Introduction

The Dickinson County Library takes the health and safety of our staff and community seriously and will remain vigilant in efforts to mitigate workplace exposure to the coronavirus (COVID-19). This plan was developed as required by Governor Gretchen Whitmer’s executive order, EO 2020-97, consistent with recommendations in “Guidance on Preparing Workplaces for COVID-19” (OSHA 3990-02 2020) developed by the Occupational Health and Safety Administration (OSHA) and recommendations from the Centers for Disease Control (CDC). It is also acknowledged that the COVID-19 pandemic continues to be an evolving situation. As a result, these guidelines are subject to change and modification pursuant to federal, state, or local mandates and recommendations. The provisions of this plan shall apply to all staff and anyone entering or providing services at the Dickinson County Library. This plan will remain in effect until no longer deemed necessary by the Dickinson County Library Board.

COVID-19 is a respiratory disease caused by the Sars-CoV-2 virus. It is considered highly contagious. To mitigate the impact of COVID-19, provisions have been put in place to reduce exposure to staff and patrons. It is important to understand how COVID-19 spreads. The virus is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within about six feet);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- It may also be possible to contract COVID-19 by touching a surface or object that has COVID-19 on it and then touching your mouth, nose, or eyes.

Responsibilities of the Board, Administration, and Staff

It is the responsibility of the Board to adopt a COVID-19 Preparedness and Response Plan and to determine when the plan is no longer necessary.

It is the responsibility of the administration to be knowledgeable of the COVID-19 Preparedness and Response Plan; to implement the plan within the library; to be aware of the specific risk level of employees based on their job responsibilities and to implement measures to mitigate that risk; and to be available to answer questions and concerns from employees. It is expected that the administration shall set a good example and follow this plan at all times.

It is the responsibility of all staff to comply with the requirements of the Library’s COVID-19 Preparedness and Response Plan. As set out in this plan, the Library has instituted various housekeeping, social distancing, personal protection equipment, and other best practices to reduce exposure to COVID-19. Employees are required to comply with the following provisions:

- Remain home if sick and notify the administration accordingly. Employees exhibiting signs of illness during a daily screening or once at work will be sent home.
• Report to the administration any signs or symptoms of COVID-19, or if a member of their household has been diagnosed with COVID-19. Signs and symptoms of COVID-19 include: coughing, fever, shortness of breath, difficulty breathing, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, loss of sense of smell or taste, and profound fatigue.
• Employees must practice good hygiene which includes frequently washing hands with soap and water for at least twenty seconds.
• Avoid touching your eyes, nose, and mouth with unwashed hands.
• Cover your nose and mouth with a tissue or the inside of your elbow when you cough or sneeze. Throw used tissues in the trash immediately wash hands with soap and water for at least twenty seconds.
• Whenever possible, avoid close contact with people that are sick.
• Follow the social distancing and personal protection equipment guidelines contained in this plan.
• Regularly clean and sanitize surfaces, work areas, and equipment. Do not share supplies and equipment whenever possible.

Workplace Protective Measures:

• Any employee showing symptoms of COVID-19 will be asked to leave the workplace and will not be allowed to return until symptom free for a minimum of three consecutive days, or until the employee can document that they are experiencing a non-contagious medical condition. If an employee is unable to leave the workplace immediately, the employee will be provided an isolated area to wait for transportation.
• Staff will complete a self-screening, including a temperature check, questions about any symptoms employees are experiencing, and potential contact with any persons diagnosed with COVID-19 (see attached).
• Whenever possible, Library business shall be conducted electronically via email, phone, or through meeting platforms such as Zoom. If an in-person meeting is required, participants must observe social distancing measures, and the meeting room must be sanitized following the meeting.
• Staff must avoid physical contact with others and shall direct others, including co-workers, patrons, and contractors, to maintain social distancing standards.
• Staff will not take breaks or lunches together in the breakroom; breaks and lunches may be taken outdoors or at workspaces to ensure social distancing, or, limited to 1-2 staff members in the breakroom at one time without masks on. To accommodate, breaks and lunches may be scheduled.
• To the extent possible, sharing of supplies and equipment shall be prohibited. If sharing is necessary, the supplies and equipment should be cleaned with alcohol based wipes before and after each use. Brian may advise all staff on recommendations for the proper cleaning techniques and restrictions.
• Staff shall be required to wear face masks in shared spaces. The breakroom is considered a shared space and staff are encouraged to take breaks and lunches outside or in an open space in the library. When using a table in the library, the surface shall be sanitized when break/lunch is over.

Illness or Exposure to COVID-19:

• Illness: Staff that are ill are **required** to stay home and seek appropriate medical attention. Staff must notify administration as soon as possible of the illness via phone or email. **Employees reporting to work ill will be sent home.** The Library encourages staff to take precautions in their personal activities and will mitigate the risks while working; if a staff member becomes ill with COVID-19, she/he will be compensated for their normally scheduled hours for the first two weeks once during this pandemic event. If their illness extends beyond the initial fourteen calendar days, the employee shall use accumulated paid leave time. Once all leave time benefits are exhausted, the employee may take unpaid leave. Before returning to work, employees with COVID-19 must be symptom free for at least three consecutive days or be cleared to return to work by their physician. The Library may require a visit with a chosen physician at the Library’s expense.

• Notification of Exposure: The Library will notify employees of any known exposure to COVID-19. Employees are required to comply with any quarantine recommendations after being exposed during this pandemic event. The affected branch may be closed for 7-14 days to allow for a self-quarantine of all staff who have worked at that branch and to thoroughly clean and sanitize. Testing may be required before returning to work; the library will cover the cost of testing for staff who worked at a branch with a coworker who has tested if available.

• Exposure & Quarantine: Employees who have been exposed to an infected or quarantined individual must stay home and self-quarantine for fourteen days. During the quarantine period, the Library will compensate employees for their normally scheduled hours for the first two weeks of the quarantine once during this pandemic event. If the quarantine extends beyond fourteen days, the employee may use any accumulated paid leave time to continue compensation during the quarantine event. Before returning to work after quarantine, employees may be required to obtain clearance to return to work by their physician. The Library may require a visit with a chosen physician at the Library’s expense.

**Social Distancing:** Social distance shall be observed at the Library until otherwise determined by federal, state, or local mandate. Social distancing requires that staff:

• Maintain a distance of at least six feet from others;
• Do not gather in groups;
• Stay in assigned work area and within individual workspaces as much as possible except when entering/leaving the building, using restrooms, taking lunch/breaks, or to complete a job task;
• Whenever possible refrain from traveling through the work areas of other employees;
• Not attend or host any in-person meetings.

**Personal Protective Equipment & Work Practice Controls:** To mitigate the exposure risk to COVID-19, the Library will provide the following personal protective equipment.

• Employees shall be required to wear face masks in shared spaces including at the circulation desk and when walking through the library. The library will provide masks or staff may provide their own. Staff working alone may remove their mask when working as long as the area is sanitized before the end of their shift.
• Gloves will be provided and may be used but are not required to be used. Staff are encouraged to wash hands regularly with soap and water for at least twenty seconds.
• Installation of barriers/sneeze guards at the circulation desk.
• Removal of all publications and information shared in public areas prior to opening to the public.
• Removal of furniture that does not allow for social distancing or cannot be safely sanitized/cleaned.
• Installation of signage to direct the public on social distancing requirements, hand sanitizing stations, etc.
• Restructuring of work areas, work shifts, and/or work tasks to allow for social distancing or to mitigate risk.
• Assignment of work stations and phones to be used during a shift as well as removal of shared cups of pens.
• Drinking fountains will be turned off and are not to be used during this time; staff using the shared sink in the breakroom are asked not to touch the spout.

**Workplace Cleaning & Disinfecting:** All Library facilities have been properly cleaned and sanitized prior to staff returning to the building. Staff will be provided with cleaning and sanitizing products to use to fulfill responsibilities as described below:

All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA & CDC as effective for eliminating COVID-19. Common areas include, but are not limited to, the following:

• Doors
• Doorknobs, push bars, handles, and panels
• Light switches
• Drinking fountains
• Restrooms
• Tables and chairs
• Microwave and refrigerator handles
• Plexiglas barriers/sneeze guards
• Countertops
• Shared office equipment such as copiers, fax machine, and printers

Employee Cleaning & Sanitizing Responsibilities: Employees shall be responsible for cleaning and sanitizing their personal work areas as per the following:

• Clean personal work spaces on a regular basis. Specifically, the following surface areas should be cleaned at least daily and more frequently if shared:
  o Phone
  o Computer keyboard & mouse
  o Desk surface and drawer handles
  o Chairs/arm rests
  o Light switches
  o Doors
  o Door handles
• Avoid using other employee’s supplies, equipment, phones, etc. If it is necessary to share equipment, clean before and after each use.
• Clean common areas after each use.
• When using the copy machine, wipe down before and after each use.

If eating in the library, wipe down all surfaces used (chair, table, countertop, microwave buttons, fridge handle, etc.). Do not provide communal food and beverages, and refrain from sharing utensils. Do not leave dishes in the sink or in the dish drainer.

Cleaning and Disinfecting if someone is Symptomatic: If an employee has developed symptoms of COVID-19, the areas used by the employee must be cleaned and disinfected prior to being used again. Access to the area(s) should be closed off until the disinfecting has been completed. All areas used by the symptomatic person including offices, restrooms, common areas, shared electronic equipment, etc., must be cleaned and disinfected.

Return of Staff and the Public into the Library:
The administration and Board will determine when staff may return to the building and when the Library will reopen to the public. It is anticipated that the return to work and public access to the Library will be achieved in phases to protect the safety and health of the staff and the community, as well as the ability to achieve social distancing and sanitizing requirements.

Prior to staff returning to work, any necessary measures to reduce risk exposure shall be implemented; the library will be cleaned thoroughly and all work areas will be sanitized. Upon return, staff will be advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure as required by EO 2020-97. These measures may include staggered shifts, staggered breaks and lunches, continuation of remote work arrangements, and other strategies to limit the number of staff working together.

Before allowing access for the public, the Library shall implement the following measures:
• Post signage with social distancing requirements and directions including the requirement to wear masks.
• Provide social distancing markings at counters and service areas.
• Installation of barriers at circulation desks.

Once the Library is reopened to the public, face masks will be required to enter as long as social distancing measures are required. In addition, limiting/regulating the number of visitors permitted to enter and the length of time of a visit may be required. The number of individuals permitted to enter could change periodically based upon the incidents of COVID-19 in the community and on changes in recommended practices.

**On-site Meetings:** Whenever possible, Library business shall be conducted via email, phone, and electronic meeting platforms. When on-site meetings are required and allowed again, social distancing measures shall be strictly enforced. The number of persons allowed at the on-site meeting shall be determined by State social distancing measures in effect at the time of the meeting. The meeting room if used, shall be cleaned and sanitized before and after the meeting. Hand sanitizer shall be made available to all in attendance.

**Offsite Meetings & Business Travel:** Unless specifically authorized by the Board, no off-site meetings or business travel shall be allowed while this Plan is required. If offsite meetings and/or business travel are deemed necessary, the employee shall observe social distancing measures.

**Reporting Unsafe Work Conditions:** An employee who feels there is a risk that is not being address shall email the administration with their concern and suggested solution. If an employee does not feel that the Director addressed their concern appropriately, they may take their concern to the Library Board. Should an employee who has brought a concern to the Director and the Board continue to feel their workplace is unsafe, they have the right to report unsafe work conditions. You may file a complaint with MiOSHA online at: [https://www.michigan.gov/leo/0,5863,7-336-78421_11407-93835--00.html](https://www.michigan.gov/leo/0,5863,7-336-78421_11407-93835--00.html)

This Preparedness and Response Plan will be provided to all employees via email upon returning to work, will be reviewed with all employees, and will be made available on the Library’s website once adopted. Any questions regarding any provisions of this plan should be directed to the Director.