

Created by the 4CLS Steering Committee

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New York State has developed a [Cluster Action Initiative](#) to address COVID hotspots across the state. Clusters are identified and designated based on [a number of metrics](#). Clusters are designated in one of three levels: yellow, orange, or red, with escalating restrictions.

The following measures represent a minimum baseline for health and safety protocols that will remain in effect for the duration of the pandemic and must be considered when making adjustments for your particular library:

- An emphasis should be placed on maintaining a minimum social distance of 6 feet at all times
- Staff are required to wear face coverings whenever they are within 6 feet of each other – or likely to be within 6 feet of each other – ex. Hallways, stairways, common areas.
- Patrons must wear face coverings when entering a library building and keep them on while inside (libraries that allow patron to bring in food or beverages may make exception for patrons while they eat and/or drink)
- Handwashing stations are available for patrons and staff
- Staff and patrons are encouraged to use sanitizer (provided by the library) and wash their hands regularly
- Regular cleaning of surfaces is exercised
- Libraries provide their staff with face coverings

As of November 30, 2020, there are no defined clusters within the 4CLS service area. Cluster information is available on the [NY Forward site](#).

Based on the cluster restrictions determined by New York State (see below), the following action plan is presented by the 4CLS Steering Committee for use if an area within the 4CLS service area is designated a cluster:

Yellow Zone – 25 person gathering limit (includes staff)

- Libraries limit access to the building, ensuring that the 25-person maximum* occupancy is not exceeded
 - entrances/exits locations will be monitored
 - *A library's effective maximum may be less than 25 people depending on the size and layout of the library

- Libraries may consider falling back to curbside/pickup service (closing the building to patrons) if local circumstances make it too difficult implement safety protocols for staff and patrons.
- Libraries can offer computer use with reduced session time by appointment if they are able to maintain proper social distancing. Computers must be disinfected after each use and both staff and patrons will wear proper protective equipment.
 - Implementation of this element is subject to the physical layout of the computer area and the library’s ability to ensure the safety and security of library staff and patrons

Orange Zone – 10 person gathering limit (includes staff)

- No patrons will be allowed in library buildings
- Libraries offer curbside/walkup pickup by appointment only. Patrons can either call, email or place local holds then the library will set a pick-up time outside of the building.
- Staff shifts will be reduced or staggered to reduce proximity and physical interaction

Red Zone – gatherings prohibited

- Staff will work from home (WFH) as much as possible. Staffing the building will be done on a staggered schedule and/or in separate areas of the building to encourage social distancing.
- 4CLS Delivery will be suspended
- No patrons will be allowed in library buildings
- No curbside/walkup service will be offered
- Ability to place holds (for public) suspended
- Book drops will be closed
 - Due dates will be extended
- Status registered on 4CLS website

	Patrons in Building	Curbside/Walkup Service	Book Drops Open	Holds	Delivery
Yellow	Maybe	Yes	Yes	Yes	Yes
Orange	No	Yes	Yes	Yes	Yes
Red	No	No	No	No	No

This plan was developed based on the information available at the time. It will be adjusted as needed if more restrictions or requirements are developed by state, county, or local authorities.

RESTRICTIONS BY CLUSTER ZONE

Type of Activity	Red	Orange	Yellow
Non-Residential Gatherings	Prohibited	10 people maximum, indoors and outdoors	25 people maximum, indoors and outdoors
Residential Gatherings	Prohibited	10 people maximum, indoors and outdoors	10 people maximum, indoors and outdoors
House of Worship	Lesser of: 25% of maximum capacity 10 people	Lesser of: 33% of maximum capacity 25 people	50% of maximum capacity
Businesses	Non-essential businesses are closed	Certain high-risk non-essential businesses (eg., gyms, fitness centers and classes, barber shops, hair salons, personal care services) are closed.	Open
Dining	Takeout or delivery only	Outdoor dining, takeout or delivery only, 4 person maximum per table, and bars and restaurants close at 10:00pm for on-premises consumption	Indoor and outdoor dining permitted, 4 person maximum per table; bars and restaurants close at 10:00pm for on-premises consumption
Schools	Closed* Remote-only	Closed* Remote-only	Open 20% weekly testing of in-person students and faculty

*Schools may reopen if they follow [new guidelines](#) that require mass testing in schools before they reopen followed by vigilant symptom and exposure screening conducted daily.