



COMMUNITY DISTRICT LIBRARY

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Community District Library
Covid-19 Exposure Prevention, Preparedness and Response Plan
June 3, 2020

This plan was developed in accordance with Governor Whitmer's Executive Orders, the 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, patrons, and any person entering or providing services to the Community District Library. The plan will remain in effect until rescinded by the Director.

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 and patrons. 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.

The library director will be following the guidelines of the Emergency Response Re-opening Plan in regards to employees and patrons in the building.

Responsibilities of the Director and Supervisors: The Director or assigned supervisor of the day will be responsible for implementing, monitoring, and reporting on the strategies listed in this plan. It is the responsibility of supervisors to be knowledgeable of the Library's Covid-19 Exposure Prevention, Preparedness and Response Plan. They will be responsible 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; to be available to answer questions and concerns from employees. Supervisors shall set a good example and follow this Plan at all times.

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, requirements for personal protection equipment, and other best practices to reduce exposure to Covid-19. Employees are required to comply with the following provisions:

- Employees must wear a mask while in communal areas of the library. Cloth masks will be acceptable provided they cover the nose and mouth. Gloves will be required while working with returned materials that have not been quarantined at least 72 hours. Otherwise, the wearing of gloves is at the discretion of the employee. Gloves will be provided.
- Employees must maintain good hygiene. Hand sanitizer and frequent hand washing breaks will be provided.
- To the extent possible, employees will remain at least 6 feet apart.
- Before each shift, employees will self-check their temperature with the no touch thermometer provided by the library and stored at each branch.. If temperature is 100° or higher, employee will go home for the day and seek medical advice.
- If an employee is feeling ill, has a cough, shortness of breath, fever, loss of taste/smell, or is otherwise exhibiting symptoms of COVID-19, the employee will remain at home.
- If an employee tests positive for COVID-19, the employee will remain at home until testing negative for the disease, or in accordance with local health department guidance.

In accordance with the provisions of the Families First Coronavirus Response Act (valid until 12/31/2020), the library will provide up to two weeks of paid sick time for the following circumstances:

- If an employee is advised by a doctor to self-isolate or are mandated by the health department to quarantine due to a confirmed or suspected case of COVID-19.
- If a member of an employee's household has been instructed to self-isolate or quarantine, and is in need of care.

Cleaning & Disinfecting:

- At the end of each employee's shift, that employee will wipe down his/her work area with bleach wipes or an approved cleaning solution and spray chair/keyboard, etc. with disinfectant spray.
- At the end of the day, all staff work surfaces (printers, keyboards, chairs, desktops, book cart handles, door knobs, etc.) must be wiped and/or sprayed down.
- Between each use a public library computer, keyboard and surrounding surfaces will be disinfected.
- Surfaces that come into frequent public contact such as materials checkout area should be disinfected periodically throughout the day.
- Each employee will wipe down or spray disinfect touched surfaces in the restroom after use with bleach wipes.
- Weekly cleanings will also disinfect surfaces and restroom in addition to regular cleaning.

Before employees return to work, the Library Director will provide a copy of this Plan and staff training and guidelines in the following areas:

- Mandatory social distancing practices.
- Use of personal protection equipment.
- Procedures for safely dealing with returned library materials and interlibrary loan materials.
- The provisions of this Plan and the responsibilities of the Director and Employees.

Before allowing access to the public, the Library will:

- Post signage with social distancing requirements, masks requirement for the public, and building capacity limits.
- Provide social distancing markings at circulation desk.
- Installation of sneeze-guard barriers at the circulation desks.

This Exposure Prevention, Preparedness and Response Plan has been provided to all employees via e-mail prior to returning to work and will be available on the library website. Any questions regarding any provisions of the plan should be directed to the library director.