

Dickinson County Library COVID-19 Mitigation and Response Procedure
Adopted: July 13, 2021

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 COVID-19. This procedure is consistent with recommendations from the Occupational Health and Safety Administration (OSHA) and the Centers for Disease Control (CDC) following the rescission of the Michigan Department of Health and Human Services (MDHHS) emergency orders and the MiOSHA emergency rules as they applied to the Library. MiOSHA continues to require employers to protect employees while working and OSHA has provided guidance that focuses on unvaccinated or otherwise at-risk workers in their workplaces. At this time, the administration does not differentiate treatment for staff in the building based on vaccination status but staff who are unvaccinated or at-risk are encouraged to take additional precautions.

This procedure will be updated when new recommendations are available or to remain compliant with any future federal, state, and local orders. 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 orders and recommendations. The provisions of this plan shall apply to all staff at the Dickinson County Library. This procedure will remain in effect until no longer deemed necessary by the Dickinson County Library Board.

Background

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

- Between people who are in close contact with one another (within six feet);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- Less often, by touching an infected surface or object and then touching your mouth, nose, or eyes.

Principal symptoms of COVID-19 are at least one (1) of fever, uncontrollable cough, or atypical new onset of shortness of breath, or at least (2) of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain.

Mitigation Procedure

- Staff shall perform a health self-assessment regarding the symptoms of COVID-19 and report to the administration any signs or symptoms of COVID-19 before reporting to work. As of July 14th, self-assessments will no longer be collected by the administration for any employee.
- Staff shall remain home and notify administration accordingly when sick.
- Staff exhibiting 2 or more symptoms of COVID-19 while at work (not explained by a known physical condition) will be sent home. If an employee is unable to leave the workplace immediately, the employee will be provided an isolated area to wait for transportation.
- Staff must report to the administration if notified by the health department (or other agency or individual) 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. Employees will need to follow CDC guidelines for quarantine; accrued leave may be used for time off related to COVID-19. Administration may require proof of vaccination status when determining if employees may return to work based on CDC guidelines.

- Employees must practice good hand hygiene which includes frequently washing hands with soap and water for at least twenty seconds or use of hand sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover nose and mouth with a tissue or the inside of elbow when coughing or sneezing. Throw used tissues in the trash and immediately practice good hand hygiene.
- Staff experiencing upper respiratory symptoms known to increase the spread of respiratory droplets (coughing/sneezing) explained by a known condition may be required to wear a cloth face covering while in shared workspaces. Staff who cannot wear a cloth face covering may be required to use accrued leave until upper respiratory symptoms are resolved.
- Staff are encouraged to take breaks and lunches outside when weather permits or at workstations not in the public spaces. Limiting to 1-2 staff members in the breakroom when eating or drinking is encouraged. To accommodate, breaks and lunches may be scheduled.
- Whenever possible, Library business shall be conducted electronically via email, phone, or through meeting platforms such as Zoom. When participating in in-person meetings, participants are encouraged to observe social distancing measures and/or wear a face covering.
- To the extent possible, sharing of supplies and equipment is discouraged, including sharing phones and workstations during desk shifts. When shared, supplies and equipment should be cleaned with an approved cleaner or alcohol-based wipes after each use.
- Regularly cleaning of surfaces, work areas, and equipment will continue. Staff will be provided with cleaning products to clean common surfaces on a regular basis. Common surfaces include but are not limited to doorknobs, push bars, handles, light switches, tables and chairs, breakroom appliances, Plexiglas barriers/sneeze guards, countertops, shared equipment (such as copiers, fax machines, computers, keyboard, mice, phones, printers, etc.), desk surfaces, and other materials at the desk.
- Employees will continue to clean personal workspaces on a regular basis.
- To mitigate the exposure risk to COVID-19, the Library will provide the following personal protective equipment:
 - The Library will provide masks or staff may provide their own. Any staff member who wishes may continue to wear a face covering at their discretion, unvaccinated and otherwise at-risk staff are encouraged to continue to follow CDC recommendations and wear a mask when unable to physically distance. **All staff will wear a face covering at a patron's request.**
 - Gloves will be provided. Staff are encouraged to practice good hand hygiene.
 - Barriers/sneeze guards at the circulation desk and other workspaces will remain in place until the Phased Plan for Reopening is no longer deemed necessary.
 - Restructuring of work areas-and/or work tasks to further mitigate risk may be implemented.

Response Procedure

- **Close Contact/Suspected or Confirmed COVID-19 Diagnosis:** Staff are encouraged to take precautions in their personal activities to mitigate risks. Staff identified as a close contact or with a positive test for COVID-19 must notify administration as soon as possible via phone. Employees may use accrued leave for time off related to COVID-19. Once all leave time benefits are exhausted, the employee may take unpaid leave. CDC guidelines to return to work currently vary depending on vaccination status and/or the severity of your illness. The employee may be required to provide proof of vaccination status and/or written confirmation from their medical provider prior to returning 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 based on current CDC guidelines. Employees are required to comply with any quarantine recommendations or requirements. 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.
- **Cleaning and Disinfecting if an Employee is Symptomatic:** If an employee has developed symptoms of COVID-19 not explained by a known condition, the areas used by the employee will be cleaned and disinfected prior to being used again including but not limited to offices, restrooms, common areas, and shared electronic equipment.
- **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 48 hours may be closed to allow for all areas used by the employee for prolonged periods of time (more than 10 minutes) to be cleaned and disinfected. The length of closure will be determined on a case-by-case basis with recommendations from the Dickinson-Iron District Health Department as appropriate.
- **Cleaning and Disinfecting if a Patron Tests Positive:** If the administration is informed that a patron who visited the library has a confirmed case of COVID-19, the branch visited may be closed to allow for cleaning and disinfecting. The length of closure will be determined on a case-by-case basis with recommendations from the Dickinson-Iron District Health Department as appropriate.
- **Alerting the Public:** If the library is believed to be a site of exposure to patrons whom we cannot contact directly, the administration will work with the local health department to alert the public.

Staff COVID Liaison

The Union Chair shall serve as Staff COVID Liaison. The COVID Liaison will share staff concerns with the administration and attend Board Meetings as scheduled until the Board deems the Library to no longer need the Phased Plan for Reopening. An employee who feels there is a risk that is not being addressed shall email the administration or the COVID Liaison 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