

# WHITE CLOUD COMMUNITY LIBRARY

## Re-opening Considerations after closures during the Covid-19 Pandemic May 2020

Intent – to identify areas of concern that the White Cloud Community Library need to address when determining temporary procedures upon reopening to the public.

Scope – to consider what type and level of measures would be needed to protect the staff and the public.

Purpose – to generate a list of possible issues that a reasonable person would generally find to be of concern in the current COVID-19 work environment. The list shall be representative in nature only and is not meant to be exhaustive; the administrators of member libraries are encouraged to consult with the director of their county health department and legal counsel for further information on requirements.

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**Responsibilities of Department Heads and Supervisors:** It is the responsibility of departments and supervisors to be knowledgeable of the Covid-19 Exposure Prevention, Preparedness and Response Plan of White Cloud Community Library; to implement the plan within their departments; 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 department head and supervisors shall set a good example and follow this Plan at all times. This included practicing good personal hygiene and job site safety practices to prevent the spread of this virus.

**Responsibilities of Employees:** It is a condition of employment for all employees to comply with the requirements of the WCCL'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:

\* Remain home if sick and notify their supervisor accordingly. Employees exhibiting signs of illness will be sent home.

\* Report to their department head or supervisor if they are experiencing any signs of 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 seconds. 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 tissue 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 that are sick.

\* Follow the social distancing and personal protection equipment guidelines by the State of Michigan/ Newaygo County Health Department.

\* 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 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, the library may implement a Covid-19 screening process which will include temperature checks and a question form about any symptoms employees are experiencing and potential contact with any persons diagnosed with Covid-19 and be kept as a medical record (file).

\* 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, participants must observe social distancing measures and the meeting room must be sanitized at the conclusion of the meeting.

\* Employees shall stagger breaks and lunches whenever possible to reduce the size of any group at any one time to less than ten (10) people in break areas. Social distancing shall be observed during lunches and breaks.

\* to the extent possible, sharing of tools and equipment shall be prohibited. If sharing is necessary, the tools and equipment should be cleaned with alcohol-based wipes before and after each use.

\* 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. Private offices and work areas are not considered public spaces unless other individuals enter the office 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 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, 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 days. If their illness extends beyond the initial fourteen calendar days, the employee shall use accumulated paid leave time. Once all benefits are exhausted, negotiations can occur. 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 documentation.

\* **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 are advised by their medical provider to stay home and self-quarantine. During the quarantine period, 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 beyond fourteen calendar days, the employee may use any accumulated paid 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 the their medical provider.

**Social distancing:** Social distance shall be observed at the library facilities until otherwise determined by 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 workspace as much as possible except when entering/leaving the building, using restrooms, kitchen and break areas or to complete a job task.
- \* whenever possible refrain from traveling through the work areas of other employees

**Person Protective Equipment & Work Practice Controls:** To mitigate the exposure risk to Covid-19, the library will provide the following personal protective equipment. The specifications of this equipment shall be determined by the nature of the job performed:

\* **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 will be provided by the library with reusable washable face masks. Employees can provide their own reusable washable face masks. Employees will be asked 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 asked 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.

**Workplace Modifications:** All work areas will be evaluated to determine risk exposure and modifications what should be implemented to mitigate this risk. These modification may include:

- \* installation of barriers/ sneeze guards at patron service counters
- \* Provide social distancing marking at counter and other service area
  - \* removal of all publications, information, fliers, etc. in public areas
  - \* removal of furniture from lobbies and waiting areas

- \* installation of signage to direct the public on social distancing requirements, hand sanitizing stations, face masks, etc.
- \* restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible.

**Workplace Cleaning & Disinfecting:** The library facility will be properly cleaned and sanitized prior to reintroducing staff to the building. All areas will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities as described below.

All returned library materials (books, DVDs, etc.) will be quarantined for 72 hours before returning them to the shelves for circulation.

All common areas will be cleaned and sanitized on a regular basis by our cleaning service as effective for eliminating Covid-19. Common areas include, but are not limited to, the following:

- \* doors
- \* doorknobs, push bard, handles,
- \* light switches
- \* drinking fountains
- \* restrooms
- \* conference rooms, including tables and chairs
- \* employee break areas, to include microwaves, refrigerators, etc.
- \* Plexiglas barriers/sneeze guards
- \* counter tops
- \* office equipment (copiers)

**Employee Cleaning & Sanitizing Responsibilities:** Employee 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 frequently if shared:
  - phone
  - computer keyboard & mouse
  - desk surface and drawers
  - chairs
  - for employees with their own area: light switches, doors, door knobs, etc
- \* Avoid using other employee's 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 in conference rooms, etc.
- \* When using copy machine, wipe down before and after each use
- \* If eating in break area, wipe down all surfaces used (counter-top, chair, microwave buttons, fridge handle, etc.). Do not provide communal food and beverages and refrain from sharing serving utensils.

**Reintroduction of the Public into the library:** The library director with the direction of the library board shall determine when the facilities are reopened to the public. Before allowing access to the public, the library shall implement the following measures.

- \* Post signage with social distancing requirements and direction about using face masks.
- \* Provide social distancing marking at counter and other service areas
- \* Install any necessary barriers to deter entrance to nonpublic areas
- \* Two hours per week will be made available to specifically the vulnerable population. (over 60, pregnant, chronic conditions)

Once the library is reopened to the public social distancing measures are required and face masks will be asked to be worn. In addition, at the library board and director's discretion, the following measures may also be required:

- \* Screening of visitors through observation of Covid-19 symptoms. All concerns regarding symptomatic visitors or unsafe behavior shall be reported to supervisors.
- \* requiring temperature checks for visitors entering the facility
- \* 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:** At the present time, regular meetings of the public are not being scheduled. The library will hold any necessary on-site meeting, and will require social distancing as required by the state. 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 room shall be cleaned and sanitized before and after the meeting and hand sanitizer shall be made available to all in attendance.

***This Exposure, Prevention, Preparedness and Response Plan will be provided to all employees, board members and any member of the public that requests a copy.***

***This Plan is a work in progress, due to the adjustments and changes made by the State of Michigan. In light of these facts, we will be adjusting the plan as deemed necessary by Library Board and Library staff.***

