.
- Add informational flyers and staple bag shut when the patron calls from the parking lot.
- Donning gloves and mask, deliver bag to the curbside table outside the building.

EMERGENCY MANAGEMENT

3.5 Disinfecting Books and Other Collections

Last updated: March 26, 2020

The advice below is based on the current research available from the medical and scientific communities regarding COVID-19, and as their understanding of the virus evolves, NEDCC's advice for the cultural heritage community will, too.

QUARANTINE

The Northeast Document Conservation Center (NEDCC) recommends a 72-hour quarantine of collection items as the safest and most effective way to disinfect them after handling by staff and patrons.

For specific material types, a quarantine period of less than 72 hours may be appropriate. A [study](#) published as a Correspondence in the *New England Journal of Medicine* on March 17, 2020 shows that COVID-19 will persist on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours. Based on this research, an appropriate quarantine time for paper or plain cardboard products would be a minimum of 24 hours, while an appropriate quarantine time for books covered in polyester (e.g. Mylar) or other plastics, as well as plastic-based materials such as CD's and DVD's, is 72 hours. A 72-hour quarantine is appropriate for any other type of collection item or any item about which a curator is uncertain.

STAFF SAFETY

Staff should be directed to wear gloves when moving items into quarantine and to remove the gloves immediately afterwards so as not to accidentally touch anything else (like door handles). After removing the gloves, staff should wash their hands for 20 seconds, following [CDC guidelines](#).

If a dedicated quarantine space cannot be established, staff can place items in bags until the 24- to 72-hour period is over so that staff do not accidentally handle the items during the quarantine period.

DISINFECTING

Do not attempt to disinfect archival materials, museum objects, or other valuable collections unless under the guidance of a conservator.

The use of liquid disinfectants is harmful to library and archives materials and is **not recommended**. UV ray exposure as a means of sterilization is also **not recommended**. Not only are UV rays harmful to the materials, but [in correspondence on the Preservation Administrators' Interest Group list-serv](#), the Chair of the American Institute for Conservation Health and Safety Committee indicated that [40 minutes of exposure at high doses](#) is required to kill bacteria using UV rays, and this will not disinfect the places that the UV rays miss during exposure.

ADDITIONAL RESOURCES

Kampf, D. Todt, S. Pfaender, and E. Steinmann. "Persistence of coronaviruses on inanimate surfaces and their inactivation with biocidal agents," *Journal of Hospital Infection* 104 (2020) 246-251. [https://www.journalofhospitalinfection.com/article/S0195-6701\(20\)30046-3/fulltext](https://www.journalofhospitalinfection.com/article/S0195-6701(20)30046-3/fulltext)

An analysis of 22 studies documenting the persistence of human coronaviruses such as Severe Acute Respiratory Syndrome (SARS) coronavirus, Middle East Respiratory Syndrome (MERS) coronavirus, and endemic human coronaviruses (HCoV), on a range of surfaces. The current SARS-CoV-2 ("COVID-19") virus is not one of the coronaviruses that was studied.

Neeltje van Doremalen, Dylan H. Morris, Myndi G. Holbrook, et. al. "Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1" (Correspondence). *The New England Journal of Medicine*. March 17, 2020. <https://www.nejm.org/doi/full/10.1056/NEJMc2004973>. PDF version at <https://www.nejm.org/doi/pdf/10.1056/>