

## **Covid-19 Exposure Prevention, Preparedness and Response Plan June 1, 2020**

Hamburg Township Library (Library) takes the health and safety of employees very seriously and will remain vigilant in efforts to mitigate workplace exposure to the Covid 19 virus. This plan was developed in accordance with Governor Whitmer's Executive Order 2020-59, the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) Guidance on Preparing Workplaces for Covid-19 (OSHA 3390-03-2020) and recommendations of the Centers for Disease Control (CDC). It is also acknowledged that the Covid-19 Pandemic is an evolving situation as more is learned about the virus. As a result, these guidelines are subject to change and modification pursuant to legal requirements. The provisions of this Exposure Prevention, Preparedness and Response Plan shall apply to all employees and any person entering or providing services to Library facilities. The Plan will remain in effect until rescinded by the Library Board of Trustees.

Coronavirus Disease 2019 (Covid-19) is a respiratory disease caused by the Sars-CoV2 virus. It is considered highly contagious. To mitigate the impact of Covid-19, provisions have been put in place to reduce exposure to employees and citizens. 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 (6) 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 Supervisors:**

It is the responsibility of supervisors to be knowledgeable of this Covid-19 Exposure Prevention, Preparedness and Response Plan; to implement the plan; 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 supervisors shall set a good example and follow this Plan at all times. This includes practicing good personal hygiene and job safety practices to prevent the spread of the virus.

### **Responsibilities of Employees:**

It is a condition of employment for all employees to comply with the requirements of this Covid-19 Exposure Prevention, Preparedness and Response Plan. As set out in this plan, the Library has instituted various housekeeping, social distancing, requirements for 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 supervisor accordingly. Employees exhibiting signs of illness will be sent home.
- Complete the Daily Employee Screening Form and report to the supervisor if they are experiencing 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 20 second. When soap and water is not available, use an alcohol based hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Follow appropriate respiratory etiquette which includes covering 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 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Whenever possible and unless required by your job, avoid close contact with people who are sick.
- Follow the social distancing and personal protection equipment guidelines contained in this plan.
- Regularly clean and maintain personal protective equipment provided by the Library.
- Regularly clean and sanitize work areas, tools, and equipment as provided for in this plan.

### **Workplace Protective Measures:**

The following measures shall be implemented at the Library and adhered to by all employees:

- 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.
- Whenever possible, Library business shall be conducted electronically via e-mail, phone, or through meeting platforms such as GoToMeeting. If an in-person meeting is required, participants must observe social distancing measures and the meeting room must be sanitized at the conclusion of the meeting.
- Employees must avoid physical contact with others and shall direct others, including co-workers and patrons, to maintain social distancing standards where possible.
- Employees shall stagger breaks and lunches whenever possible so that no more than one person is in the break room at a time. Several employees can take a break at the same time if outside and social distancing is maintained.
- To the extent possible, sharing of equipment shall be prohibited. If sharing is necessary, the equipment should be disinfected after each use. Employees should consult with manufacturing recommendations for the proper cleaning techniques and restrictions.
- Employees shall be required to wear face masks inside the Library at all times. When needed, outside breaks are encouraged.

### **Employee Illness or Exposure to Covid-19:**

- **Illness:** Employees that are ill are required to stay home and seek appropriate medical attention. Said employees must notify their supervisor as soon as possible of the illness via phone, text message or e-mail. Employees reporting to work ill shall be sent home. During the pandemic event, all employees that become ill with

Covid-19 will be compensated for their regular wages/shifts. Before returning to work, employees with Covid-19 must be symptom free for at least three (3) consecutive days or be cleared to return to work by their physician.

- **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 to the pandemic event.
- **Exposure & Quarantine:** Employees that have been exposed to an infected or quarantined individual and are advised by their medical provider to stay home and self-quarantine will be compensated for their regular wages/shifts. Before returning to work after a quarantine, employees may be required to obtain clearance to return to work by their medical provider.

### **Social Distancing:**

Social distance shall be observed at the Library until otherwise determined by the County, State, or Federal government. Social distancing requires that each employee:

- maintain a distance of at least six (6) feet from other people;
- do not gather in groups;
- stay in assigned work area and within individual workspaces as much as possible except when entering/leaving the building, break room, or to complete a job task;
- whenever possible refrain from traveling through the work areas of other employees.

### **Personal Protective Equipment & Work Practice Controls:**

To mitigate the exposure risk to Covid-19, the Library will provide the following personal protective equipment.

- **Gloves:** Employees must wear gloves when emptying the drop boxes and dispose of those gloves when task is completed. Wearing gloves is optional at any other time. Employees should not share gloves.
- **Face Masks.** Employees shall be required to wear face masks in the Library at all times. The Library will provide masks meeting CDC safety requirements to all employees. Employees are allowed to wear masks of their own if they choose.

### **Workplace Modifications:**

All work areas must be evaluated to determine risk exposure and modifications that should be implemented to mitigate this risk.

These modifications may include:

- increasing janitorial services from once a week to twice a week;
- installation of barriers/sneeze guards at the front service desk;
- removal of all publications, information, fliers, etc. in public areas;
- removal of furniture from public areas;
- installation of signage to direct the public on social distancing requirements, hand sanitizing stations, etc.;
- installation of air purification system to the Library's HVAC equipment;
- restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible.

### **Workplace Cleaning & Disinfecting:**

The Library building will be properly cleaned and sanitized prior to reintroducing staff to the facility. All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities as described below. All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA & the CDC as effective for eliminating Covid-19.

Common areas include, but are not limited to, the following:

- doorknobs, push bars, and handles
- light switches
- drinking fountains
- restrooms
- employee break room to include sink faucet, microwave, refrigerator, toaster oven, tables & chairs
- plexiglass barriers/sneeze guards
- countertops
- shared office equipment such as copier, fax machine, laminator, Ellison machine

**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 drawers
  - chairs
- For employees with their own offices: light switches and door handles.
- Avoid using other employee's supplies, equipment, phones, etc. If it is necessary to share equipment, clean after each use.
- If eating in break room, wipe down all surfaces used (chair, table, countertop, microwave buttons, fridge handle, etc.). Do not provide communal food and beverages and refrain from sharing serving utensils.

**Cleaning and Disinfecting if someone is Symptomatic:**

If an employee has developed symptoms of Covid-19, the area(s) 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. Clean and disinfect all areas used by the symptomatic person including offices, restrooms, common areas, shared electronic equipment, etc.

**Reintroduction of Employees and the Public into the Library:**

The Library Director, in conjunction with the Library Board shall determine when employees return and when the Library is reopened to the public. It is anticipated that the return to work and public access to the Library will be achieved in stages based on State and Federal mandates and the ability to achieve disinfecting and social distancing requirements.

Prior to employees returning to work, any necessary measures to reduce risk exposure shall be implemented. Prior to commencing work, employees returning to work, shall clean

and sanitize all work areas. Employees will be advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure. These measures may include staggered shifts, staggered breaks and lunches, continuation of remote work arrangements, and other strategies to limit the number of employees working together.

Before allowing access to 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 the front service desk.
- Installation of barriers at the front service desk.

In addition, at the Library Director's discretion and in conjunction with State regulations, the following may also be required:

- Limiting/regulating the number of visitors permitted to enter. 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 e-mail, phone and electronic meeting platforms. When on-site meetings are required, social distancing measures shall be strictly enforced. The number of persons allowed at an onsite meeting shall be determined by State social distancing measures in effect at the time of the meeting. Meeting sites shall be cleaned and sanitized before and after the meeting, hand sanitizer shall be made available to all in attendance, and all attendees must wear face masks.

#### **Offsite Meetings & Business Travel:**

Unless specifically authorized by the Library Director, no off-site meetings or business travel shall be allowed while this Plan is required. When offsite meetings and business travel are deemed necessary, the employee shall observe social distancing measures.

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via e-mail prior to returning to work. Any questions regarding any provisions of the plan should be directed to the Library Director.

## Hamburg Township Library Phases of Service Plan

This document is designed to be fluid and flexible allowing responsiveness in situations of major disruptions and changing conditions related, but not limited, to the spread of an infectious disease, natural or manmade disaster. Phases of service, instead of dates, are used during these situations of uncertainty. We ask for patience and the public's understanding as we work through these situations.

Principles guiding the creation of this document and library service in general:

- Transparency in decision making
- Privacy related to individuals' use of library materials and services
- Access to information
- Fair and equal treatment
- Safety of staff and patrons

Decisions will be guided by, but not limited to, the following:

- Governmental Orders, including but not limited to - United States, State of Michigan, Livingston County.
- Health guidance, including but not limited to - Center for Disease Control (CDC), Michigan Department of Health, Livingston County Department of Health.
- Federal and state laws and regulations, including but not limited to those relating to employment and employee health and safety - US Department of Labor (DOL), Occupational Health and Safety Administration (OSHA), MI Department of Licensing and Regulatory Affairs (LARA).
- Hamburg Township Library Policies and Procedures.

Multiple decisions will need to be made related to each phase, including but not limited to:

- Hours of Operation.
- Services and materials that can be provided.
- Staff - staffing levels, schedules, and job responsibilities.
- Additional processes, training, documents, signage, and supplies.

HTL expectations from staff:

- Flexibility- it is reasonable to expect that job responsibilities and schedules will change during these situations. Hours worked may change as well.
- Understanding that these situations are fluid and can change rapidly.
- Connection and Communication-HTL expects that staff will check standard methods of communication at least once a day.

Phases of Service:

1. Remain closed for an extended period.
2. Open with no public access to library building.
3. Open with limited public access and Social Distancing Restrictions.
4. Open with no restrictions.

#### Details of Phases of Service Plan for Covid-19 Pandemic Timeline:

- HTL closed to the public at 5:00 pm on Saturday, March 14, 2020.
- State of Michigan Executive Order 2020-9 closed libraries to the public on March 16, 2020.
- State of Michigan Executive Order 2020-21- Stay Home Stay Safe starts on March 24, 2020. Essential staff designated.
- Current Stay Home Stay Safe order EO 2020-59 extends to May 28, 2020.

#### Actions taken and decisions made prior to opening the building:

- All in-person programs and events canceled through at least August 31, 2020.
- All public use of the meeting rooms canceled through at least August 31, 2020.
- The Summer Reading Program will be virtual with limited optional in-person activities (pick-up of weekly craft projects and stamping of reading passport).
- Deep cleaning of entire building on March 19 & 20.
- Installation of air purification system to the Library's HVAC equipment.
- Removal of indoor drop box. All items will need to be returned to the outside drop boxes.
- Installation of plexiglass barriers at each circulation station.

Our goal is to help prevent the spread of Covid-19, protecting staff and patrons while still providing the maximum level of service and access to materials possible. This will change over time based on an increased knowledge of how Covid-19 spreads, best practices and any federal, state, or local orders.

Implementation of phases of service will depend on the availability of PPE and cleaning supplies. Anticipated PPE include masks, gloves, and plexiglass shields for public service desks.

High-risk staff will need to make the best and most responsible decision for themselves regarding whether they will return to work. They must share this decision with the library director. Staff will be educated on options from Emergency Family Medical Leave Act, Emergency Paid Sick Leave Act, unemployment programs, and HTL's Pandemic Plan.

#### **Phase 1. Remain closed for an extended period.**

- a. Focus on online resources.
- b. Patron accounts:
  - i. Automatically extend due dates as needed.
  - ii. Online library card registrations.
  - iii. Fines waived.
  - iv. Turned off Verso's automatic notification system with patrons.
- c. Allow patrons to return library materials in outside drop boxes; quarantine returned materials for a minimum of 48 hours before shelving.
- d. Wi-Fi remains on 24/7.
- e. All use of meeting rooms are canceled; this includes library programs.

- f. Use social media, subscriber email, and print newsletter (if applicable) to communicate with community.
- g. Implement remote work where possible.

## **Phase 2. Open with no public access.**

Continue with Phase 1, adjusting accordingly related to patron accounts.

- a. Director and designated staff return and reopen building.
- b. Director and staff address:
  - i. Hours of operation.
  - ii. Services and materials that might be provided.
  - iii. Staff - staffing levels, schedules, and job responsibilities:
    - 1. Staff will follow Social Distancing and Best Practices/Good Hygiene related to Covid-19.
    - 2. Importance of staying home if sick and the creation of an isolation room for staff who begin exhibiting symptoms of Covid-19 before they can safely leave. Proper procedures for cleaning the room after use will be followed.
    - 3. Completing self-evaluation upon arriving at the library building, including temperature check.
    - 4. Continue remote working when possible.
  - iv. Additional processes, training, documents, signage and supplies:
    - 1. Necessary PPE provided by the library (face masks, gloves, plexiglass partitions at front service desk).
    - 2. Cleaning procedures documented, additional supplies purchased - training provided.
- c. Curbside Pickup implemented (see attached).

## **Phase 3. Open with Limited Service and Social Distancing Restrictions.**

Continue with activities from Phase 1 & Phase 2, adjusting accordingly related to patron accounts.

- a. Building modifications for social distancing and potential limits on group sizes.
  - i. Modifications may include, but are not limited to, and may change during this phase:
    - 1. Limits on number of patrons allowed in building
    - 2. Time limits for patrons in building
    - 3. Access to computers
    - 4. No food or beverage
    - 5. No access to study rooms and/or meeting rooms
    - 6. Removal, or limited use, of tables and chairs
    - 7. Removal of all toys, manipulatives, and literacy computers, from Children's Department.
    - 8. Encourage all visitors to wear face masks.
    - 9. All items returned must be done through the outside drop boxes.

## **Phase 4. Open with No Restrictions.**