



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:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

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?

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

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

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?

- 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?

- 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?

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?

- 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?

- 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?

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?

- 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?

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?

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

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?

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?

IV. OTHER

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



Staying up to date on industry-specific guidance:

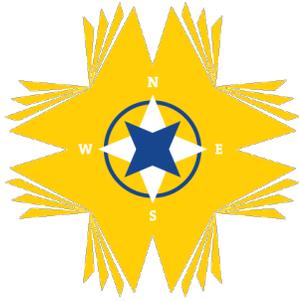
To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- 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

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

Youngstown Free Library Operating Hours & Services

Phone and email service:

Monday, Wednesdays and Thursdays: 1:30-8:30

Tuesdays: 9:30-8:30

Curbside service:

Mondays through Thursdays: 4-6

Curbside pick-up will continue to be set up in the foyer OR outside the parking lot door (depending on the weather and Megan's preference).

Library appointments:

Mondays through Thursdays: 4-6

For library appointments, patrons will enter and exit at the Third Street. Patrons will continue to fill out the health screening questionnaires.

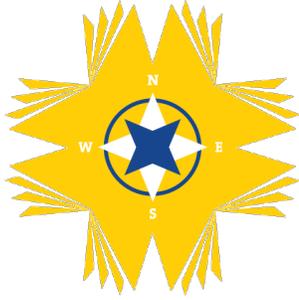
Library browsing hours:

Mondays, Wednesdays and Thursdays: 1:30-3:30 and 6:30-8:30

Tuesdays: 11:30-3:30 and 6:30-8:30

As of May 24th, the Red Brick building is unlocked and open during Village Office hours and Library browsing hours. During browsing hours, patrons will enter and exit the through the Third Street door. There will be a hand sanitizing station at the entrance of the Library.

At regular intervals during browsing hours, staff will clean the doors, railings, and other high-touch surfaces in the building common areas and the Front Desk. There are no health questionnaires for those visiting during browsing hours, but masks and hand sanitizer are required.



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Managing engagement with patrons and staff

Returning library materials:

Patrons will be encouraged to drop off all their materials in the book drop.

Curbside pick-up:

Curbside pick-up engagement with patrons will occur in a designated area beyond the Library area so that social distancing is maintained. When weather permits, the designated area will be outside the Village Center building. When weather does not permit, the designated area will be in the foyer of the Village Center building.

Library by appointment:

All engagement with patrons will be highly controlled during library appointments. Reserved visits will be available for one patron or one family to visit the Library for a 30-minute browsing or computer appointment.

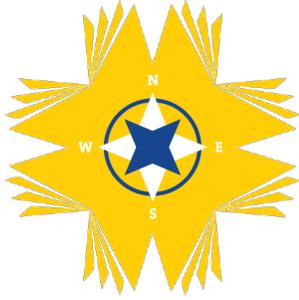
Before entering the Library, patrons will be required to complete and sign a Patron Agreement for Pandemic Visits form. If the form indicates that it would be unsafe for the patron to visit the Library (due to symptoms or exposure to COVID-19), patrons will not be able to visit the Library that day.

If the form indicates that patrons are not prepared to wear their mask or face shield or abide by other health requirements, patrons will not be able to visit the Library that day. Masks or face shields and hand sanitizer will be required for all patrons and staff at all times. Patrons must don their mask or face shield before entering the Library and must wear their mask or face shield for the entire duration of their visit.

Acrylic shields will separate and shield patrons and staff at the Front Desk and at the Director's Desk. Beyond the desks, social distancing will be required between patrons and staff members.

Library browsing hours:

All engagement with patrons will be highly controlled during library browsing hours. Upon entering the Library, patrons will be required to feel well, wear a mask or face shield, and use hand sanitizer. If they are unable to follow these three requirements (due to



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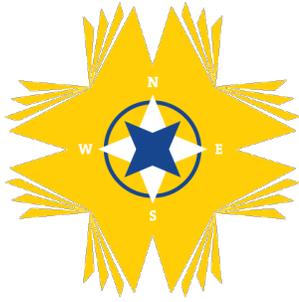
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symptoms, inability to wear a mask or face shield, or choose not to use hand sanitizer), patrons will not be able to visit the Library that day.

Masks or face shields and hand sanitizer will be required for all patrons and staff at all times during their visit. Patrons must don their mask or face shield upon entering the Library and must wear their mask or face shield for the entire duration of their visit.

Acrylic shields will separate and shield patrons and staff at the Front Desk and at the Director's Desk. Beyond the desks, social distancing will be required between patrons and staff members.



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Pandemic Protections & Responsibilities for Patrons - Library Appointments

When you are waiting for your Library appointment outside the Library walls:

- Do you feel well? If you do not, please cancel your appointment. We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or smiller@nioga.org.
- Sign and date the Patron Agreement for Pandemic Visits.
- Put on your mask or face shield. Every member of the family (except those under 2) must wear a mask or face shield to enter the Library.
- Are you not able to tolerate a mask or face shield? We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or smiller@nioga.org.

When you arrive for your visit at the Third Street entrance:

- You must use hand sanitizer upon entering the Library.

Throughout your visit:

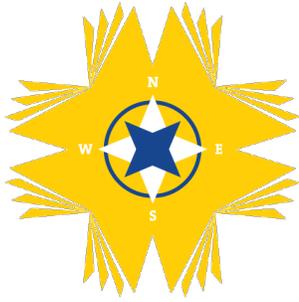
- You and your family members must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit.
- Disinfecting stations are available in every room of the Library.
- If you or other family members touch books that you end up not checking out, please place them into the empty book bins that are available in every room of the Library. Staff will sanitize these items before they are reshelfed.

Before you leave the Library through the Third Street entrance:

- Staff will give you the choice of having your library materials disinfected when they are checked out to you.

Beyond your visit:

- If you feel ill, please seek testing. Testing site locations are available at <https://coronavirus.health.ny.gov/find-test-site-near-you>
- If you test positive, please mention your Youngstown Free Library visit to the contact tracer. That way the contact tracer can follow through with us for staff safety and still maintain your privacy.



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Pandemic Protections & Responsibilities for Patrons - Library Browsing

Before you arrive for your visit:

- Do you feel well? If you do not, please wait until you feel better. We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or smiller@nioga.org.
- Put on your mask or face shield. Every member of the family (except those under 2) must wear a mask or face shield to enter the Library.
- Are you not able to tolerate a mask or face shield? We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or smiller@nioga.org.

When you arrive for your visit at the Third Street entrance:

- You must use hand sanitizer upon entering the Library.

Throughout your visit:

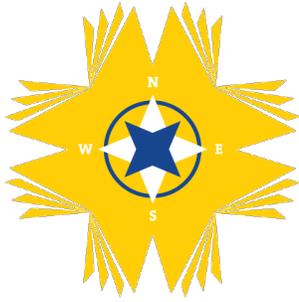
- You must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit.
- Disinfecting stations are available in every room of the Library.
- If you or other family members touch books that you end up not checking out, please place them into the empty book bins that are available in every room of the Library. Staff will sanitize these items before they are reshelved.

Before you leave the Library through the Third Street entrance:

- Staff will give you the choice of having your library materials disinfected when they are checked out to you.

Beyond your visit:

- If you feel ill, please seek testing. Testing site locations are available at <https://coronavirus.health.ny.gov/find-test-site-near-you>
- If you test positive, please mention your Youngstown Free Library visit to the contact tracer. That way the contact tracer can follow through with us for staff safety and still maintain your privacy.



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Patron Agreement for Pandemic Visits by Appointment

If you are not able to complete this agreement for any reason, rest assured that the Library is still here to serve you! We are dedicated to offering reasonable accommodations to patrons that do not involve entering the Library building. We will continue to offer curbside pick-up during the length of the pandemic. To learn more about our reasonable accommodations, please contact the Library Director at 745-3555 or smiller@nioga.org

1. In the past 14 days, mark which symptoms you (or any children/teens under 18 who are visiting the Library with you) have had:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Vomiting | <input type="checkbox"/> New confusion |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Inability to stay awake |
| <input type="checkbox"/> Fever | <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Persistent pain/pressure in the chest | <input type="checkbox"/> Bluish lips or face |
| <input type="checkbox"/> Chills | <input type="checkbox"/> Nausea | | |

2. Have you (or any children/teens under 18 who are visiting the Library with you) had a positive COVID-19 test in the past 14 days?

- Yes No

3. Have you (or any children/teens under 18 who are visiting the Library with you) had close contact with a confirmed or suspected COVID-19 case in the past 14 days?

- Yes No

Please initial to show that you agree to the following items.

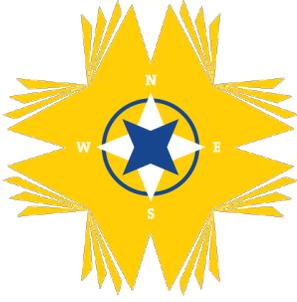
_____ I agree to wear a face mask or face shield properly (covering both the nose and mouth) during the entirety of my visit to the Library. I will wear it from the time I enter the Village Center building until I leave the Village Center building. If I am visiting with children or teens under 18, I agree to be responsible for their mask wearing adherence (children under 2 are exempt). I understand that everyone in our group/family will be asked to leave if someone removes their mask or wears it improperly inside the Village Center building.

_____ I agree to apply hand sanitizer to my hands upon entering the building. If I am visiting with children or teens under 18, I agree to be responsible for their hand sanitizer use upon entering the building.

Date: _____

Printed Name: _____

Signature: _____



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Pandemic Protections & Responsibilities for Library Staff

When you are at work but outside the Library walls:

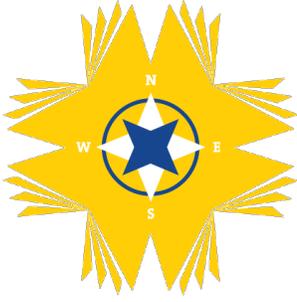
- You must wear a mask at ALL TIMES (coming from your car into work, collecting book drop, in the elevator, handing out curbside pick-up, etc.).
- You must disinfect every Village building surface you touch (elevator buttons, door handles, stair railings, etc.) after you touch it.

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 the beginning-of-shift entries in the cleaning log in the office.
- Ensure that the mini-split fans in each collection room are on.
- If you are the first shift of the day, turn on the two air purifying units: one in the foyer (2400 ft² per hour) and one in the Non-Fiction Room (840 ft² per hour).

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.
- Between patron appointments and browsing hours, disinfect areas that the patrons have occupied that you suspect or know were not cleaned by the patron. Shelves, tables, computer areas, and the bathroom are examples of spaces that may require disinfecting.
- During browsing hours, disinfect high-touch areas (door handles, Front Desk counters, elevator buttons, foyer stair railings, etc.) every half hour.



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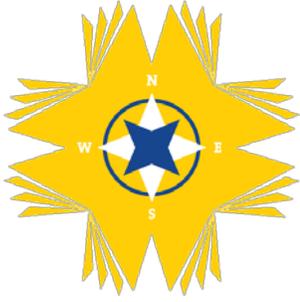
- Between every patron appointment or between browsing hours, collect and empty book bins. If time allows, sanitize items and put them on reshelving carts. If time does not allow, shelve items on the quarantine book cart to begin their quarantine.

Before you leave your shift:

- 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 the end-of-shift entries in the cleaning log in the office.
- If you are the last shift of the day, turn off the two air purifying units: one in the foyer (2400 ft² per hour) and one in the Non-Fiction Room (840 ft² per hour).

Beyond your shifts:

- If wearing a washable mask, wash your mask on a regular basis.
- If you feel ill, alert Sonora and seek testing. Testing site locations are available at <https://coronavirus.health.ny.gov/find-test-site-near-you>



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“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.”

1. In the past 14 days, please mark all COVID-19 symptoms you have had:

- | | | |
|--|---|---|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Persistent pain or pressure in the chest |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> New confusion |
| <input type="checkbox"/> Fever | <input type="checkbox"/> Nausea | <input type="checkbox"/> Inability to wake or stay awake |
| <input type="checkbox"/> Chills | <input type="checkbox"/> Vomiting | <input type="checkbox"/> Bluish lips or face |
| <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Diarrhea | |

2. Have you had a positive COVID-19 test in the past 14 days?

- Yes
 No

3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?

- Yes
 No

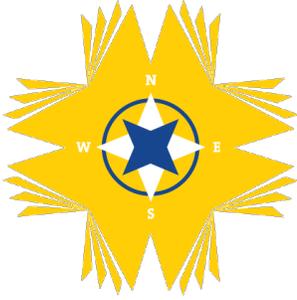
4. What is your temperature today?

Date:

Printed Name:

Signature:

Please put completed sheet into the Health Screening binder in the office. Thank you.



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Library Material Handling Processes

Gloves are not required. However, gloves are available in the PPE cabinet in the office for those staff and volunteers who would like them when handling library materials.

Book Drop

Currently, returns will be **encouraged** via the book drop.

- Donning mask, staff will empty the book drop and check in all items as fine-free discharge (until August 1st after which items will be checked in normally).
- Staff will place all items on a book cart, date the book cart, and park it in the office OR the programming room.
- Staff will retrieve the book cart dated 24 hours prior and take to the Front Desk.
- Staff will wipe down each book with a disinfecting wipe and immediately check in item a second time, then set out to air dry.
- ONLY after these steps (check-in, 24-hour resting period, disinfecting wipe, 2nd check-in) are completed, staff will put the library materials on the blue book cart for reshelving.

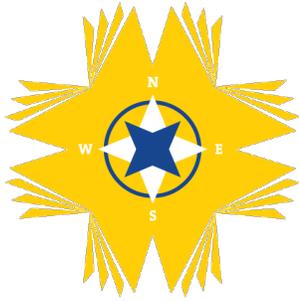
Nioga (Inter-Library Book Loan) Deliveries

- Staff will take all delivery bags to the office OR the programming room.
- After 24 hours' quarantine, staff will wipe down each book with a disinfecting wipe and immediately check in item, then set out to air dry. Wash hands.
- Staff can then process holds normally.

Curbside Pick-Up

Patrons will be able to email, call ahead, or go online to reserve their library materials during regular hours on Mondays through Thursdays.

- Staff will prepare patrons' pick-up bags using a brown grocery bag for each person or family. Staff will sanitize each item before checking it out and placing it in the bag. Staff will put receipt in bag.
- Staff will add informational flyers and staple bag shut.
- Between 4 and 6 PM, all bags, two black card tables, curbside sign, and clipboard will be taken to the curbside pick-up area and set up.



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Library Appointments

Book cleaning after handling is a shared responsibility between patrons and staff.

- An empty bin will be available in every room in the Library. Patrons are encouraged to put every book they touch into the bins to be sanitized or quarantined by staff.
- Patrons will have the option of having their books sanitized for them by staff at check-out.

Library Browsing Hours

Book cleaning after handling is a shared responsibility between patrons and staff.

- An empty bin will be available in every room in the Library. Patrons are encouraged to put every book they touch into the bins to be sanitized or quarantined by staff.
- Patrons will have the option of having their books sanitized for them by staff at check-out.

OPERATING WITH RESTRICTIONS

NAICS: 519120

Industry: Libraries and Archives

OPERATING WITH RESTRICTIONS

Your business is located in **Niagara** county, which is in **Western New York region**. **Western New York** is in **Phase 4** of reopening.

Your business is currently **permitted to operate with restrictions**. Restrictions that are applicable to your industry are as follows:

Libraries that are operated by a local government or political subdivision are allowed to operate as business restrictions do not apply to government agencies or entities. Libraries that are operated by a not-for-profit or other non-governmental organization may perform curbside or “in-store” pickup once the region in which they are located reaches Phase 1 and may perform other “in-store” operations once the region in which they are located reaches Phases 2-4. Libraries and archives should follow the office-based work guidance for their employee activities, where appropriate.

In order to operate, you must comply with all COVID-19 guidelines specific to your business activities, as well as any additional health and safety guidance issued by the state.

Please see below for COVID-19 guidance that may apply to your business activities under this code. If a guidance document applicable to your business includes a link to the New York Forward Business

Affirmation Form, then your business must also submit this form to affirm that you have read and understood your obligation to operate in accordance with each set of applicable guidance.

In addition to reviewing and, as applicable, affirming guidance for your business, all businesses must also develop a business safety plan. You can find a link to a business safety plan template after you complete your affirmation.

[Essential & Phase II Retail Business Activities](#)

[Office-Based Work](#)

Thank you for using the New York Forward Business Guidance Wizard.

Effective May 19, 2021, New York has adopted the Centers for Disease Control and Prevention's (CDC) "Interim Public Health Recommendations for Fully Vaccinated People," for most businesses and public settings as set forth in this [guidance](#). For certain activities, businesses may be permitted to elect to follow superseding CDC guidance in lieu of the related State guidance provisions.

For more information on the New York State Forward plan, visit forward.ny.gov.



New York Forward

Business Affirmation

We have received your reopening affirmation on 06/21/2020 at 03:37 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Youngstown Free Library

Offices

Sonora Miller

(716) 745-3555

smiller@nioga.org

240 Lockport St.

Youngstown, NY 14174

Niagara County



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/17/2020 at 03:27 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your Business Re-Opening Safety Plan.

[Download the Business Re-Opening Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Youngstown Free Library

Retail - Curbside Pickup

Sonora Miller
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240 Lockport St.
Youngstown, NY 14174
Niagara County



New York Forward

Business Affirmation

We have received your reopening affirmation on 04/29/2021 at 06:42 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

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Retail - Essential and Phase II Retail: In-Store Shopping

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