



# Dobbs Ferry Public Library

55 Main Street, Dobbs Ferry, NY 10522

(914) 693-6614

[www.dobbsferrylibrary.org](http://www.dobbsferrylibrary.org)

## DOBBS FERRY PUBLIC LIBRARY NY FORWARD SAFETY PLAN

Name of Business: Dobbs Ferry Public Library  
Industry: Public Library  
Address: 55 Main Street, Dobbs Ferry, NY 10522  
Contact: Elizabeth Hobson, Library Director  
Owner/Manager: Village of Dobbs Ferry/Dobbs Ferry Public Library Board of Trustees

### 1. PEOPLE

- a. Physical Distancing – The Dobbs Ferry Public Library will ensure six feet (6') distance between personnel and patrons, unless safety or core function of the work activities requires a shorter distance.
- b. Facial Coverings
  - i. All staff will wear washable cloth face coverings and gloves to be worn at all times when in interior work spaces that do not allow for six feet distancing between employees.
  - ii. Staff will be provided with Centers for Disease Control and Prevention Guidelines (CDC) Use of Cloth Face Coverings to Help Slow the Spread of COVID-19: [Use Cloth Face Coverings to Help Slow Spread](#)
  - iii. All staff will wear facial coverings in workrooms/offices when less than 6' of separation is available
  - iv. All patrons over the age of 2 entering and remaining in the building will be required to wear facial coverings
  - v. Signage will be placed at library entrance and throughout the building requiring facial coverings for all persons over the age of 2 to be worn at all times
- c. Social distancing
  - i. Signage will be placed throughout the library reminding patrons about social distancing
  - ii. Floors will be marked with 6' increment markers in areas such as the circulation desk and reference desk; one way traffic flow will be denoted where practicable
  - iii. Seating will be spaced 6 feet apart - some seating will be removed

- iv. Computers will be spaced 6 feet apart
- v. Patrons other than small family groups will be asked to remain 6 feet apart. No social gathering will be allowed \*to be reevaluated based on phasing guidelines
- vi. Industry specific physical social distancing:
  - 1. Programs will not be scheduled until such time as social gatherings are permitted under New York Forward.
  - 2. Meeting rooms will not be made available for public use until such time as social gatherings are permitted under New York Forward
- vii. Tightly confined spaces with less than 6 feet of space per person will be occupied by only one individual at a time, unless all occupants are wearing facial coverings
- viii. Tele conferencing or video conferencing will be used for meetings;
  - 1. If in-person meetings must be held, they will be held in open, well ventilated spaces with 6-ft. distance between participants
- ix. Pick-up and deliveries:
  - 1. Common situations that may not allow for 6 ' of distance
    - a. Receipt of goods/materials
      - i. Facial coverings and gloves will be worn when receiving vendor deliveries, USPS, FedEx, United Parcel Service and working with library materials
      - ii. Facial coverings and gloves will be worn when receiving/sorting library materials
      - iii. Hand washing protocols will be in place with notices posted
    - b. WALK-UP SERVICE (when permitted)
      - i. Customer (patron) engagement: Facial coverings will be worn by staff at all times when providing walk-up pickup;
      - ii. WALK-UP SERVICE protocols will be followed: [Handling Materials Procedure](#)

## 2. ENVIRONMENT

- a. Protective Equipment – all staff will be provided reusable facial coverings:
  - i. The DFPL has 80 reusable facial coverings in stock as of 4/5/2021. These reusable facial coverings will be distributed to each staff member; Dobbs Ferry Village Administration will provide more reusable masks as needed.
  - ii. The DFPL has 200 disposable facial coverings in stock as of 4/5/2021. These disposable facial coverings will be available for any staff member who has forgotten their reusable mask or patrons needing to enter the

building when allowed. Dobbs Ferry Village Administration will provide more reusable masks as needed.

- iii. Reusable facial coverings must be stored properly between use, cleaned/washed regularly and replaced when damaged;
  - 1. Staff will be provided with CDC guidelines regarding cleaning/washing face masks: [Use Cloth Face Coverings to Help Slow Spread](#)
  - 2. Staff will be instructed to inform their supervisor if/when their reusable mask needs replacing;
  - 3. Staff will be provided with a disposable mask if a reusable mask is not available or if the staff member does not have their reusable mask at the start of their shift;
- iv. Sharing of objects – Staff will be provided gloves and instructed to wear during materials handling procedures;
  - 1. Staff will be instructed to not share such items as pens, pencils, utensils, etc. whenever practicable;
    - If shared items are handled, staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines [When and How to Wash Your Hands | Handwashing](#)
  - 2. Staff will be instructed to frequently wash hands while in the workplace;
    - CDC recommended hand washing guidelines will be posted in all staff restrooms and where sinks are located;
  - 3. Staff will be trained on these protocols.
- b. Hygiene and Cleaning – The DFPL will adhere to hygiene and sanitation requirements from the CDC :
  - i. [Cleaning & Disinfection Decision Tool](#)
  - ii. [Cleaning and Disinfecting Your Facility](#)
  - iii. Staff and patrons will have access to:
    - 1. soap, water, paper towels;
    - 2. hand sanitizer containing 60% or more alcohol;
  - iv. Cleaning – regular cleaning/disinfecting will occur daily in the following areas:
    - 1. High transit areas;
    - 2. Restrooms – public and staff;
    - 3. Common areas including but not limited to tables and chairs;

- v. Cleaning – cleaning/disinfecting will occur after every use of the following, where practicable, in shared staff and public areas and will be the responsibility of all staff members:
  1. Reference desks;
  2. Circulation desks;
  3. Public access computers – including keyboards and surface areas of computer desks;
  4. Staff computers – including keyboards and surface areas of computer desks;
  5. Staff telephones
- vi. The DFPL will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the Environmental Protection Agency (EPA);
  1. Staff will be instructed to wash hands frequently in accordance to CDC recommended hand washing guidelines: [When and How to Wash Your Hands | Handwashing](#)
- c. Communication – The DFPL will:
  - i. Post signage throughout the library to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of personal protective equipment (PPE) and cleaning and disinfecting protocols. Signage will include but is not limited to:
    1. [Wash Your Hands!](#)
    2. [Coronavirus disease 2019 \(COVID-19\) How To Protect Yourself](#)
    3. [CDC Poster How to Remove Gloves](#)
    4. Social Distancing is in Effect at this Library – General
    5. Social Distancing is in Effect at the Library – Computers;
    6. Wearing a Mask is Required in this Library;
    7. “Stand Here” floor markings;
    8. Other signage as required;
  - ii. Cleaning and disinfecting protocols will be provided to Maintenance staff:
    1. Information pertaining to cleaning and disinfecting of surfaces as listed in Section b (iv) will be made available to staff;
  - iii. Communication plan for employees, visitors and customers with a consistent means to provide updated information:
    1. Employees -
 

Information will be distributed to staff during initial return to work and subsequently through inner-office delivery and via email to those employees utilizing such;

- i. Library Director will be held accountable in the continued distribution and dissemination of up-to-date information;
    - ii. Information will be placed on the DFPL Staff Google drive, under [Staff COVID19 Information](#)
    - iii. Signage will be posted in staff workrooms, breakrooms, restrooms, etc.
  - 2. Visitors – for the purposes of this section, visitors shall constitute vendors, delivery personnel, contractors, consultants, performers, and other non-library patron visitors;
    - Pertinent information pertaining to social distancing, required facial covering, hand washing, etc. will be posted at entrances associated with visitors, i.e. ADA entrance / staff entrance;
      - i. Information will be updated as new information is disseminated;
  - iv. If a DFPL employee identifies as having tested positive for COVID-19, the Library Director will:
    - 1. Notify the New York State Health Department
    - 2. Notify the Westchester County Department of Health
    - 3. Cooperate with contact tracing efforts including:
      - Notification of potential contacts such as workers or visitors who may have had close contact with the individual; all information will be kept confidential pursuant to state and federal laws and regulations.

### 3. PROCESS

- a. Screening – The DFPL will:
  - i. Follow the DFPL Personnel Policies and Procedures: [How to Protect Yourself & Others](#)
  - ii. Implement daily mandatory health screening for all employees prior to the beginning of the respective employee’s work day that includes:
    - 1. Completion of the [Daily Health Checklist](#), including self check of temperature
    - 2. Daily Health Checklist shall be reviewed daily by the Assistant Director
      - a. All information will be kept confidential and secure pursuant to state and federal laws and regulations;
  - iii. Disinfection of contaminated areas – The DFPL will:

1. Disinfect any/all areas determined/identified to have been used by a staff member who has been identified as testing positive for COVID-19;
    2. The DFPL will provide cleaning and disinfecting products that have been identified as effective against COVID-19 by the EPA;
  - iv. The Library Director or Assistant Director will confidentially interview the staff member identified as testing positive for COVID-19 seeking the following:
    1. Workplace location;
    2. Where the staff member traveled in the work location;
    3. With whom the staff member came in contact;
    4. All information will be kept confidential pursuant to state and federal laws and regulations;
  - v. The Library Director will work with the Westchester County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.
4. Other
  - a. Materials Handling – The DFPL will follow the [Handling Materials During COVID-19 procedures](#), in **Staff COVID-19 Information** Google Drive.