

## Reopening Safety Plan

North Babylon Public Library  
815 Deer Park Avenue  
North Babylon, New York 11703  
631-669-4020  
Marc D. Horowitz, Library Director

### 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.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-up and deliveries, limiting contact to the extent possible.

### Places

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

- Employers must provide employees with acceptable face covering at no-cost to the employee and have an adequate supply of covering in case of replacement.
- 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.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves; or, sanitize or wash hands before and after contact

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 the Department of Health (DOH) and maintain cleaning logs on site that document date, time and scope of cleaning. The cleaning log will be maintained by the custodial department; daily sheets will be maintained in the business office.
- Provide and maintain hand hygiene stations for personnel including hand washing with soap, water and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Staff bathrooms, sanitizer supplies at the circulation desk.

- Conduct regular cleaning and disinfection at least after every shift, daily or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces as well as high transit areas such as rest rooms and common areas must be completed.

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 update information. See our website.
- Maintain a continuous log of every person, including visitors and workers, 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. Security personnel will maintain the daily logs; daily sheets will be maintained in the business office.
- 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 by state and federal law and regulations. The business office will be responsible for notifying state and local health departments.

## 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 (questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about COVID-19 symptoms in the past 14 days, positive COVID-19 test and close contact with confirmed or suspected COVID-19 case in the past 14 days. Assessment responses must be reviewed every day and such review will be documented. We will make temperature checks.

Contact Tracing and disinfection of contaminated areas. To insure 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. Custodial staff will conduct regular cleaning and disinfection.

## Cleaning

	Date	Time	Custodian	Initials				
Staff lady's room								
Staff men's room								
Circ desk								
Ref desk								
Children's desk								
Circulation office								
Workroom								
Business office								
Door handles								
Adult reading area								
Children's room								
Public lady's room								
Public men's room								
Magazine area								
Main entry								
Staff room								
Fax, scanners, copiers								

Book drops				
Grounds				
Catalog desk				
Main/rear windows				
Water fountain				

North Babylon Public Library  
Materials Handling Plan  
June 2020

NBPL will be working to ensure the health and safety of all staff and public who may come in contact with library materials:

- We will quarantine all returned materials for a period of at least seventy-two hours from when they were last handled by the public
- Staff handling materials will be required to wear gloves and masks
- Only involve SCLS employees in the pick up, sorting, and delivery of member library materials
- Regularly clean returned items
- Regularly review and consult the most current research on the potential of illness transmission on materials and delivery surfaces and modify this plan as is needed
- Share any modifications to this plan with the member libraries.

North Babylon Public Library  
Curbside delivery

- Monday – Friday, 9:00 – 5:00
- Patrons will contact the library by phone or email to request materials
- Materials will be checked out to the patron
- An appointment will be made for pickup
- When the patron arrives, they will call the library to notify presence and *they will remain in the car*
- Staff will wear masks and gloves
- Staff will place materials on table
- Patrons will retrieve materials once the staff member has returned to the building

## North Babylon Public Library Frequently Asked Questions

When can I return materials to the Library?

Our book returns have been open all through the closure. All returned must be placed in the book drops; these materials will be quarantined for 72 hours. Please understand that you will see items listed on your patron account even if you have returned them. Items checked in after the 72 hour quarantine period end, will have been removed from your account record.

I have a ton of books to donate.

Because of the need to quarantine items, the Library can no longer accept donations of materials until further notice

I have materials from other libraries – can I return those items to NBPL?

Yes, you can place any public library materials in our book drops and we will return them to their home library. The 72 hour quarantine will be applied to these materials.

Digital books are great, but when can I get some physical books?

We know that our patrons are eager to return to “real” books. We have a cart of free books by the parking lot doors. Curbside pickup procedures are in the works, watch our website for announcements. Now that the county circulation system is back up and running, you should be able to place holds on materials for curbside pickup.

I really love the Library for its “space” – when can I walk into the building to use computers, copiers, browse the shelves and other activities?

The Library is closely monitoring information as we move forward in a slow and safe way to reopen and ensure that staff and patrons feel safe using a public building. We are in the process of reconfiguring our public spaces to allow more room for physical distancing. Patrons cannot be permitted into the building until all necessary safety modifications are established.

I need to talk to a Librarian, I need help with research.

You can reach a Librarian at: [info@northbabylonpl.org](mailto:info@northbabylonpl.org) – our Librarians are eager to help you.

I’ve been working from home, help my kids with their school work and we all need a break! When can we come to our Library to socialize and play?

As of now, because of the COVID pandemic, the Library is unable to have public toys or equipment out for use in the Children’s Room. We are offering many virtual programs and our Summer Reading Clubs are gearing up. Check our website for the most up to date information.

I miss coming to our Library for classes, story times, concerts, lectures and other programs. When will those start again?

As of now, all in-house programs have been placed on hold until further notice. We will continually reassess this as national, state and county plans for opening are modified. Safety is paramount.

## Staff Wellness Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Temperature: \_\_\_\_\_

- |  |   |   |
|--|---|---|
| 1. Are you sick?                                     | Y | N |
| 2. Fever   | Y | N |
| 3. Cough   | Y | N |
| 4. Sore Throat                                       | Y | N |
| 5. Shortness of Breath/Breathing difficulty          | Y | N |
| 6. Chills and/or body aches                          | Y | N |
| 7. Muscle pain                                       | Y | N |
| 8. Diarrhea  | Y | N |
| 9. Nausea  | Y | N |
| 10. Loss of taste or smell                           | Y | N |
| 11. Blueish/purplish toes or fingers                 | Y | N |
| 12. Out of the country with the last 2 weeks         | Y | N |
| 13. Family member out of the country in last 2 weeks | Y | N |
| 14. Family member under quarantine                   | Y | N |
| 15. Have you traveled to another state?              | Y | N |
| 16. What state? _____                                |   |   |

Positive tests for COVID-19 must be reported to state and local health departments.

The Library retains the right to close and conduct a thorough cleaning and disinfecting of the entire facility when deemed necessary.

Initials: \_\_\_\_\_

## Curbside Pickup

Name: \_\_\_\_\_

Pick up date: \_\_\_\_\_ Time: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Date items are due: \_\_\_\_\_

Bathrooms closed for  
cleaning daily at

10:45/11 AM

1 PM

3 PM

5 PM

7 PM



Welcome!

We are following all the best practices, CDC guidelines, NYS guidelines and guidelines from the American Library Association

**Masks/face protection: mandatory, clean and properly worn**  
**Social Distancing: required**

Returned materials are subject to a 72-hour quarantine period. No overdue charges for the quarantine. Place your returns in the book drop.

No chairs or tables are available, no sitting on the floors.

Charge your devices at your own risk.

30 minutes maximum visit. *Grab and Go!*

Public computers are available – 30 minute time limit, standing room only.

Stacks and bathrooms are open. Please do not re-shelve materials. Place them on book carts and we will clean them. Bathrooms are cleaned every 2 hours and may be closed until dry.

Frontal temperature will be taken, over 100 degrees, no admittance

WiFi is available 24/7 from the parking lot

**Any violation of our health and safety measures will result in  
immediate expulsion,  
shut-down for cleaning and disinfecting,  
the police will be notified.**

**Our guidelines are subject to change as necessary.**