**ARKELL MUSEUM & CANAJOHARIE LIBRARY**

**AIRBORNE INFECTIOUS DISEASE AND PUBLIC HEALTH EMERGENCY EXPOSURE AND PREVENTION PLAN**

**GUIDELINES, PROCEDURES, AND MINDFUL AWARENESS**

# INTRODUCTION ADDENDUM

This document was originally created in response to the COVID-19 Pandemic as a reopening guideline after the New York Pause. It has since been improved upon and become a plan for preparedness and response for the Arkell Museum and Canajoharie Library in the event of a public health crisis, wherein the safety of the public, community, and staff are at risk. Should a public health emergency arise in the future be it an Airborne Infectious Disease like COVID-19 or any other events that place the community in danger this document is to be referred to and followed to ensure the safety of patrons, staff, and all individuals at risk within the Arkell Museum and Canajoharie Library.

# INTRODUCTION

We will need to adjust the way we operate and serve our community to provide a safe and healthy environment for staff, visitors, and patrons. Working together, we can ensure that our “new” environment not only IS safe but FEELS safe and welcoming to all who enter the building.

These policies, guidelines, and procedures are based on the best information currently available from

New York State (NYS), the Centers for Disease Control and Prevention (CDC), the New York Library Association (NYLA), the Mohawk Valley Library System (MVLS), the American Alliance of Museums (AAM), and the Museum Association of New York (MANY).

This plan will be updated as appropriate. Each staff member will receive a print copy of this document and will be issued updated copies and/or additional pages as/if needed.

Mandatory all-staff training will be held before reopening. Health expectations will be reviewed and stressed; all staff will be asked to sign an Oath of Personal Responsibility (this is not a legally binding document but will serve to underscore the importance of proper procedure and to encourage good role modeling). This guide and all new procedures will be reviewed and demonstrated. Staff will be encouraged to speak freely regarding concerns and be given the opportunity for confidential communication. A mental health professional will address the staff and provide coping mechanisms regarding fear, anxiety, and/or stress management, and provide an opportunity for confidential communication.

Table of Contents

**FACILITY**

* Introduction
* Total Building Occupancy
* Adjusted Building Occupancy
* Building Areas (PUBLIC) – Recommended Occupancy
* Public Seating
* Sanitizing Stations
* Deep Cleaning
* Main Floor Restrooms
* Lower Level Restrooms
* Lower Level Tourism Information
* Water Fountains
* Elevator
* Garden
* Gift Shop
* Snack Bar
* Snack Bar (INTERNAL)
* Front Door, Entry Area, and General Building Signage
* Closing

**PUBLIC SERVICE STAFF**

* Introduction
* Front Desk
* Money
* Returning Materials
* In-Person Check Out
* In-Person Card Registration
* Computer Procedure
* Printing, Faxing, & Scanning Procedures
* Tutoring Room
* Classroom

**EXPECTATIONS**

* Expectations
* Staff Remote Work Policy
* Staggered Shift Policy
* Staff Leave Policy
* Front Desk Expectations
* Staff-Only Areas and Office Etiquette
* Staff Health Expectations
* ADA, NYS, and City Human Rights Laws

There are seven appendices:

**Appendix A: Oath of Personal Responsibility**

**Appendix B: New Guidelines Compliance**

**Appendix C: Daily Access (staff, contractor, artist), Staff Personal Health, and Cleaning Log Templates**

**Appendix D: Public and Staff Signage (marked with**  **throughout this document)**

**Appendix E: Curbside Pickup**

**Appendix F: Resources**

**Appendix G: NY HERO ACT; The Airborne Infectious Disease Exposure Prevention Standard**

# FACILITY

## INTRODUCTION

The following occupancy capacity rates, cleaning procedures, and, facility usage are based on the COVID-19 CDC recommendations for social distancing of six feet and frequent sanitization of public and shared spaces. This will be the standard for all future public health crises including Airborne Infectious Diseases unless otherwise dictated by National, State, and County guidelines for a potential future emergency.

## TOTAL BUILDING OCCUPANCY

* Total Square Feet: 25,221\*
* Total allowed:700\*\*
* 50% = 350

\*Including lower level storage, workshop, mechanical; excluding parking lots, great lawn, garden

\*\*International Building Code Occupancy Loads ([https://legalbeagle.com/6087483-internationalbuilding-code-occupancy-loads.html)](https://legalbeagle.com/6087483-international-building-code-occupancy-loads.html)

## ADJUSTED TOTAL BUILDING OCCUPANCY

* Public Areas: 105
* Total Building: 175 (25% of IBCOL max)

Adjusted total building occupancy takes into consideration:

* Irregular/limited access to lower-level storage, workshop, and mechanical areas
* Lower level storage/mechanical unit square footage
* Upper-level furniture, bookcases/stacks, display unit square footage
* Standing & seated patrons/visitors
* Typical patron/visitor traffic pattern (eg along the bookcase or gallery wall)

## BUILDING AREAS (PUBLIC) – RECOMMENDED OCCUPANCY

Note: To limit the possible spread of contagion, freestanding fans will not be used in public areas

Desk staff will make regular walk-throughs to ensure visitors/patrons are social distancing

Consideration will be allowed for residential and family groups who have been quarantined together (eg family of four sharing a bench)

Taking into consideration display units, bookcases, free-standing book stacks, furniture (tables, chairs, benches), space egress/enter, and the fact the gallery visitors and library patrons typically walk along gallery walls or book stacks (and do not disperse themselves evenly across the entire area), occupancy numbers based on square footage have been reduced by 25%, 50%, or 75% to ensure 6-foot social distancing in each space:

|  |  |  |  |
| --- | --- | --- | --- |
|  **Space**  |  | **Adjusted**  | **Actual Allowed/SqFt\* Square Footage**  |
|   Gift Shop  |   | 3  |   | 4  |   |   | (156 ft2)  |
|   Great Hall  |   | n/a  |   | 61  |   |   | (2202 ft2)  |
|   Gallery 1  |   | 10  |   | 14  |   |   | (510 ft2)  |
|   Galleries 2 & 3  |   | 22  |   | 29  |   |   | (1058 ft2)  |
|   Walkway  |   | 7  |   | 31  |   |   | (1141 ft2)  |
|  Walkway Gallery  |   | 3  |   | 7  |   |   | (268 ft2)  |
|   Night Watch  |   | 19  |   | 26  |   |   | (938 ft2)  |
|  South Gallery (Regional Art)  | 3  |   | 6  |   |   | (238 ft2)  |
|  Community Gallery (Regional Art) 6  |   | 8  |   |   | (321 ft2)  |
|  Adult Stacks  |   |   | 9  |   | 38  |   |   | (1398 ft2)  |
|  Children’s Area  |   |   | 3  |   | 10  |   |   | (392 ft2)  |
|  Teen Area\*\*  |   |   | 6  |   | 9  |   |   | (352 ft2)  |
|  Reading Room  |   |   | 10  |   | 40  |   |   | (1461 ft2)  |
|  Tutoring Room  |   |   | 1  |   | 2  |   |   | (97 ft2)  |
|  Classroom  |   |   | 3  |   | 14  |   |   | (507 ft2)  |

\*Actual Allowed Number with 6 ft Social Distancing Accommodation

\*\*Dispersed among three distinct Teen Areas: stacks, café table, and work table.

Occupancy: *Area* *Occupancy Limit:* ***#***

Multiple signs will be produced; the above hashtag is a placeholder for the occupancy number specific to each area; at least one sign per area will be placed in a highly visible location in each area and/or as each area is entered

## PUBLIC SEATING

* Café Tables
	+ One chair/table
	+ At least 6 feet between tables
* Garden Benches
	+ One person/bench

  Already located at least 6 feet apart

* Library Tables (Children’s and Teen Areas, Reading Room)

 o Sufficient number of chairs will be removed to ensure proper social distancing

* Table signs will remind patrons to practice social distancing

o All floor seating, board games, puzzles, etc will be removed from the Teen Area

* Children’s Area

o Two (of four) easy chairs will be removed; one each will be placed at the far ends of opposite Stone Wall area

o All toys have been removed from this area

* Museum, Library & Regional Art Gallery Benches

 o Two people/bench

  Opposite ends, facing away

Table signs: *Seating has been limited to ensure proper social distancing. Thank you for not grouping chairs. Help keep the curve flat!*

Bench Seating: *Bench seating is limited to two. Thank you for sitting at opposite ends of the bench and facing away from each other. Help keep the curve flat!*

## SANITIZING STATIONS

* All staff workstations will be equipped with hand sanitizer
* Public contact-less hand sanitizers will be located throughout the building
* All public hand sanitizers are floor stand models within ADA required height
	+ Entry
	+ Museum Galleries (opposite donor wall)
		- Also serves Elevator, Servery, Garden Door

o Memorial Walkway (location TBD; middle or foot of walkway)

* + - Serves Walkway, Walkway Gallery, and Night Watch

o Public Computer/Children’s Area (against the east side of the clock post)

* + Teen Area/Reading Room Entry

o Classroom/Regional Art Gallery

* + - Also serves Elevator

## DEEP CLEANING

* Frequently touched areas will be sanitized at opening/closing and frequently throughout the day  High-touch areas include (but are not limited to):
	+ Exterior & Interior Door Handles
	+ ADA Entry/Exit buttons
	+ Exterior Book Drop
		- Exterior Handle
		- Interior Bin Handle

o Water Cooler Toggle (staff only access)

* + Stanchions
	+ Stair Rails
	+ Hand sanitizers
	+ Museum Entry, Library Check-Out & Library Information Countertops
		- Countertops will be covered with a Mylar (or similar) easy-to-replace sheet

(smooth surfaces are easier to keep clean)

* + Elevator Buttons
	+ Water Fountain Push Bars and Basin Rims
	+ Bathroom Surfaces
	+ Seating Areas & Tables
	+ Chairs within each area will be placed to ensure proper social distancing
* Specific procedures for these areas are addressed in this document

## MAIN FLOOR RESTROOMS (single sink and stall each)

* Limit occupancy to one person or one parent/caregiver and charge(s)
* Add pop-up sanitizing wipes to counter

Restroom Exterior – Main Floor (1): *Thank you for waiting until the restroom is unoccupied before entering. Please check occupancy with a quick tap of your foot!* (include a fun graphic of a tap dancer or other appropriate images)

Restroom Interior (2): *We sanitize our restrooms frequently throughout the day. You are welcome to use a sanitizing wipe on frequently touched surfaces. Thank you for using only one wipe. Please dispose of it in the trash bin!* (include trash bin and toilet bowl with red X graphics)

## LOWER LEVEL RESTROOMS (multiple sinks and stalls)

* Limit occupancy to two people or one parent/caregiver and charge(s)
* Close off middle stalls and sinks (leaving one regular and one accessible)
* Add pop-up sanitizing wipes to counter

Restroom Exterior – Lower Level (1): *Occupancy Limit: Two (2) Thank you for observing the occupancy limit. Please check occupancy upon entry. Thank you for exiting and waiting to re-enter.*

 Restroom Interior: *We sanitize our restrooms frequently throughout the day. You are welcome to use a sanitizing wipe on frequently touched surfaces. Thank you for using only one wipe. Please dispose of it in the trash bin!* (include trash bin and toilet bowl with red X graphics)

## LOWER LEVEL TOURISM INFORMATION

Lower Level Tourism (1): *Sanitize or wash your hands before browsing. We sanitize these pockets frequently throughout the day. Help us keep the curve flat!*

## WATER FOUNTAINS (one each main and lower level)

* Closed to “mouth-drinking”
* Front Desk Staff will provide disposable cups following this procedure:
	+ Sanitize hands

O Open and carefully push down bag sleeve to expose cup BOTTOM

o Do not touch the cup!

* + Extend cup bottom to patron/visitor
	+ Remind patron/visitor to grasp/touch only one cup

Water Fountains (2): *No Mouth Drinking! Please pick up a disposable cup at the Front Desk. Do not touch the rim of your cup to the fountain. Help keep the curve flat!* (include fun graphics of fountain drinker getting splashed in the face covered by red X & water fountain and water stream with cup held under the stream and NOT near the fountain)

## ELEVATOR

  Occupancy is limited to two people or one parent/caregiver and charge(s)

Elevator (2): *Elevator occupancy is limited to two people or one parent/caretaker and charges(s). Help keep the curve flat!*

## GARDEN

  Occupancy limited to three people or one parent/caregiver and charges

Garden: *Thank you for practicing social distancing. Seating is limited to one person or one commonly isolated group per bench. Help keep the curve flat!*

## GIFT SHOP

  Occupancy limited to three people or one parent/caregiver and charges

Gift Shop: *Please use hand sanitizer before browsing. Help keep the curve flat!*

## SNACK BAR

  Closed to the public until further notice

Snack Bar: *Our Snack Bar is closed**until further notice.**We donated all of our single-serve snack pouches to service organizations!*

## SNACK BAR (Internal)

* The Snack Bar is closed to limit contact and staff overhead.
* A gloved staff member will remove all beverages and snacks.
* Snacks (all single-serve sealed manufacturer pouches) approaching expiration date will be offered to local providers (police/fire, health care, food bank, etc) and/or staff
* **Keurig** and pods will be removed to Servery for staff use only
	+ Wash or use hand sanitizer before and after using
	+ Wash personal mug before each use
	+ Take care not to touch the rim of the mug to the machine during operation

## FRONT DOOR, ENTRY AREA, AND GENERAL BUILDING SIGNAGE

Front Door: *Welcome! Practice social distancing. Wear a mask. Help keep the curve flat!*

Front Door: *Stop! Masks covering both nose and mouth are required to enter this building! We must remain in compliance with New York State and Public Health directives to remain open. Any individual over age two, and able to medically tolerate a face-covering, is required to cover their nose and mouth with a snuggly fitting mask or cloth face-covering when in a public place. Compliance with our new interior signs is also a requirement for the continued use of the Library and Museum. Help keep the curve flat!*

Mask language will be adjusted as/if needed; for example: *Please wear a mask to help our staff, patrons, and visitors stay healthy and feel safe,* Or *Wear a mask, wash your hands, and we all stay safe!*

Front Door: *Attention! If you are experiencing any COVID-related symptoms (cough, shortness of breath, difficulty breathing) or any two of these symptoms: fever, chills, muscle pain, headache, sore throat, or new loss of sense of smell or taste, or have had contact with a person with COVID, please do not enter the building. Thank you and be well.*

Entry Area: *The Arkell Museum and Canajoharie Library are committed to providing comfortable, safe, and healthy spaces. Frequently touched surfaces are cleaned frequently throughout the day. Staff are working behind safety shields, wearing cloth masks, and taking frequent breaks to sanitize their hands. Occupancy limits are posted in each area of the building. Hand sanitizers are located throughout the building. Thank you for your patience while we all work to keep the curve flat!*

Entry Area & Several Locations: *Wear a mask, wash your hands, and we all stay safe!*

Entry Area & Several Locations: *The Arkell Museum and Canajoharie Library are committed to providing safe and healthy spaces. Please consider notifying us should you be lab-diagnosed, or learn that you had been in close contact with someone lab-diagnosed, with COVID-19 within seven (7) days of your visit.*

Library Stacks (several locations): *Practice social distancing! Browse the stacks one at a time. Wait your turn. Help keep the curve flat!*

Galleries (several locations): *Practice social distancing! Keep three or four paintings between you and the next viewer. Enjoy the artwork and help keep the curve flat!*

## CLOSING

* Executive Director and Library Director or Librarian will be responsible for monitoring mandates/conditions
* The entire facility will immediately close under any one of the following conditions:
	+ New York State Executive Order or mandate requires all museums & libraries to cease operation: [https://www.governor.ny.gov/executiveorders;](https://www.governor.ny.gov/executiveorders)<https://forward.ny.gov/>
	+ Montgomery County Executive Order or mandate requires all museums & libraries to cease operation: <https://www.co.montgomery.ny.us/web/sites/news/covid19.asp>
	+ Village of Canajoharie Executive Order or mandate requires all museums & libraries to cease operation: <https://villagecanajoharie.digitaltowpath.org:10120/content>
	+ Limited or widespread transmission is reported in the immediate community or tri-county area and Executive Director and Library Director choose to close the business to ensure the safety of staff, patrons, and visitors
	+ Needs exceed staff capacity
	+ The Executive Director in conjunction with the Library Director or Librarian feel that the building should close to ensure the safety of the immediate service area and staff
	+ A staff member, patron/visitor, or contractor is lab-diagnosed

 The facility will close for three days (72 hours) minimum unless otherwise dictated by National, State, and County guidelines as per the health emergency.

* In the case of a required closure, the entire facility will follow official mandates regarding reopening
* Should needs exceed staff capacity:
* Select services may be suspended

o Building areas may be closed

o Open hours/days may be adjusted

o Entire facility may temporarily close

# PUBLIC SERVICE

## INTRODUCTION

## The following front desk procedures are based on the COVID-19 CDC recommendations for social distancing of six feet, quarantine of potentially exposed materials, and the wearing of masks. This will be the standard for all future public health crises including Airborne Infectious Diseases unless otherwise dictated by National, State, and County guidelines for said future emergency.

## FRONT DESK

* Floor markers will indicate appropriate social distances approaching Front Desk stations
* Museum Entry, Library Check-Out, and Library Information desks will have Plexi-shields
* All Front Desk staff will wear masks made out of appropriate material over their mouth and nose at all times when serving the public and interacting with other staff members
* Front Desk Staff working at the point of sale will wear gloves when handling returned materials or otherwise required or recommended by National, State, and County guidelines.
* The Museum/Library will provide hospital-style cloth masks and latex-free gloves
	+ Staff may wear a homemade cloth mask that covers both mouth and nose (as per NYS policy)
	+ Staff will be instructed to 1) wash hands before donning and removing your mask, 2) don mask in the same orientation (ie inside vs outside surface), and 3) launder cloth masks daily
	+ Minimum weekly requirement: 42 masks and pairs of gloves (assorted sizes)
	+ All gloves will be free of latex and powder
	+ Front Desk Staff will wash hands hourly (following CDC 10x/day recommendation)
* All staff will wear masks at all times when in public spaces
* Free-standing fans will not be used in public areas
* Patrons and visitors will be encouraged to use their own pens
* All decorative items, rack cards, exhibit cards, Summer Reading schedules, and brochures will be removed from the front desk and stanchion pockets
* One example of each card, brochure, and schedule will remain on a fixed display
	+ Taped inside stanchion pocket and/or behind desk/counter shield(s)
	+ Visitors and patrons may request material at the desk

Patience (2): *Thank you for your patience! Staff will be sanitizing the counter, keyboard covers, printer, and more between transactions, and will be taking frequent breaks to sanitize or wash their hands. Help keep the curve flat!*

Schedules, Rack Cards, Etc: *Please ask for materials! We have plenty and are happy to share!*

## MONEY

* Money will be accepted ONLY at the point of service terminal (Revel)
* Patrons will be asked to have exact change ready
* If a patron is paying with a card, have them hand you their card, and staff will swipe the card through the reader and return it to the patron
* Staff will sanitize their hands and the point of service terminal before and after each use
* Museum visitors will not be required to wear an admission sticker

Money (2): *Exact change preferred*. *Thank you!*

## RETURNING BOOKS

*Please note this is no longer necessary for the COVID-19 Virus. The section remains to direct future action in the event of another airborne infectious disease or public health crisis.*

* All books must be returned to the exterior book drop only. No books will be taken over the counter.
* Book drop must be emptied upon opening and materials placed in quarantine with a timestamp in clear view.
* When books are taken out of the book drop staff must wear gloves.
* The books will be taken out of the book drop and placed into plastic bins. When the bin is full (or the end of the day arrives), the bins must be closed.

o Each bin will have a tracking paper on it for when it was closed. When the bin is closed the time, date, and staff initials need to be recorded.

* After the 72-hour quarantine or another appropriate length of time as dictated by National, State, and County guidelines, books will be checked in behind the circulation desk.

## IN-PERSON CHECK OUT

* Circulation desk will have a plexiglass shield between patrons and staff.
* Circulation desk will also have a covering on the surface of the desk.
* Staff must wear masks.
* Patrons will pass their library card through the slot in the plexiglass; staff will scan the card and return it to the patron.
* The patron will pass the materials through the plexiglass to the staff member to scan
* A staff member will scan, print receipt, and pass materials back to the patron
* Once a transaction is completed, staff will sanitize the desk covering before helping the next patron

Book Check-Out: *We practice safe reading! All materials are quarantined for at least (appropriate number of hours as dictated by National, State, and County guidelines) hours before being re-shelved and checked out! Only gloved staff handles the materials!*

## IN-PERSON LIBRARY CARD REGISTRATION

* Pass registration card through the plexiglass to the patron
* Encourage patrons to use personal pen
* Have the patron hold up their ID to verify
* Complete registration and pass card to the patron
* Once a transaction is completed, staff will sanitize hands and the desk covering (and pen if provided) before helping the next patron

## COMPUTER PROCEDURE

* Only two computers will be available for patron use (end computers).
* Computer appointments will be required.

o If someone comes in and asks to use the computer and there is no appointment, have them sign in for that time

* Time limits will be strictly enforced
* One on one computer assistance is not available at this time
* Printing is available, staff will need to hand the print out to the patron through a plexiglass slot
* Staff will sanitize the keyboard cover, mouse, and the area surrounding the computer after each patron use

Computer: *The desk clerk will sanitize the keyboard cover and mouse after each session ends. Extensions to time on the computer will only be given if you are working on a class, job application, or other essential services.*

## PRINTING, FAXING, & SCANNING PROCEDURES

* Printing can be completed during computer appointments
* Patrons will be expected to take their own prints off the printer
* Once a patron has taken their prints, the printer must be sanitized by staff
* If there is a printer error or service need
* Staff will ask the patron to remain at the computer while fixing the printer
* When the error is fixed (or service completed) staff will sanitize the printer
* Staff will load the printer and fax machine with gloved hands only
* If a patron requests a fax, the patron will be responsible for completing the fax on their own
	+ Staff can assist from behind the plexiglass and should not stand side by side with the patron faxing
	+ Once faxing is complete, staff will sanitize the fax station
* Scanning will not be completed by the Library until further notice due to potential cross-contamination of materials

Printing, Faxing, & Scanning: *We are here to help you print or fax (scanning is not available until further notice)! We just can’t do it by your side! The printer and fax machine will be sanitized after each use. Thank you for your patience. Help keep the curve flat!*

## CLASSROOM

* Occupancy limited to one group of three
* The group must practice social distancing
* Appointments will be required.
	+ If a group comes in and asks to use the Classroom Room and there is no appointment, have the group sign in for that time
	+ Remind group to practice social distancing; one person/banquet table
* Surfaces will be sanitized after each use

Classroom: *Classroom use is by appointment only. The occupancy Limit is one group of three (3). Please register with the desk clerk.*

**STAFF EXPECTATIONS**

## STAFF PANDEMIC PREPAREDNESS POLICY STATEMENT The following staff procedures are based on the COVID-19 CDC recommendations. This will be the standard for all future public health crises including Airborne Infectious Diseases unless otherwise dictated by National, State, and County guidelines for said future emergency.

**STAFF REMOTE WORK POLICY**

* All non-essential staff will be allowed to work remotely if able to in the event of a public health emergency following National, State, and County health guidelines
* Non-essential staff includes
	+ Curator of Education
	+ Regional Art Gallery Manager
	+ Front Desk Staff
	+ Library Assistant
	+ Custodian
	+ Gardener
* Remote work is not limited to but must include
	+ Maintaining social media
	+ Virtual reference
	+ Electronic communication

**STAFF STAGGERED SHIFT POLICY**

* All essential staff will be allowed in the building on alternating days if legally allowed to do so by National, State, and County guidelines. To provide building maintenance, keep updated with billing, and tend to anything that cannot otherwise be accomplished remotely. Including but not limited to payroll and billables.
* Essential Staff includes
	+ Executive Director
	+ Library Director or Librarian
	+ Head of Facilities and Security
	+ Bookkeeper/office manager

**STAFF LEAVE POLICY**

* Staff will be allowed day time away in the event of a public health emergency as outlined by current National, State, and County health guidelines including
	+ Medical testing
	+ Quarantining
	+ Recovery
	+ Caring for sick family members
	+ Receiving vaccinations

## FRONT DESK EXPECTATIONS

* When entering and exiting the circulation desk, please use the nearest entrance and exit
	+ Do not pass behind your colleagues
* Staff will not be providing over the shoulder assistance to patrons
* When shelving, staff will only work in stacks where patrons are not present
* Staff will be expected to conduct a “walk through wipe down” of both the Library and Museum every hour
	+ If the areas are busy, staff will conduct a walkthrough
	+ During walkthroughs, staff will make sure that patrons are not grouped in an area and maximum occupancy guidelines are not exceeded
	+ Staff will wipe down door handles and other surfaces as practical/appropriate
	+ Staff will sanitize hands before and after each walk though
* Staff will be expected to sanitize their work area between all patron interactions and when leaving the area for a shift change (or end of the day)
* Work areas to be sanitized include:
	+ Computer keyboard
	+ Computer mouse
	+ Chair handles
	+ Phone
* Staff will not open quarantine bins before the 72-hour mark or another appropriate length of time as dictated by National, State, and County guidelines
* Point of sale (Revel) will be operated by one staff member per shift

## STAFF-ONLY AREAS AND OFFICE ETIQUETTE

Staff will respect the personal space of their colleagues and the public at all times; staff members

* May remove cloth mask when working alone in a staff-only area, private office, or outdoors
* May not enter an occupied staff-only area or private office without permission
* Must wear a cloth mask covering both nose and mouth when in public or shared staff areas Should frequently clean their office telephone, keyboard, etc.
* Must clean touched surfaces in staff-only areas before exiting
* When possible should not share telephones, keyboards, writing implements, etc.

## STAFF HEALTH EXPECTATIONS

To maintain a safe working environment, staff expectations exceed public expectations

* Staff is expected to sign in and out every day they are in the building to ensure proper contact tracing can occur in the event of an exposure
* Staff is expected to complete the daily health questionnaires at their workstations upon arriving in the building to attest that they have no symptoms nor have they had any exposure to the Airborne Infectious Disease. This will be reviewed and noted by the Librarian or Library Director.

**STAFF HEALTH EXPECTATIONS FOR EXPOSURE REGARDLESS OF VACCINATION STATUS**

* These procedures exceed current recommendations by the CDC for COVID-19
* Staff members regardless of vaccination status who were in close contact with someone who has been diagnosed with an infectious disease or other public health emergency related illness may not report to work or must leave immediately.
* If a staff member has symptoms that could be from an airborne infectious disease or a result of another public health emergency and does not get evaluated by a medical professional or tested:
	+ The staff member is assumed to have contracted the infectious disease or other public health emergencies related illness and may not return to work until they have completed testing and received a negative result or clearance from a medical professional confirming an alternate diagnosis.
* If the staff member gets tested it must be 2 days after the initial exposure.
	+ **Day of exposure is day 0, on day 2 test yourself**
* Staff without symptoms may return to work after a negative test taken 2 days after exposure and are asymptomatic.
* **Staff should continue to self-monitor for symptoms even after a negative test result.**
* Staff with symptoms may not return to work until ALL of the following National, State, and County guidelines of health are met including:
	+ An adequate amount of time passed since symptoms first appeared
	+ An adequate amount of time has passed since recovery (resolution of fever without the use of fever-reducing medications)
	+ The individual has improvement in symptoms

**HEALTH EXPECTATIONS FOR SYMPTOMATIC STAFF REGARDLESS OF VACCINATION STATUS**

* Staff may not report to work and will be sent home if they are experiencing any symptoms related to the airborne infectious disease or other public health crises.
* Staff experiencing the following symptoms may return to work after a negative test and improvement in symptoms.
* COVID-19 Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. Symptoms of COVID-19 may include but are not limited to:
* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

**HEALTH EXPECTATIONS FOR POSITIVE DIAGNOSIS OF STAFF REGARDLESS OF VACCINATION STATUS**

* Staff may not report to work and will be sent home if they have tested positive for the airborne infectious disease or other public health crises.
* Staff should isolate for 5 days minimum
	+ **Day of exposure is day 0, on day 5 test yourself**
* If the staff member receives a negative result and improving symptoms, they may return to work
	+ **Staff should continue to self-monitor even after the negative test result.**
* If the staff member receives a positive result, they must continue to isolate for an additional 5 days.
* Staff may return to work after the 10-day isolation period if their symptoms are improving.
	+ Re-testing is not required after the 10-day isolation noting that a percentage of people may still test positive for as many as 90 days even after they are no longer contagious.
* Staff with symptoms may not return to work until ALL of the following National, State, and County guidelines of health are met including:
	+ An adequate amount of time passed since symptoms first appeared
	+ An adequate amount of time has passed since recovery (resolution of fever without the use of fever-reducing medications)
	+ The individual has improvement in symptoms

**BUILDING EXPECTATIONS FOR POSITIVE DIAGNOSIS OF STAFF**

* Should any staff member, patron/visitor, or contractor be positively diagnosed, all persons potentially exposed will be contacted and told to quarantine and get tested. If multiple staff members are exposed resulting in insufficient staffing it will be up to the discretion of the Library Director & Executive Director to close the building if necessary.
	+ State and public health authorities will be contacted immediately
	+ Deep cleaning will take place over highly used surfaces
* A staff member lab-diagnosed with an airborne infectious disease may not return to work until ALL of the following National, State, and County guidelines of health are met including:
	+ An adequate amount of time passed since symptoms first appeared
	+ An adequate amount of time has passed since recovery (resolution of fever without the use of fever-reducing medications)
	+ The individual has improvement in symptoms

**REPORTING SYMPTOMS OF OR EXPOSURE TO AN AIRBORNE INFECTIOUS DISEASE OR OTHER PUBLIC HEALTH EMERGENCY**

* If a staff member should exhibit symptoms and/or has been exposed to the Airborne Infectious Disease or other Public Health Emergency DO NOT COME INTO WORK.
* They are to email their immediate supervisor they will be unable to come to work because they are experiencing said symptoms. The Librarian or Library Director will then assess other employees for potential exposure, find coverage, and inform the Executive Director.
* If a staff member finds out they have been exposed during a work shift they are to tell their immediate supervisor, collect their belongings, and leave the building.
* Should a staff member test positive they should immediately contact their direct supervisor the Librarian or Library Director via text or phone call. DO NOT EMAIL; direct phone contact will allow for a more rapid response.
* Should multiple staff members be in quarantine/isolation at once the Librarian or Library Director and Executive director may decide to close the building until enough staff is well enough to open.
* If a staff member tests positive any other staff that has been in close proximity (closer than 6ft) for a period of time 10 minutes or longer is to self-quarantine and monitor themselves for symptoms.
* All employees with positive tests or potential exposures may not return to work until ALL of the following National, State, and County guidelines of health are met including:
	+ An adequate amount of time passed since symptoms first appeared
	+ An adequate amount of time has passed since recovery (resolution of fever without the use of fever-reducing medications)
	+ The individual has improvement in symptoms
* Staff members cannot be retaliated for any of the following actions regarding Airborne Infectious Diseases or Public Health Emergencies
	+ Reporting an airborne infectious disease exposure
	+ Seeking assistance or intervention concerning an airborne infectious disease
	+ Refusing to work in an unsafe environment where they could be exposed to an Airborne infectious disease.
	+ See Appendix G Section D for full Anti-Retaliation information regarding Airborne Infectious Diseases and Public Health Emergencies

**MANAGERIAL STAFF EXPECTATIONS**

* Managerial Staff shall develop and institute logs and daily health questionnaires for staff and any other professional individuals who spend **more than 10 minutes** in the building.
* The Librarian or Library Director is the designated point of contact for receiving and reviewing all employee questionnaires and logs. This will be checked often to ensure all staff members are responding and are not exhibiting symptoms.
* The Buildings and Grounds Manager is the designated point of contact for receiving and reviewing all logs and questionnaires for professional individuals working inside the building.
* Logs and daily questionnaires should be reviewed regularly by the Librarian or Library Director to ensure the most up-to-date questions and data are included based on the current National, State, and Local guidelines for a Public Health Emergency.
* This document shall also be reviewed by the Librarian/ Library Director and Executive director to ensure the most up-to-date questions and data are included based on the current National, State, and Local guidelines for a Public Health Emergency.

## Appendix A: Oath of Personal Responsibility

Oath of Personal Responsibility

Arkell Museum & Canajoharie Library

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am aware that Airborne Infectious Diseases and other Illnesses resulting in a Public Health Emergency could result in severe illness and potential death and want to do my best to prevent its spread and new outbreaks. Therefore, to the best of my ability, I will practice proper social distancing and good hygiene as recommended by New York State and health department directives both at work and at home. I will follow the new operational guidelines established by the Museum & Library. By following these guidelines, I will also reinforce good behavior for my colleagues, and our visitors and patrons. For my own health and the health of others, I promise not to come to work if I am feeling ill and will let my supervisor know of my condition. I will adhere to testing guidelines and work with my primary care providers to ensure my good health. Finally, if I am exposed or suspect that I have been exposed to an Airborne Infectious Diseases and other Illnesses resulting in a Public Health Emergency, I will immediately self-quarantine, follow the advice of my primary care providers, notify my supervisor, and abide by the new guidelines set by the Museum & Library. I understand that this oath is not legally binding. It is meant to be a reminder to act responsibly and to mindfully encourage responsible behavior from my colleagues.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director or Library Director Signature Date

## Appendix B: New Guidelines Compliance

Guidelines Compliance

Arkell Museum & Canajoharie Library

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have **received** a copy of the new guidelines set forth by the Arkell Museum & Canajoharie Library (*AIRBORNE INFECTIOUS DISEASE AND PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE PLAN; GUIDELINES, PROCEDURES, AND MINDFUL AWARENESS*). I have **read** and **understand** these guidelines and **will comply** with the new requirements as outlined in the guidelines.

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Staff Member Signature Date

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Executive Director or Library Director Signature Date

## Appendix C: Daily Access (staff, contractor, artist), Staff Personal Health, and Cleaning Log Templates

***C1: Staff Access***

*Clipboard in Servery (staff access); all staff will sign in at daily arrival/departure.*

### *C2: Contractor Access*

*Created, kept, and maintained by Michael Rivenburgh, Head of Facilities (contractors are not on-site in his absence)*

### *C3: Artist Access*

*Keep and maintained by Mary Beth Vought, Regional Art Gallery Director; Front Desk Staff as back up in her absence (eg weekend art drop off and/or pick up)*

### *C4: Staff Personal Health*

*Online questionnaire created and to be reviewed by the Library Director or Librarian (reviewed by Executive Director Suzan D. Friedlander in her absence); “shortcut” to document on all staff computers; to be completed by all staff upon arrival*

### *C5: Cleaning*

*Created, kept, and maintained by Michael Rivenburgh, Head of Facilities*

Canajoharie Library and Arkell Museum

Staff Access Log

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Canajoharie Library and Arkell Museum

Artist Access Log

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## Appendix D: Public and Staff Signage (marked with  throughout this document)

*Please note that the signage reflected in this document was developed as part of the initial reopening plan in July 2020. The signage does not reflect current signage within the building. Signage is subject to change based on current CDC, National, State, and County guidelines.*

Occupancy (multiple; # replaced by number specific to area): *Area* *Occupancy Limit:* ***#***

Table signs: *Seating has been limited to ensure proper social distancing. Thank you for not grouping chairs. Help keep the curve flat!*

Bench Seating: *Bench seating is limited to two. Thank you for sitting at opposite ends of the bench and facing away from each other. Help keep the curve flat!*

Restroom Exterior – Main Floor (1): *Thank you for waiting until the restroom is unoccupied before entering. Please check occupancy with a quick tap of your foot!* (include a fun graphic of a tap dancer or other appropriate)

Restroom Exterior – Lower Level (1): *Occupancy Limit: Two (2) Thank you for observing the occupancy limit. Please check occupancy upon entry. Thank you for exiting and waiting to re-enter.*

Restroom Interior (2): *We sanitize our restrooms frequently throughout the day. You are welcome to use a sanitizing wipe on frequently touched surfaces. Thank you for using only one wipe. Please dispose in trash bin!* (include trash bin and toilet bowl with red X graphics)

Lower Level Tourism (1): *Sanitize or wash your hands before browsing. We sanitize these pockets frequently throughout the day. Help keep the curve flat!*

Water Fountains (2): *No Mouth Drinking! Please pick up a disposable cup at the Front Desk. Do not touch the rim of your cup to the fountain. Thank you for keeping the curve flat!* (include fun graphics of fountain drinker getting splashed in face covered by red X & water fountain and water stream with cup held under stream and NOT near fountain)

Elevator (2): *Elevator occupancy is limited to two people or one parent/caretaker and charges(s). Help keep the curve flat!*

Garden: *Thank you for practicing social distancing. Seating is limited to one person or one commonly isolated group per bench. Help keep the curve flat!*

Gift Shop: *Please use hand sanitizer before browsing. Help keep the curve flat!*

Snack Bar: *Our Snack Bar is closed**until further notice.**We donated all of our single-serve snack pouches to service organizations!*

Front Door: *Welcome! Practice social distancing. Wear a mask. Help keep the curve flat!*

Front Door: *Stop! Masks covering both nose and mouth are required to enter this building! We must remain in compliance with New York State and Public Health directives to remain open. Any individual over age two, and able to medically tolerate a face-covering, is required to cover their nose and mouth with a snuggly fitting mask or cloth face-covering when in a public place. Compliance with our new interior signs is also a requirement for the continued use of the Library and Museum. Help keep the curve flat!*

Mask language will be adjusted as/if needed; example: *Please wear a cloth mask to help our staff, patrons, and visitors stay healthy and feel safe.*

Front Door: *Attention! If you are experiencing any COVID-related symptoms (cough, shortness of breath, difficulty breathing) or any two of these symptoms: fever, chills, muscle pain, headache, sore throat, or new loss of sense of smell or taste, or have had contact with a person with COVID, please do not enter the building. Thank you and be well.*

Entry Area: *The Arkell Museum and Canajoharie Library are committed to providing comfortable, safe, and healthy spaces. Frequently touched surfaces are cleaned frequently throughout the day. Staff are working behind safety shields, wearing cloth masks, and taking frequent breaks to sanitize their hands. Occupancy limits are posted in each area of the building. Hand sanitizers are located throughout the building. Thank you for your patience while we all work to keep the curve flat!*

Entry Area & Several Locations: *Wear a mask, wash your hands, we all stay safe!*

Entry Area & Several Locations: *The Arkell Museum and Canajoharie Library are committed to providing safe and healthy spaces. Please consider notifying us should you be lab-diagnosed, or learn that you had been in close contact with someone lab-diagnosed, with COVID-19 within seven (7) days of your visit.*

Library Stacks (several locations): *Practice social distancing! Browse the stacks one at a time. Wait your turn. Help keep the curve flat!*

Galleries (several locations): *Practice social distancing! Keep three or four paintings between you and the next viewer. Enjoy the artwork and help keep the curve flat!*

Patience: *Thank you for your patience! Staff will be sanitizing the counter, keyboard covers, printer, and more between transactions, and will be taking frequent breaks to sanitize or wash their hands. Help keep the curve flat!*

Schedules, Rack Cards, Etc: *Please ask for materials! We have plenty and are happy to share!*

Money (2): *Exact change preferred*. *Thank you!*

Book Check-Out: *We practice safe reading! All materials are quarantined for at least 72 hours before being reshelved and checked out! Only gloved staff handles the materials!*

Computer (2): *Computer usage is by appointment only. Please register with the desk clerk. Desk clerk will cover keyboard and mouse with sanitized cover before your session begins. Extensions to time on the computer will only be given if you are working on a class, job application, or other essential service.*

Printing, Faxing, & Scanning: *We are here to help you print or fax (scanning is not available until further notice)! We just can’t do it by your side! Printer and fax machine will be sanitized after each use. Thank you for your patience. Help keep the curve flat!*

Tutoring Room (2): *Tutoring Room use is by appointment only. Occupancy Limit is one (1) person. Please register with the desk clerk.*

Classroom (2): *Classroom use is by appointment only. Occupancy Limit is one group of three (3). Please register with the desk clerk.*

**Appendix E: Curbside Pickup**

# Canajoharie Library Curbside Services

The Canajoharie Library strives to remain a relevant and essential service to the community. As New York State is un-pausing, the Library will begin to restore select services to the community, including curbside services.

Curbside services will begin on Tuesday, June 23, 2020, and continue until the Library is open for patron use. Curbside services will be suspended if our region or immediate service area is paused by official order or if staff and/or patron safety becomes hindered in any way.

Curbside services are intended for material pick up only.

**ALL RETURNS ARE THROUGH EXTERIOR BOOK DROP ONLY.**

**NO RETURNS WILL BE ACCEPTED CURBSIDE.**

## Hours of Operation

Curbside services will only be available by appointment Tuesday-Thursday, 10 am-3 pm, and Saturday 12 pm-3 pm. To participate in curbside services, patrons must call or email to request an appointment. Patrons can contact 518-673-2315 ext. 1

Patrons will be encouraged to use our local catalog to identify materials to check out. Reader’s advisory services will be available over the phone and email; however, materials may be limited to the local collection only.

Patrons who currently have materials on hold can make an appointment to pick these materials up. When delivery from Mohawk Valley Library Services starts, patrons will be contacted about materials they have on hold via phone to set up appointment times.

## Fines and lost books

Patrons who owe fines can pay these through curbside services. Patrons must place money in a plastic bag and have exact change. Once fines are paid, patrons can place holds on materials and take-home materials from our local collection.

Patrons who have a lost item from the Canajoharie Library can pay for the lost item with exact change (in a plastic bag) or call with a credit card to pay over the phone. Patrons who have a lost item from a different Library will not be able to pay for that item at this time.

## Weather Conditions

Curbside will be available in most weather conditions. Exceptions to this include down-pouring rain, ice, and severe thunderstorms. Patrons will be notified if their pick-up appointment needs to be rescheduled.

## New Library Card Registration

Patrons will be able to sign up for a Library card over the phone only. Patrons will be required to provide all information via phone and to bring identification to a curbside pick-up for verification.

Verification of identification will occur through a closed car window.

## Picking Up Materials

When patrons arrive for the pick-up appointment staff will meet them at their car. Patrons will keep their windows rolled up and hold their Library card or identification to the window for verification. After a patron’s identification is verified staff will place the requested materials on a folding table. Once the staff member is the appropriate distance away (six feet), patrons can retrieve their bag of materials.

For patrons who are disabled materials will be passed through car windows on plastic trays. After accepting check-out materials, disabled patrons may place a sealed plastic bag of returns on the plastic tray held by the staff member. Until further notice, only one sealed bag per car trip will be accepted.

## Communication

Patron curbside service procedures will be announced to the local press, posted on our websites and social media, and posted on our front door. Exterior sandwich board text will remind patrons of the basics during pick-up.

**The Library will not accept returns at curbside pick-up.**

**All returns must be placed in the exterior drop box by patrons.**

**No book donations will be accepted at curbside.**

# Canajoharie Library Curbside Services: Internal Procedures

The Canajoharie Library will provide curbside pick-up for patrons starting on Tuesday, June 23, 2020, and ending when the Library is open. Only select staff members will be allowed to assist in curbside pick-up, and all staff members working must follow guidelines for personal health and safety.

Curbside pick-up will occur Tuesday-Thursday, 10 am-3 pm, and Saturday 12 pm-3 pm by appointment only.

Two staff members will be present during these hours and will maintain social distancing at all times. Staff will also be expected to follow all health and safety protocols put into place by New York State, Montgomery County, and the Canajoharie Library & Arkell Museum.

Services provided:

Patrons will be able to call in requests for materials and make appointments for picking up materials during open hours.

Patrons can also call and request assistance in picking out materials. Any selections that staff members make will be limited to local stacks.

Patrons can call with reference questions.

**Computers and printers will not be available at this time.**

## Staff Expectations

MVLS will be resuming deliveries in late June/early July 2020. Staff will be expected to process materials received from MVLS deliveries.

Staff will be expected to follow quarantining rules for books that are returned in the dropbox.

Staff will be expected to complete a daily health log and comply with all health and safety standards put forth by New York State and the Canajoharie Library and Arkell Museum.

If a staff member is not comfortable working, they need to contact their supervisor immediately.

All guidance provided in this document is subject to change according to direction from the Governor of NYS, the New York State and Montgomery County Departments of Health, the Mohawk Valley Library System, and the Canajoharie Library & Arkell Museum.

### Appendix F: Resources New York State – Information and Updates

Our primary sources of information, requirements and guidance are New York State government and public health officials. Patrons or visitors may ask you about COVID-19, the reopening status across the state, or specific industry standards. Refer the patron/visitor to one of these official sites (information is regularly updated):

### New York Forward

Current metrics for NYS regions, the phased reopening plan, industry, and statewide guidance, and information about COVID-19 can be found here: <https://coronavirus.health.ny.gov/home><https://www.governor.ny.gov/executiveorders><https://forward.ny.gov/><https://www.co.montgomery.ny.us/web/sites/news/covid19.asp><https://villagecanajoharie.digitaltowpath.org:10120/content>

**New York State Department of Health** Information about COVID-19 can be found here:

[https://health.ny.gov](https://health.ny.gov/)

### Centers for Disease Control and Protection (CDC)

Information about COVID-19 can be found here as well as recommendations for cleaning, social distancing, mask designs, proper wearing, and care, and isolation and quarantining:

<https://www.cdc.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

### Online screening for COVID-19

Are you concerned that you or someone you know may be experiencing COVID-19 symptoms? You may take a fee COVID-19 screening test online. For questions or concerns AFTER completing the online screening test, call the Bassett Hospital Network COVID-19 central phone line: 607-547-5555 <https://www.bassett.org/covid-19>

### Emotional Support

Bassett Hospital Network Hotline: 607-322-0157

This emotional support hotline will be staffed 24 hours/day by nine mental health professionals as a resource to alleviate stress, anxiety, and fear. Hotline professionals can also assist with finding additional regional relief resources. Watch and listen to three mental health professionals discuss: Coping During COVID-19 (30-minute YouTube). <https://www.bassett.org/covid-19>

### NYS Office of Mental Health

The COVID-19 pandemic has left many New Yorkers feeling anxious and stressed. Visit the Department of Mental Health website to learn more about managing anxiety and coronavirus-related guidance:

<https://omh.ny.gov/omhweb/covid-19-resources.html>

The NYS Office of Mental Health Emotional Support Helpline provides free and confidential support, helping callers experiencing increased anxiety due to the coronavirus emergency. The Helpline is staffed by volunteers, including mental health professionals, who have received training in emergency counseling: 1-844-863-9314

### Emotional Support - Online Course

The novel coronavirus (COVID-19) pandemic is challenging individuals and families in new ways. *Psychological First Aid: Supporting Yourself and Others During COVID-19* is a free online course offered by the Red Cross. It can be used to help yourself and others to cope in the face of stressful events. The 60-minute course content is based on guidance from the American Red Cross Scientific Advisory Council, the Center for Disease Control and Prevention (CDC), and the American Academy of Pediatrics (AAP), and is designed to help individuals build resilience, and learn how to support themselves and others. <https://www.redcross.org/take-a-class/coronavirus-information/psychological-first-aid-online-course>

### Emotional Support - Local

Do you have more questions? Want to speak with a friendly professional? The Family Counseling Center is located just down the road; Martha Heneghan (who spoke at our training) can be contacted directly:

Martha Heneghan, LMHC

The Family Counseling Center, Fort Plain mheneghan@thefamilycounselingcenter.org

518-993-2273

### Meditation, Inspiration, & Calm

Mediation guidance, insightful talks, relaxing stories, and serene music and sounds can be found on these free websites (these were the websites mentioned by Martha Heneghan Monday, July 6).

<https://insighttimer.com/><https://www.headspace.com/ny>

**Appendix G: NY HERO ACT; The Airborne Infectious Disease Exposure Prevention Standard**

<https://dol.ny.gov/system/files/documents/2021/08/p764.pdf>