

COVID-19 Preparedness and Response Plan
Spring Lake District Library (SLDL)
Adopted May 22, 2020
Updated October 16, 2020

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this plan: Maggie McKeithan, Kathy DeBone, and Alison Taylor. A designated supervisor must remain on site at all times when workers are present. An on-site employee may be designated to perform the supervisory role.

SLDL considers its in-person workers to be at “lower exposure risk” under OSHA’s Guidance on Preparing Workplaces for COVID-19, which is defined as follows:

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e. within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

SLDL will provide COVID-19 training to employees that covers, at a minimum, all of the following: workplace infection-control practices, proper use of personal protective equipment, steps the employee must take to notify the library of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions.

To protect its in-person workers, the employer will:

1. Comply with all workplace safeguards set forth-by the Michigan Department of Health and Human Services (MDHHS), the Michigan Occupational Safety and Health Administration (MIOSHA), and other local, state-wide, or federal authorities.
2. Require in-person workers to comply with the social distancing practices described in MDHHS Epidemic Orders, which include keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate to the workplace) and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business's permitted operations.
3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.

4. Require workers to stay home if they are sick.
5. Encourage respiratory etiquette, including covering coughs and sneezes.
6. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). When choosing cleaning chemicals, the employer will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
8. Direct that face-to-face meetings should be replaced with virtual meetings.
9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
10. Discontinue nonessential travel for workers.
11. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
12. Promote remote work to the fullest extent possible.
13. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

Identification and Isolation of Ill Workers

Employees with Suspected or Confirmed COVID-19 Cases:

1. An employee will be considered to have a Suspected Case of COVID-19 if:
 - they are experiencing any of the following COVID-19 symptoms: Fever; Cough; Shortness of breath; Sore throat; and/or Diarrhea; or
 - they have been exposed to a COVID-19 positive person, meaning:
 - a) an immediate family member has tested positive for or exhibited symptoms of COVID-19; or

- b) in the last fourteen (14) days, the employee came in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19.
 - If an employee believes they qualify as a Suspected Case (as described above), they must immediately notify their Supervisor, who will notify the Library Director, and should not return to work for at least fourteen (14) days.
2. An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past fourteen (14) days and tested positive for COVID-19.
 - the employee must immediately notify their Supervisor, who will notify the Library Director, of their diagnosis; and remain out of the workplace until they are cleared to return to work according to CDC guidelines.

Employer Responsibilities:

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The employer will conduct a daily entry self-screening protocol. Workers entering the workplace are required to disclose any symptoms or illness or exposure to persons with COVID-19 employer will require workers to take their temperature. Workers will enter the workplace at a dedicated entry point. Any employee who does not pass the screening protocol should not report to work.
3. Notwithstanding anything in the employer's employment policies, no written note from a physician is required for workers who are staying home from work due to illness, nor is a written note required for an employee to return to work.
4. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.

5. All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.
6. If an in-person worker tests positive for COVID-19, the employer will take the following additional measures:
 - a. Notifying the local public health department.
 - b. If recommended by the local public health department, closing the affected building (or part of the building) to all workers;
 - c. If recommended by the local public health department, having the affected building (or part of the building) professionally cleaned and sanitized;
 - d. If recommended by the local public health department, notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure

Personal Protective Equipment (“PPE”)

Pursuant to MDHHS Epidemic Orders, the employer will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Workers with questions or concerns should contact their supervisor.

COVID-19 Re-opening Stages and Procedures

Stages of Re-opening

The Library Director will have the authority to determine if the library can continue to operate safely at the current operations level. If deemed necessary, the library may move either up or down the stages, depending on the current situation.

Stage 0 - Only essential staff in the building

Stage 1 - Staff are reporting to the building, no patrons in the building

Stage 2 - Patrons can pick up holds

Stage 3 - Computer use, limited patron time in the building

Stage 4 - Limited capacity group meetings and programs

Stage 5 - Back to “normal”

Hours

Starting June 8, the library will have staff in the building from 9am to 7pm Monday through Saturday. Starting July 11, the library will open the library to the public from 9am to 7pm on Monday through Thursdays, 9am to 6pm on Fridays, and 9am to 2pm on Saturdays. The hours will continue to be evaluated for possible extension or reduction in hours open to the public.

Physical Space

Before the library opens each morning, the maintenance staff will clean and sanitize the library.

Physical barriers like tables or tape on the floor will be placed as reminders to maintain physical distance. These measures will be in place for as long as recommended by government and health officials and may change according to current recommendations.

Patrons

Patrons who enter the building will be required to wear a mask for as long as it is recommended by health officials. One-time use masks may be made available for patron use during their visit, depending on the availability of masks. If a patron prefers not to wear a mask, arrangements will be made to allow for pick-up outside the building.

Materials

All returned materials will be quarantined for at least 4 days, and longer if possible, before being checked in by staff. Returned materials procedures will be adjusted according to the standards set by the Lakeland Library Cooperative.

Staff

All staff will wear a mask while inside the library building and maintain a 6 foot distance from other staff members. One-time use masks will be made available to all staff or staff may choose to provide their own mask to wear while at work. If cloth masks are used, they should be washed between each wearing.

At the end of each shift, the staff member will clean and sanitize all equipment and surfaces at their station. Before the station is assigned to another staff member for use, maintenance staff will clean and sanitize the station.

Administrative

The Library Director is the main contact/spokesperson for media and public health contacts.

The Library Director has the power to make changes related to Covid-19 policies/procedures as needed and as the situation changes, without a meeting of the library board, with the understanding that the Library Board will receive regular updates and communication, as well as review the changes and offer feedback, guidance, and possible further action at the next meeting of the Library Board.