

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

June 1, 2020

The Ontonagon Township Library (OTL) takes the health and safety of employees and patrons 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 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 OTL facilities.

The Plan will remain in effect until rescinded by the OTL Board of Directors. Coronavirus Disease 2019 (Covid-19) is a respiratory disease caused by the Sars-CoV-2 virus. It is 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 Library Management:** It is the responsibility of the OTL Director to be knowledgeable of this Covid-19 Exposure Prevention, 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.

**Responsibilities of all Library Staff:** All staff will practice good personal hygiene and job site safety practices to prevent the spread of the virus. This includes:

- Remain home if sick and notify Library Director. (Employees exhibiting signs of illness at OTL facilities will be sent home.)
- Report to director 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.
- While at OTL, and before arriving on-site, frequently wash hands with soap and water for at least 20 seconds. Alternately, use an alcohol based hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, and mouth with hands. If touching your face is necessary, wash hands before and afterwards.
- 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 others, especially those who may be sick or at risk of exposure.
- Follow the social distancing and personal protection equipment guidelines contained in this plan.
- Regularly clean and sanitize work areas, tools, and equipment.

It is a condition of employment for all employees to comply with the requirements of this Covid-19 Exposure Prevention, Preparedness and Response Plan.

**Workplace Protective Measures:** The following measures shall be implemented at all worksites 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.
- If needed, OTL may implement a Covid-19 screening process which may include temperature checks and questions about symptoms and potential contact with any persons diagnosed with Covid-19.
- Whenever possible, OTL business shall be conducted electronically via e-mail, phone or through online meeting platforms. 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, citizens, and contractors, to maintain social distancing standards where possible.
- Social distancing shall be observed during lunches and breaks.
- Limit the extent of shared tools and equipment wherever possible. If sharing is necessary, the tools and equipment should be cleaned with alcohol-based wipes before and after each use. Employees should consult with manufacturing recommendations for the proper cleaning techniques and restrictions.
- Employees shall be required to wear face masks in public spaces and in areas where social distancing is not possible. For purposes of this policy, public spaces shall mean any area in which the public has frequent access or any space in which social distancing cannot be achieved. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties. Private offices and work areas are not considered public spaces unless other individuals enter the office and social distancing cannot be achieved.
- The mask requirement can be waived at Library Director's discretion for employees with legitimate health concerns about skin irritation or restricted breathing, so long as they maintain social distance and are protected by an alternate physical barrier, i.e., a sneeze guard.

**Employee Illness or Exposure to Covid-19:** Employees that are ill are required to stay home and seek appropriate medical attention. Said employees must notify the Library Director as soon as possible via phone, text message, etc. Employees reporting to work ill shall

be sent home. During the pandemic event, full-time and regular part-time employees that become ill with Covid-19 will be compensated for their regular wages/shifts for at least the first fourteen calendar days, at which point the Library Board may choose to renew these emergency benefits by vote. If the illness extends beyond the initial fourteen calendar days, and emergency benefits are not renewed by the board, the employee may also use available leave time and any applicable short-term disability benefits. 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:** OTL 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, or who have been advised by their medical provider to stay home and self-quarantine, will be considered in a state of quarantine. During the quarantine period, OTL will compensate full-time and regular part-time employees for their regular wages/shifts for the first fourteen calendar days of quarantine, with the possible extension of benefits pending Library Board vote. If the quarantine extends beyond fourteen calendar days and benefits are not renewed by the board, the employee may use available leave time to continue their regular compensation during the quarantine event. Before returning to work after a quarantine, employees may be required to obtain clearance to return to work by a licensed medical provider.

**Social Distancing:** Social distance shall be observed at all OTL facilities until otherwise determined by the Township, 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 (no “event” style programming, e.g., classes, lectures, story hours, to be held at OTL.)
- Stay in assigned work area and within individual workspaces as much as possible except when entering/leaving the building, using restrooms and break rooms, or to complete a task.
- Whenever possible refrain from traveling through the work areas of other employees.
- No attending or hosting of in-person gatherings.

**Employees Required to Enter Non-OTL Facilities:** Employees required to enter into buildings and/or homes as part of their work day should evaluate specific hazards and exposures and determine if it is safe to proceed. Employees shall use their discretion and can refuse to enter the premises if they have concerns on the condition of either the premises or the occupants. Employees entering said premises may ask the occupants about their potential exposure to Covid-19 and require that social distancing requirements be observed. Employees entering premises shall be required to wear the appropriate face masks, gloves, and other PPE as required by their position.

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

- **Gloves:** The type of glove to be worn will be determined by the nature of the tasks to be performed. If gloves are not typically required for a task, then any type of glove is

- acceptable, including latex or vinyl gloves. Employees should not share gloves.
- **Face Masks:** Employees using face masks must provide their own. N-95 masks or similar masks meeting State safety requirements are preferred. Employees may also use disposable or reusable cloth face masks. Employees shall be required to wear face masks in public spaces and in areas where social distancing is not possible. Employees who must enter non-public spaces such as a private office or work space of other employees will be required to wear face masks. For purposes of this policy, public spaces shall mean any area in which the public has frequent access or any space in which social distancing cannot be achieved. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties. Private offices and work areas are not considered public spaces unless other individuals enter the office and social distancing cannot be achieved.
  - The mask requirement can be waived at Library Director's discretion for employees with legitimate health concerns about skin irritation or restricted breathing, so long as they maintain social distance and are protected by an alternate physical barrier, i.e., a sneeze guard.

**Workplace Modifications:** Work sites will be evaluated to determine risk exposure and modifications that should be implemented to mitigate this risk. These modifications may include:

- Installation of barriers/sneeze guards at customer service counters
- Installation of signage to direct the public on social distancing requirements, etc.
- Restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible.

**Workplace Cleaning & Disinfecting:** All OTL facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff or patrons 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: doors, doorknobs, push bars, handles, panels, light switches, stair rails, drinking fountains, restroom, conference rooms, including tables and chairs, employee break rooms/kitchens, to include microwaves, refrigerators, beverage machines, tables & chairs, plexiglass barriers/sneeze guards, countertops, office equipment such as copiers/printers/computers.

**Employee Cleaning & Sanitizing Responsibilities:** Employees shall be responsible for cleaning and sanitizing their personal work areas 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 office space: light switches, doors, and door handles. Avoid using other employees' supplies, equipment, phones, etc. If it is necessary to share equipment, clean before and after each use. Clean common areas after each use. For example, wipe down counter after servicing a patron, tables & chairs at public PCs, etc. When using copy machine, wipe down before and 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 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. 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 OTL Facilities:** The Library Director and Library Board, using the best available advice from the State of Michigan, the Michigan Library Association, the CDC/WHO, and regional library cooperatives, shall determine when employees return to the worksite and when OTL facilities are reopened to the public. It is anticipated that curbside service will begin Monday, June 8<sup>th</sup> with in-building library service to follow starting Monday, June 15<sup>th</sup>. Prior to commencing work, employees returning to work, shall clean and sanitize all work areas, vehicles and equipment. Employees will be advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure. Before allowing access to the public, OTL shall implement the following measures:

- Signage with social distancing requirements and directions.
- Provide social distancing markings at counters and service areas.
- Installation of barriers at counters and service areas.

All concerns regarding symptomatic visitors or unsafe behavior shall be reported to Library Director. Library Staff may limiting/regulate the number of simultaneous visitors at their discretion, if it seems social distance requirements are being compromised. 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, OTL business shall be conducted via e-mail, phone and electronic meeting platforms. When on-site meetings are required, social distancing measures shall be enforced. The number of persons allowed at an on-site 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 and hand sanitizer shall be made available to all in attendance.

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

~~**Special Provisions for Senior Citizen Patrons:** after re-opening, use of OTL facilities will be reserved for Senior Citizens from 11:00 A.M. to noon each Monday.~~ **Eliminated Feb. 2021 due to low usage.**

**Curbside Service:** The following services will be available “curbside” prior to full re-opening:

- Check-out of library materials (and touchless delivery of materials to parking lot.)
- Reader's Advisory services to help choose materials (pending staff availability)
- Document printing - forward attachments or links to **ONTLIBRARY@ONTONAGONLIBRARY.ORG**
- To schedule curbside service, call 906-884-4411 during service hours, and be sure to let us know which parking lot you'll be in!
- **Curbside services available during regular library hours only.**