

CONTINUATION OF SERVICES

Updated 12/14/21: The library administration continues to rely on the Centers for Disease Control, which provides clear guidance and metrics for operating public-facing institutions. We have made adjustments based on lessons learned locally, updated recommendations from scientific studies, and a growing number of vaccinated people in the city of Albany. These adjustments allow us to provide more services while continuing to keep staff and patrons safe. As with previous iterations of this chart, the library will track the CDC’s Albany County metrics for 14 days before adjusting library service.

Continuation of Service Plan: COVID-19 Metrics & Impacted Services				
	Low	Moderate	Substantial	High
Metrics¹: → 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%
Permitted Services	<ul style="list-style-type: none"> ● Transactions² ● Browse Collections ● Indoor Seating ● Computer Use ● Reference ● Study Rooms ● Meeting Rooms ● All Programs ● All Outreach ● Restrooms 	<ul style="list-style-type: none"> ● Transactions² ● Browse Collections ● Indoor Seating ● Computer Use ● Reference ● Study Rooms ● Meeting Rooms ● Outdoor & Virtual Programs ● Restrooms 	<ul style="list-style-type: none"> ● Transactions² ● Browse Collections ● Computer Use ● Reference ● Select Outdoor Programs ● Virtual Programs ● Restrooms ● Curbside Pickup 	<ul style="list-style-type: none"> ● Transactions² ● Browse Collections ● Computer Use ● Reference ● Virtual Programs ● Restrooms ● Curbside Pickup
Restricted/Limited Services	All services offered	<ul style="list-style-type: none"> ● Indoor Programs ● Outreach 	<ul style="list-style-type: none"> ● Indoor Seating ● Study Rooms ● Outreach 	<ul style="list-style-type: none"> ● Indoor Seating ● Study Rooms ● Outreach ● Material Return via Book Drop Only
Suspended Services	All services offered with no restrictions	All services offered; some with restrictions	<ul style="list-style-type: none"> ● Meeting Rooms ● Indoor Programs 	<ul style="list-style-type: none"> ● Meeting Rooms ● Indoor & Outdoor Programs
Staffing³	Normal	Normal	75%	50%
Branch Hours⁴	Normal	Normal	Reduced/Reassigned	Reduced

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

¹**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

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

³**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.) Schedules may be adjusted and some staff may be permitted to work quarter or half shifts.

⁴**Branch Hours:** Hours may be reduced if we lack enough staff to work during shifts or days. This will only be done in an emergency. Staff may be reassigned to work at a different location if their home branch is closed due to COVID but they did not have contact with the infected individual.