



Massena Public Library  
41 Glenn Street  
Massena, NY  
13662  
(315)769-9914

## Safety Plan

NY Forward Plan – NAICS 51920 – Libraries and Archives

Operating with Restrictions

### Staff

- Staff will be provided with masks or face shields, disposable gloves, hand sanitizer and disinfectant wipes
- Staff workspaces will be six feet apart in all directions. When six feet is not feasible plexiglass partitions will be installed
- Staff will not share workstations, including office supplies, phones or computers. If a circulation computer must be shared staff should wipe it down with a disinfectant wipe prior to use and again when finished
- Staff should wear a mask when they move away from their workstation
- Shared equipment: copier, postage meter, kitchen equipment should be wiped down with a disinfectant wipe prior to use and again when finished
- A designated “staff restroom” will be used exclusively by staff members. Staff are responsible for sanitizing all touch areas before leaving the restroom

### Materials

- All library materials will be returned through the drop box
- Returned materials will be quarantined in boxes in the front lobby for 96 hours
- Mail and newspapers will be delivered through the drop box and will be quarantined for 96 hours
- After the quarantine period staff will clean the materials with disinfectant wipes
- The materials will be discharged and prepared for: checkout, interlibrary loan or shelving

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## Curbside Delivery Services

- Patrons will place materials on hold through the online catalog, or they will call the library for assistance with their needs
- The patron will be notified by staff phone call or through email that their item is available for pick up during library hours
- Patron will call library staff from the library parking lot when they arrive for their pick up
- Library staff will check out their materials, place them in a bag and put it outside the door
- Patron should not leave their car to pick up their materials until the staff member has gone inside the building
- A patron should wear a mask and maintain social distancing from other patrons when outside the library
- Staff members should wear a mask when delivering curbside materials outside
- The transaction between staff and patron should be no-contact
- The library can provide printing, photocopying and laminating services
- The patron can email their document to [maslib@ncls.org](mailto:maslib@ncls.org) for printing, or they can drop off materials to be photocopied or laminated.
- Staff will handle all dropped off patron materials with gloves on
- Completed copies will be placed in a bag and put outside the library for patron pick up
- Staff will not take coins from patrons. Any paper money payment for completed work should be placed in the book drop

## In-Building Services

- Curbside services are available and encouraged for patrons who are at risk
- Patrons will call the library to set up an appointment to enter the building
- A sanitation station with hand sanitizer and disinfectant wipes will be set up in the front lobby
- The number of patrons in the library building is limited to a maximum of 10 and they must wear a mask and maintain at least six feet of distance between themselves and others
- Patrons must place any item they have touched but do not wish to check out in the bins near the stacks
- Patrons will enter the building on the hour and may remain in the library for one half hour with an exception for patrons using the computer lab, which may be used for one and one half hours.
- High touch areas in the library are disinfected between patron appointments
- The Warren Room will be closed to the public
- Patrons will not have access to newspapers and magazines

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- Chairs and toys will be removed
- Two computer stations will be available in the lab. The computer keyboard and mouse will have disposable covers. Patrons will be encouraged to make an appointment for computer use. Computer sessions will be limited to one and one half hours.
- Plexiglass barriers are installed at the circulation desk where maintaining six feet of physical distance between employees and patrons is impossible.
- When checking out patron materials staff will not touch their library card or books/DVD's. Patron must hold items to be scanned.
- If it is necessary to touch patron library card or money, gloves will be used
- The library will be posted with signage directing a one-way flow and six feet indicators

North Country Library System Reopening Plan - <https://web.ncls.org/>

New York State Moving Forward - <https://forward.ny.gov/>

Center for Disease Control & Prevention - <https://www.cdc.gov/>

St. Lawrence Co. Department of Public Health – <https://www.stlawco.org>

**Approved:** August 11, 2020, by the Massena Public Library Board of Trustees

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