

On December 8, 2020 the Library Board of Trustees voted to implement a plan in response to the state's Cluster Action Initiative. The following represents an updated revision and expansion of the initial Cluster Action Initiative that also includes additional health metrics that will affect decisions on the library's reopening plan.

Updated NY Cluster Action Initiative:

Library administration will monitor the [New York Forward website](http://forward.ny.gov) (forward.ny.gov) for data regarding COVID-19 positivity rates in Saratoga County.

• If the **7-day-rolling-average positivity rate in Saratoga County is greater than 5% for 10 consecutive days, or if Saratoga County is declared to be within a Yellow Zone**, as defined by the New York State Cluster Action Initiative, the Library will revert to Stage III of the Library Reopening Plan.

- Library open for browsing and indoor pick up, limited number of patrons at a time
- Curbside Pickup available
- Limited services such as copy, fax, notary
- No computers, No meeting rooms

• If the **7-day-rolling-average positivity rate in Saratoga County is greater than 6% for 10 consecutive days, or if Saratoga County is declared to be within an Orange Zone**, as defined by the New York State Cluster Action Initiative, the Library will revert to Stage II of the Library Services Reopening Plan.

- Building closed to public
- Contactless Curbside pickup available for all hold requests
- Book Drop Open
- Telephone and email available

• If **Saratoga County is declared to be within a Red Zone**, as defined by the New York State Cluster Action Initiative, or a state mandate requires a shutdown, the Library will revert to Stage 1 of the Library Reopening Plan.

- Closed to public, limited staff report for essential tasks
- Digital material available (e-books, e-audio, music)
- Telephone and email available

Decisions will be made at the beginning of a week regarding stages and services. Once at a specific stage the library will remain there for the entire week unless a state mandated shutdown is ordered, before moving to a new stage (forward or backward) of the Library Reopening Plan.

Chart of Services by Reopening Stage:

Reopening Stage	1	2	3	4	5	6
Telephone & Email	✓	✓	✓	✓	✓	✓
Virtual Programs	✓	✓	✓	✓	✓	✓
Book Drop Open		✓	✓	✓	✓	✓
Limited Service Hours		✓	✓	✓	✓	✓
Overdue Fines Waived	✓	✓	✓	✓	✓	
Contactless Curbside pickup		✓	✓	✓	✓	✓
Public Allowed in Building			✓*	✓	✓	✓
Limited In-Person Browsing			✓*	✓	✓	✓
Printing and Faxing			✓*	✓	✓	✓
Public Computers				✓*	✓*	✓
Access to Public Seating				✓*	✓*	✓
Notary Services			✓*	✓	✓	✓
Meeting Rooms						✓
In-Person Programming						✓
Donations Accepted						✓
Enhanced Cleaning		✓	✓	✓	✓	✓