

**Albany Public Library Continuation of Service Plan: COVID-19 Metrics & Impacted Services**

UPDATED 9/14/21

	Low	Moderate	Substantial	High
<b>Metrics<sup>1</sup>:</b> → Cases → % Positive	→ 0-9.99/100,000 → 0-4.99%	→ 10-49.99/100,000 → 5-7.99%	→ 50-99.99/100,000 → 8-9.99%	→ ≥100/100,000 → ≥10.0%
<b>Permitted Services</b>	<ul style="list-style-type: none"> <li>● Transactions<sup>2</sup></li> <li>● Browse Collections</li> <li>● Indoor Seating</li> <li>● Computer Use</li> <li>● In-Person &amp; Virtual Reference</li> <li>● Study Rooms</li> <li>● Meeting Rooms</li> <li>● Indoor, Outside, Virtual Programs</li> <li>● Indoor, Outdoor, Virtual Outreach</li> <li>● Curbside Pickup</li> <li>● Restrooms</li> </ul>	<ul style="list-style-type: none"> <li>● Transactions<sup>2</sup></li> <li>● Browse Collections</li> <li>● Indoor Seating (50%)</li> <li>● Computer Use</li> <li>● In-Person &amp; Virtual Reference</li> <li>● Study Rooms</li> <li>● Select Indoor Programs</li> <li>● Outdoor Programs</li> <li>● Virtual Programs</li> <li>● Outdoor Outreach</li> <li>● Virtual Reference</li> <li>● Curbside Pickup</li> <li>● Restrooms</li> <li>● Appointment Services</li> </ul>	<ul style="list-style-type: none"> <li>● Transactions<sup>2</sup></li> <li>● Browse Collections</li> <li>● Indoor Seating (25%)</li> <li>● Virtual Reference</li> <li>● Select Outdoor Programs</li> <li>● Virtual Programs</li> <li>● Curbside Pickup</li> <li>● Appointment Services</li> </ul>	<ul style="list-style-type: none"> <li>● Transactions<sup>2</sup></li> <li>● Browse Collections</li> <li>● Virtual Reference</li> <li>● Virtual Programs</li> <li>● Curbside Pickup</li> <li>● Appointment Services</li> <li>● Material Return Only via Book Drop (Interior &amp; Exterior)</li> </ul>
<b>Building Headcount</b>	None	Yes	Yes	Yes
<b>Appointments Required</b>	None	● Computer Use	● Computer Use ● In-Person Reference	● Computer Use
<b>Restricted</b>	None	None	● Restrooms	● Restrooms
<b>Suspended Services</b>	All services offered	<ul style="list-style-type: none"> <li>● Meeting Rooms</li> <li>● Some Indoor Programs</li> <li>● Indoor Outreach</li> </ul>	<ul style="list-style-type: none"> <li>● Study Rooms</li> <li>● Meeting Rooms</li> <li>● Indoor Programs</li> <li>● Indoor Outreach</li> </ul>	<ul style="list-style-type: none"> <li>● Indoor Seating</li> <li>● In-Person Reference</li> <li>● Study Rooms</li> <li>● Meeting Rooms</li> <li>● Indoor &amp; Outdoor Programs</li> </ul>
<b>Staffing<sup>3</sup></b>	Normal	Normal	75% (if necessary)	50% (if necessary)
<b>Branch Hours<sup>4</sup></b>	Normal	Normal	Reduced/Reassigned (if necessary)	Reduced (if necessary)

Data Source: <https://covid.cdc.gov/covid-data-tracker/#county-view>

<sup>1</sup>**Metrics:** “Cases” are the number of COVID-19 cases per 100,000 people in Albany County over the previous seven-day period per CDC Data Tracker. “% Positive” is the number of positive COVID-19 cases among those tested over the previous seven-day period in Albany County per CDC Data Tracker

<sup>2</sup>**Transactions:** Transactions are identified as picking up and checking out material, purchasing/replenishing CDTA Navigator bus passes, and printing/copying/faxing/scanning documents.

<sup>3</sup>**Staffing:** Staffing may be reduced if necessary to reduce density or because of branch closure due to not enough employees available to staff the building appropriately. (Ex: illness, quarantine, child/eldercare.)

<sup>4</sup>**Branch Hours:** Hours may be reduced if there is insufficient staff to work during shifts or days. This will only be done in an emergency.