

## **IRONWOOD CARNEGIE LIBRARY**

### **EXPOSURE PREVENTION, PREPAREDNESS AND RESPONSE PLAN**

**May 27, 2020**

The Ironwood Carnegie 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 EO 2020-91- Safeguards to protect Michigan's workers from COVID-19, 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 modifications pursuant to legal requirements. The provisions of this Exposure Prevention, Preparedness and Response Plan shall apply to all Library employees and any person entering or providing services within the Library. The plan will remain in effect until rescinded by the Library director and Library board.

Coronavirus Disease 2019 (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 employees, patrons, and visitors. 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 each other (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 hands.

#### **Responsibilities of Library Director**

It is the responsibility of the Library director to be knowledgeable of the Library's 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 duties and to implement measures to mitigate that risk; and to be available to answer questions and concerns of employees. It is expected that the director shall set a good example and follow this plan at all times. This includes practicing good personal hygiene and job site 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 the Library's COVID-19 Exposure Prevention, Preparedness and Response Plan. As set out in this plan, the Library has instituted various housekeeping, social distancing, and requirements for personal protection equipment, and other best practices to reduce exposure to COVID-19. Employees are required to comply with the following provisions:

1. Remain home if sick and notify the director accordingly. Employees exhibiting signs of illness will be sent home.

2. Report the 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.
3. Employees must practice good hygiene which includes frequently washing hands with soap and water for at least 20 seconds. When soap and water is not available, using an alcohol-based hand sanitizer with at least 60% alcohol.
4. Avoid touching eyes, nose, and mouth with unwashed hands.
5. 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 is not available, use hand sanitizer containing at least 60% alcohol.
6. Whenever possible, avoid close contact with people who are sick.
7. Follow the social distancing plan and personal protective equipment guidelines contained in this plan.
8. Regularly clean and maintain the personal protective equipment provided to the employees of the Library.
9. Regularly clean and sanitize work areas, tools, and equipment as provided in this plan.

**Workplace Protective Measures:** The following measures will 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 not 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, the Library may implement a COVID-19 screening process which may include temperature checks and questions about any symptoms employees are experiencing and potential contact with any persons diagnosed with COVID-19.
- Whenever possible, Library business shall be conducted electronically via e-mail, phone, or through meeting platforms such as Zoom. If an in-person meeting is required and allowed, participants must observe social distancing measures and the area must be sanitized at the conclusion of the meeting.
- Employees must avoid physical contact with others and shall direct others, including co-workers, patrons, visitors, contractors, etc. to maintain social distancing standards whenever possible.
- Employees shall observe social distancing during social interactions, breaks, etc.
- To the extent possible, sharing of tools and equipment is prohibited. If sharing is necessary, the tool and equipment will be cleaned with alcohol-based wipes before and after each use. Employees should consult with manufacturing recommendations for proper cleaning techniques and restrictions.
- If travel should be required, occupancy of a vehicle shall be limited to one. If not possible, all occupants of a vehicle shall be required to wear face masks and should minimize time spent together in a vehicle.
- Employees will be required to wear face masks in public spaces and in areas where social distancing is not possible whenever others are present. For purposes of this policy, public space

is any area in which the public has frequent access or any space where social distancing cannot be achieved. Social distancing shall be defined as maintaining a distance of six (6) feet between parties. Private desks may be considered public spaces unless individuals enter that space and social distancing cannot be achieved.

### **Employee Illness or Exposure to COVID-19**

- **Illness:** Employees that are ill are required to stay home and seek appropriate medical attention. Said employee must notify the Library director as soon as possible of the illness via phone or email. Employees reporting to work ill will 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 the first fourteen calendar days. If their illness extends beyond that time, the employee shall use accumulated paid leave time. Once all leave time is exhausted, the employee may take unpaid leave time. 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. Testing may be recommended.
- **Exposure and Quarantine:** Employees that have been exposed to an infected or quarantined individual must stay home and self-quarantine for at least fourteen (14) days. During the quarantine period, the Library will allow the employee to work remotely if possible. If remote work cannot be performed, the Library will compensate full time and regular part time employees for their regular wages/shifts for the first fourteen calendar days of the quarantine. If the quarantine extends past fourteen calendar days, the employee may use any accumulated leave time to continue their regular compensation during the quarantine event. Before returning to work following a quarantine, employees may be required to obtain clearance to return to work by a physician.
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**Social Distancing:** Social distancing shall be observed as much as possible 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 or workspace as much as possible except when entering/leaving the building, using the restroom, taking a break, or completing a required job task
- Whenever possible try not to enter the workspace of other employees
- No attending or hosting in-person meetings

**Employees Required to Enter Non-Library Facilities:** Employees required to enter into buildings/areas as part of their regular job duties should evaluate the specific hazards and exposures and determine if it is safe to do so. Employees should use their discretion and can refuse to enter these areas if they have

concerns of the area or the people in it. Employees who are performing job tasks outside of the Library are required to wear the appropriate face masks, gloves, and other PPE as required for the job.

**Personal Protective Equipment and Work Practice Controls:** To mitigate the exposure risk of COVID-19, the Library will provide the following personal protective equipment (PPE) to employees

- **Gloves:** Disposable gloves will be provided and should not be shared by employees.
- **Face Masks:** Employees will be provided reusable washable face masks. Employees will be required to wear face masks in public spaces and when social distancing is not possible. Employees entering non-public workspaces must wear a face mask. Social distancing is considered a distance of at least six (6) feet between employees.

**Workplace Modifications:** The Library must be evaluated to determine risk exposure and modifications that should be implemented to mitigate this risk. These modifications may include:

- Installation of barriers/sneeze cards at customer service areas
- Removal of publications, information, flyers, etc. in public areas
- Removal, covering, or signage of or on furniture that encourages social interactions
- Installation of signage that directs the public on social distancing requirements, hand sanitizing area, etc.
- Restructuring of work areas, work shifts, and/or work tasks to ensure social distancing is possible.

**Workplace Cleaning:** The Library will be properly cleaned and sanitized prior to staff reentering the building. Cleaning and sanitizing products will be available to fulfill employee responsibilities for cleaning and disinfecting.

All common areas will be cleaned and sanitized on a regular basis with products that are OSHA/CDC approved for effectiveness in eliminating COVID-19. Areas/items include but are not limited to:

- Doors and doorknobs, push bars, and panels
- Light switches
- Telephones
- Stair rails
- Restrooms
- Tables and Chairs
- Microwave and refrigerator, coffee pot
- Plexiglas barriers/sneeze guards
- Counter tops
- Shared office equipment
- Keyboards and computer tables
- Books/DVDs/magazines

**Employee Cleaning and Sanitizing Responsibilities:** Employees may be required to perform regular cleaning/sanitizing tasks throughout their shift to assist with keeping the Library safe for staff and when

patrons began entering the building. The areas are listed under **Workplace Cleaning**. Employees will also be asked to:

- Avoid using other employees' supplies, equipment, phones, etc. whenever possible. If necessary, clean before and after each use.
- Clean worktables, counters, etc. after each use.
- When using copy machines/ computers/etc., wipe down before and after each use.
- Not provide communal food or drink; wipe down kitchen equipment before and after use.

#### **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. This may or may not include large portions of the Library itself and may include shared electronic equipment, restrooms, counters, books, office equipment, etc. The Library may be closed until adequate disinfecting is completed.

#### **Reintroduction of Employees and the Public into the Building**

The Library Director will determine when employees can return to the Library building and when the Library can re-open to the public. This re-opening may be done in stages, based on local, state, and federal mandates as well as the ability to achieve adequate social distancing measures.

Prior to 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 work areas and equipment. Employees will be trained in proper social distancing practices, use of personal protective equipment, and other measures implemented to reduce risk exposure. Staggered or modified work shifts, breaks, remote work arrangements, modified service provision and other strategies may take place to limit the number of employees working together.

Before the public is allowed into the building, the following measures will take place:

- Post signage with social distancing requirements and directions including requirement to wear masks.
- Provide social distancing markings at counters and service areas when possible/
- Installation of barriers at counters and service areas.

Once the Library is open to the public, face masks will be required to enter as long as social distancing measures are required. In addition, the following may also be required;

- Screening of visitors through observation of COVID-19 symptoms. All concerns should be reported to the Library Director.
- Temperature checks of visitors/patrons
- Limiting the number of patrons/visitors allowed to enter the Library. This number could change periodically based on the incidents of COVID-19 in the community or on changes in recommended practices.

**On-site Meetings:** Whenever possible, Library business shall be conducted via email, phone, or electronic meeting platforms. When on-site meetings are required, social distancing requirements shall be strictly enforced. The number of persons allowed at a meeting will 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 will be available to all who attend.

**Off-site Meetings and Business Travel:** Unless specifically authorized, no offsite meetings or business travel shall be allowed while this plan is required. When offsite meetings are deemed necessary, all employees shall practice social distancing measures.

The steps and procedures as stated in this plan are intended to assure that the Library remains a safe place for employees and visitors as we navigate through the COVID-19 pandemic. It is understood that this plan may be adapted or modified based on the changing environment surrounding COVID-19 and local, state, and federal mandates, as well as issues and events taking place within the Library and community it serves.

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