***COVID-19 Exposure Prevention, Preparedness and Response Plan***

***June 13, 2020, Revised 11/15/20, 1/14/21, 2/1/21***

***See June 1, 2021 Revisions per MIOSHA and MDHHS at End of Document***

Peninsula Community 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 the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) Guidance on Preparing Workplaces for COVID-19 (OSHA 3390-03-2020), Michigan Occupational Safety and Health Administration (MIOSHA) orders and rules, Michigan Health and Human Services orders and rules, and recommendations of the Centers for Disease Control (CDC) and the Grand Traverse County Health Department. 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” (the “Plan”) shall apply to all employees. The Plan will remain in effect until rescinded by the Library Director.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the Sars-CoV2 virus. It is considered highly contagious. Libraries are considered medium risk for exposure. 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:

• Between people who are in close contact with one another (within about six 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

**Reporting Sickness or Unsafe Work Conditions:** Employees should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform the Library Director and go home. The Centers for Disease Control and Prevention (“CDC”) describes symptoms for COVID-19 that may include one or more of the following:

•Fever over 100.4 F or chills

•Cough

•Shortness of breath or difficulty breathing

•Muscle or body aches

•Severe Headache

•New loss of taste or smell

•Sore throat

•Abdominal Pain

•Nausea or vomiting

•Diarrhea

All employees will report any sickness, violations of this plan, or any unsafe work conditions to the Library Director.

**Employee Exposure Determinations:** All employees at Peninsula Community Library are considered at Medium Exposure Risk which is defined as:

• Tasks require frequent OR close contact with people not known or suspected of being infected with SARS-CoV-2, but who are NOT a known/suspected COVID-19 patient

• In areas with ongoing community transmission, workers have contact with the public

• In areas without ongoing community transmission, workers that have frequent contact with travelers from areas with ongoing community transmission

**Reintroduction of Employees and the Public into the PCL Facility:**

The Library Director shall determine when employees return to the worksite and when PCL facilities are reopened to the public. It is anticipated that the return to work and public access to PCL facilities will be achieved in stages based on State and Federal mandates, and the ability to achieve social distancing requirements and to keep staff and patrons safe. Prior to employees returning to work, any necessary measures to reduce risk exposure shall be implemented by PCL. It may be necessary during the course of the Pandemic to revert to an earlier stage at the Director’s determination, providing reduced services or halting services all together until the increased risk passes.

Prior to commencing work for the first time, employees returning to work, shall clean and sanitize all work areas. Employees will be trained in and advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure. These measures may include staggered start times or shifts, staggered breaks and lunches, possible remote work arrangements, and other strategies to limit the number of employees working together and to reduce congestion and the effectiveness of screening.

Before allowing access to the public, PCL shall implement the following measures:

• Post signage at the Library entrance and other highly visible areas with social distancing requirements and directions including the requirement to wear masks

• Post signage at the Library entrance and other highly visible areas informing patrons not to enter if they are or have recently been sick

• Provide social distancing markings at counters and service areas, including visible six-foot floor markings

• Installation of barriers at counters and service areas

• Establish an enhanced cleaning and sanitizing protocol for high-touch areas

Once PCL is reopened to the public, face masks or other CDC approved face coverings will be required to enter as long as social distancing measures are required. In addition, at the Library Director’s discretion, the following measures may also be required: • 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.

This Exposure Prevention, Preparedness and Response Plan will be available at all times at PCL and on PCL’s website at [www.peninsulacommunitylibrary.org](http://www.peninsulacommunitylibrary.org). Any questions regarding any provisions of the plan should be directed to the Library Director.

A dedicated Entry Point will be designated for Employees: the back door at the Children’s Garden entrance.

It is expected that all employees will follow this Plan at all times. This includes practicing good personal hygiene and job site safety practices to prevent the spread of the virus. It is a condition of employment for all employees to comply with the requirements of PCL’s COVID-19 Exposure Prevention, Preparedness and Response Plan.

As set out in this Plan, PCL has instituted housekeeping, social distancing, and personal protection equipment requirements, and other best practices to reduce exposure to COVID-19. **Employees are required to comply with the following provisions:**

• Report to the Director if diagnosed with COVID-19 or they have had close contact with someone diagnosed with COVID-19. Close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.

• Remain home if sick and notify the Director accordingly. Employees exhibiting signs of illness will be sent home. Employees who cannot leave immediately will be quarantined.

• Report to the Director if they are experiencing any signs or symptoms of COVID-19 while working

• 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, employees should 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 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.

• Follow the social distancing and personal protection equipment guidelines contained in this Plan.

• Regularly clean and maintain personal protective equipment provided to employees by PCL.

• Regularly clean and sanitize work areas, tools, and equipment as provided for in this Plan using PCL provided products or a product on the CDC approved list of effective coronavirus products in accordance with the manufacturer’s instructions.

**Workplace Protective Measures:**

The following measures shall be implemented at all worksites and adhered to by all employees.

• The Library has a COVID-19 screening process which includes temperature checks, questions regarding any symptoms that employees are experiencing, and questions regarding close contact with any persons diagnosed with COVID-19. You may check your temperature at home before you leave if you wish.

• All employees must fill out the Health Screening Survey available at the staff entrance before commencing their workday as required by Michigan OSHA, Michigan Department of Health and Human Services, or Grand Traverse Health Department Order.

• Any employee showing Symptoms of COVID-19 or who answer any of the questions on the Health Screening Survey in the affirmative will be asked to leave the workplace.

• PCL will follow state and federal guidance for return to work guidance.

• Guidance from the employee’s health care provider will also be considered

• An employee who tests positive for COVID-19 or displays the principal symptoms of COVID-19 shall not report to work until all of the following conditions are met: (a) If the employee has a fever, 24 hours have passed since the fever has stopped without the use of fever-reducing medications. (b) Ten days have passed since either of the following, whichever is later: (i) The date the employee’s symptoms first appeared. (ii) The date the employee received the test that yielded a positive result for COVID-19. 6 (c) The employee’s principal symptoms of COVID-19 have improved.

• An employee who has close contact with an individual who tests positive for COVID-19 or with an individual who displays the principal symptoms of COVID-19 shall not report to work until 1 of the following conditions is met unless the employee has had COVID-19 within the last 3 months and has no symptoms of COVID-19: (a) 14 days have passed since the employee last had close contact with the individual (or such other time period as advised by the CDC). (b) The individual with whom the employee had close contact receives a medical determination that they did not have COVID-19 at the time of the close contact with the employee. • Employees with a confirmed COVID-19 case or a suspected case of COVID-19 shall work with the Director to provide the names of other persons the employee came into contact with in the work site during the 14 days prior to the employee’s leaving the work site.

• When possible, Library business shall be conducted electronically via e-mail, phone or through meeting platforms such as Zoom. No in-person meetings shall occur within the building.

• Employees must avoid physical contact with others and shall direct others, including coworkers, patrons, and contractors, to maintain social distancing standards where possible.

• All on-site snacks and lunches must be eaten in the Friends Room. Communal food and beverages are not allowed.

• 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 coverings meeting the specifications of the CDC unless they are in the designated Lunch Room and the mask is removed for eating. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties.

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

• Illness: Employees that are ill are required to stay home and seek appropriate medical attention. Said employees must notify the Director as soon as possible of the illness via phone, text message or e-mail. Employees reporting to work ill shall be sent home. Employees who cannot leave immediately will be quarantined.

• Compensation: During the pandemic event, employees that become ill with COVID-19 will be compensated for their regular wages/shifts for the first 10 calendar days. If their illness extends beyond the initial 10 calendar days, employees shall use accumulated paid leave time if available. Once all leave time benefits are exhausted, the employee may take unpaid leave. Before returning to work, employees with COVID-19 must be symptom free as defined in this Plan.

• Notification of Exposure: When PCL learns of an employee, visitor, or customer with a known case of COVID-19, the employer shall: (a) Immediately notify the local public health department, and (b) Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19. c) If the exposure is a staff member, name of the person with a suspected or confirmed case of COVID-19 shall be kept confidential. Employees are required to comply with any quarantine recommendations after being exposed to COVID-19.

**Social distancing requires that employees:**

• 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 workspaces as much as possible except when entering/leaving the building, using restrooms, or to complete a job task

• Whenever possible, refrain from traveling through the work areas of other employees

**Personal Protective Equipment and Work Practice Controls:**

To mitigate the exposure risk to COVID-19, PCL will provide the following personal protective equipment: gloves, face coverings that meet CDC guidelines, shields to be worn over masks for specific tasks.

In recognition of the global nature of the COVID-19 pandemic and the significant number of infections and loss of life experienced in Michigan and across the United States: Employees who are found not wearing a face covering properly at work will be verbally counseled by the Director in the first instance; thereafter, employees found not wearing a face covering properly at work will be subject to further discipline.

Barriers/sneeze guards will be installed at customer service counters and furniture will be removed from public areas where possible.

Drinking fountains will be closed.

Signage will be installed to direct the public on social distancing requirements, hand sanitizing stations.

**Remote Work Policy**

During the Covid-19 Pandemic, Peninsula Community Library will institute the following Remote Work Policy when mandated by local, regional, or statewide authorities.  This policy mandates that all work that can be done at home must be done at home.  While we understand it is the nature of the library to serve the public and that many positions require staff to be onsite, all staff not required to be on-site are prohibited from working at the Library.

The following activities are feasible to be done at home:

* Administrative work involving reports, planning, virtual meetings
* Technology work on website and social media
* Collection management in relationship to book reviews and ordering
* Program planning and implementation.
* Some reference
* Some prep for curbside activity bags

The following work activities are infeasible to be done at home and must be done in the library because the books are in the library and the patrons come to the library.

* Collection maintenance including:
  + Processing returned books, shelving, and pulling books for patrons.
  + Reference work when it requires onsite resources to answer the questions and maintain the collection
  + Processing Department: must be onsite to process new materials.
* Facility management and maintenance
* Management as needed to supervise in-person staff
* Administrative tasks involving financials
* Print, email and fax requests from patrons to be delivered curbside
* Curbside delivery of materials, print orders and activity bags

**Activities of Employees Outside of Work**

While PCL does not supervise activities of employees in their private lives, employees are encouraged to make choices that keep both themselves and their fellow employees safe. Because Coronavirus (COVID-19) is an illness caused by a virus easily spread, that has spread throughout the world, an employee who travels to potential “hot spots” as determined by the Director based on current statistics and/or uses public transportation to do so must follow these guidelines before returning to work, noting that the employee may use accumulated vacation/sick time or must take unpaid leave:

• A stay-at-home period for 10 days after travel without testing. Return to work with no symptoms or symptoms of anyone the employee has been in close contact with

• A 7-day stay-at-home period, testing at 3-4 days post-arrival with negative test results. The 7-day period must be completed even if the test is negative. Return to work with no symptoms or symptoms of anyone the employee has been in close contact with.

A fully vaccinated employee as defined by the CDC has no travel restrictions.

**REVISIONS AS OF JUNE 1, 2021 per MIOSHA and MDHHS:**

**Employees and Volunteers, Masked and Unmasked:** Vaccinated employees may choose to wear a mask or not. Unvaccinated employees must wear a mask at all times while at work. Copies of Covid-19 vaccination cards will be kept on file. Only vaccinated employees who provide a copy of their card may work unmasked.

All employees and volunteers must still health screen upon arrival. All records on training, health screenings, vaccination and notifications of suspected or diagnosed incidents of Covid-19 will be kept on file for 6 months. Temperature screenings are no longer required.

Regular volunteers must follow the same procedures as staff regarding health screening and masking.

**Visitors and Patrons:** Visitors and patrons to the library who are vaccinated are not required to wear a mask, but may if they choose. Unvaccinated visitors must wear a mask. Signage is at the door.

Masks will be provided to anyone who needs one.

*ALL UNVACCINATED EMPLOYEES, VOLUNTEERS, VISITORS AND PATRONS MUST MAINTAIN MINIMUM SIX FOOT SOCIAL DISTANCE.*

**Suspected Exposures:** Unvaccinated employees who have been EXPOSED to someone with a confirmed case of Covid-19 must do one or more of the following: ▪ Not report to the workplace ▪ Be sent away from the workplace ▪ Be assigned to work alone at a remote location (such as work from home)- if their health condition allows.

Unvaccinated employees must quarantine and/or isolate according to current CDC guidance if they have symptoms, are diagnosed with Covid-19, or if they are exposed to someone who tested positive to Covid-19. Vaccinated employees must quarantine and/or isolate according to current CDC guidance if they have symptoms of Covid-19, or if they are diagnosed with Covid-19 in accordance with current CDC guidance for vaccinated people.

Employer must notify co-workers, vendors, or contractors of positive Covid-19 case within 24 hours of learning of diagnosis. ALL workers with symptoms or confirmed Covid-19 must follow current CDC guidance with regards to any required quarantine/isolation.

**Infection Control Practices:** Staff will continue to maintain high standards of cleaning and disinfection. Staff will be kept of aware of changes, requirements and procedures. Handwashing and safety requirements are posted in the staff workroom.

**Person in charge:** The Library Director remains the Covid-19 Safety Coordinator.