

Dickinson County Library COVID-19 Preparedness and Response Plan

Adopted: June 9, 2020

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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 and community exposure to the coronavirus (COVID-19). This plan was originally 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). This plan will be updated, as needed, to remain compliant for future EOs and recommendations. 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 six feet for 15 or more minutes of sustained contact);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- 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; 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.
- Report to the administration any sustained direct contact (within 6 feet for 15 or more minutes) with anyone with signs or symptoms of 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.
- Report to the administration if notified by the Dickinson-Iron District Health Department (or other agency) as having been in contact with someone having tested positive for COVID-19; if a member of their household has been diagnosed with COVID-19; or if waiting for COVID-19 test results. The DIDHD will provide a letter regarding a recommended or required quarantine due to potential exposure as well as a letter when an employee is cleared to return to work.
- 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 and immediately wash hands with soap and water for at least twenty seconds.
- Whenever possible, avoid close contact, especially 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 meeting requirements set forth by the CDC or the local health department. 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, potential diagnoses of COVID-19 using the MI Symptoms App, available through the Michigan Department of Health and Human Services.
- 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.
- To the extent possible, sharing of supplies and equipment shall be prohibited. If sharing is necessary, the supplies and equipment should be cleaned with an approved cleaner or 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 and/or face shields 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. Since a mask cannot be worn while eating, a limit of to 1-2 staff members will be enforced in the breakroom when eating or drinking. To accommodate, breaks and lunches may be scheduled. When using a table in an open area of the library, the surface shall be sanitized when break/lunch is over.

Illness or Exposure to COVID-19:

- **Illness:** Staff that are ill and/or fail the MI Symptoms health screening are **required** to stay home and seek appropriate medical attention. Staff must notify administration as soon as possible of the illness/failure via phone or email. ***Employees reporting to work ill or who become ill during their shift will be isolated and sent home.*** Before returning to work, an employees who had unexplained symptoms of COVID-19 must meet the following conditions: at least 10 days have passed since symptom onset AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND other symptoms have improved (CDC guidelines for self-isolation); OR the employee can document that they are experiencing a non-contagious medical condition AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND other symptoms have improved; OR the employee is cleared to return to work by the local health department. Employees with COVID-19 symptoms who do not seek medical attention must follow CDC guidelines and self-isolate (see above.) A staff member who becomes ill with COVID-19 signs of symptoms or who is required by the local health department to quarantine will be compensated for their normally scheduled hours for the first two weeks (fourteen day period) once during this pandemic event (per FFCRA). If their illness or quarantine 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. The employee may be required to submit to an exam by a physician of the Library's choice prior to returning to work. Expenses incurred in excess of what is covered by the employee's health insurance shall be paid by the Library.
- **Suspected or Confirmed COVID-19 Diagnosis:** Staff who test positive for COVID-19 or who are quarantined (due to exposure or while waiting for personal COVID-19 test results) must notify administration as soon as possible of their required quarantine via phone or email. 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 or is required by the local health department to quarantine, she/he will be compensated for their normally scheduled hours for the first two weeks (fourteen day period) once during this pandemic event (per FFCRA). If their illness or quarantine 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. CDC Guidelines to return to work at this time vary depending on the severity of your illness. For a mild case, CDC guidelines for ending self-isolation are at least 10 days have passed since symptom onset AND at least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND other symptoms have improved.

Before returning to work, employees diagnosed with a confirmed or suspected case of COVID-19 must meet CDC guidelines AND provide written documentation from the Dickinson-Iron District Health Department that they are cleared to return to work. The employee may be required to submit to an exam by a physician of the Library's choice prior to returning to work. Expenses incurred in excess of what is covered by the employee's health insurance shall be paid by the Library.

- **Exposure & Quarantine:** Staff must notify administration as soon as possible of any known exposure and as quarantine required by the local health department via phone or email. Employees who have been exposed to an individual who has tested positive must follow the requirements of the local health department and self-quarantine. If the employee is tested for COVID-19, they must notify administration as soon as possible with the results. At this time, a negative result is not sufficient to return to work and a 14-day quarantine is required. 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 (per FFCRA). If the quarantine extends beyond the initial fourteen days, the employee may use any accumulated paid leave time to continue compensation during the quarantine event. The CDC is no longer recommending testing to return to work and asymptomatic individuals can return to work after 14 days. Before returning to work after quarantine, employees will be required to provide written documentation from the Dickinson-Iron District Health Department that they are cleared to return to work. The employee may be required to submit to an exam by a physician of the Library's choice prior to returning to work. Expenses incurred in excess of what is covered by the employee's health insurance shall be paid by the Library.
- **Notification of Exposure:** The Library will notify any affected employees of any known exposure to COVID-19 at the Library. Employees are required to comply with any quarantine recommendations or requirements from the local health department if exposed during this pandemic event. The affected branch may be closed to allow for thorough cleaning and sanitization or a self-quarantine of all staff who have worked at that branch. The CDC is no longer recommending testing before returning to work; should a test be required and available in the future, the Library will cover the cost of testing for staff who worked at a branch with a coworker who has tested positive.
 - The CDC defines exposure as being in close contact (within 6 feet of an infected person for at least 15 minutes) starting for 48 hours before the person had any symptoms or tested positive, or for 10 days after the onset of symptoms or a positive test. For the purpose of this plan, the Library will consider the timeline only in determining possible exposure at the library.
Employees will be notified if they were scheduled at a time when exposure could have occurred.
- When the administration is made aware of an employee's need to quarantine they will notify the employee of the possible work-from-home options, of benefits available (paid leave, FMLA, FFCRA) and provide a written reminder that employees cannot be disciplined or retaliated against for quarantine due to COVID-19. An employee may return to work in accordance to the CDC Guidance for Discontinuation of Home Isolation (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>), provided the employee has documentation from the Dickinson-Iron District Health Department (per EO 2020-161) that they can safely return to work. Employees are asked to contact the office at least 24 hours before their planned return.

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 and other workspaces may be utilized.
- Removal of furniture that does not allow for social distancing, encourages extended visits, or that 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:
 - Phone
 - Computer keyboard & mouse
 - Desk surface and drawer handles
 - Chairs/arm rests
 - Light switches
 - Doors
 - 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. All areas used by the symptomatic person including offices, restrooms, common areas, shared electronic equipment, etc., must be cleaned and disinfected.

Cleaning and Disinfecting if an Employee tests Positive: If an employee has a confirmed case of COVID-19, any branch the employee has worked in during the previous 72 hours will be closed for the day. All areas used by the employee for prolonged periods of time (more than 10 minutes) will be cleaned and disinfected. All shared areas used by the employee including desks, restrooms, common areas, shared electronic equipment, etc., must be cleaned and disinfected before they can be reopened for use. Private areas, such as an individual office, may be quarantined for an extended period of time. The affected branch(es) may be closed for 1-14 days to allow for a self-quarantine of all staff who have worked at that branch and to thoroughly clean and sanitize. The length of closure will be determined on a case-by-case basis with recommendations from the Dickinson-Iron District Health Department and other consultants as appropriate. All coworkers with potential exposure and anyone else who may have had prolonged contact (15 minutes or more of sustained contact within 6 feet) will be

notified that an employee had tested positive. All other employees are required to comply with any quarantine recommendations from the local health department.

Cleaning and Disinfecting if a patron tests Positive: If the library is informed that a patron who visited the library has a confirmed case of COVID-19, the branch visited will be closed for the day to allow for cleaning and disinfecting. All areas used by patrons must be cleaned and disinfected. The affected branch(es) may be closed for 1-3 days for thorough cleaning and sanitization. The length of closure will be determined on a case-by-case basis with recommendations from the Dickinson-Iron District Health Department and other consultants. All employees and anyone who may have had prolonged contact with the individual (15 minutes or more of sustained contact within 6 feet) will be notified that a patron has visited the library and tested positive. All employees will be required to comply with any quarantine recommendations from the local health department.

Alerting the Public: If the library is believed to be a site of exposure to patrons whom we cannot contact directly, the library will work with the local health department to alert the public.

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 2020-161 or subsequent future EOs. 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 as determined by job responsibilities and workload that can be completed remotely.

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 and other public workstations.

Once the Library is reopened to the public, face coverings 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 addressed 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

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. Revisions, once approved by the Library Board, will be sent to the staff via email and updated on the Library's website. Any questions regarding any provisions of this plan should be directed to the Director.