

White Lake Community Library SARS-CoV-2 Preparedness & Response Plan

General

The following SARS-CoV-2 Preparedness & Response Plan has been established for White Lake Community Library in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO.

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request.

Designated Supervisors

The Director and Assistant Director will serve as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this plan. A designated supervisor must remain on site at all times when workers are present on site. An on-site employee may be designated to perform the supervisory role.

Exposure Determination

White Lake Community Library will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Director and Assistant Director will be responsible for seeing that exposure determination is performed.

White Lake Community Library has determined that all positions are Medium to Lower Exposure, based on the definitions below. Once the building is reopened to the public, each staff member will have duties that require interaction with patrons, as well as duties that will be performed in areas occupied by patrons, and will be handling items that have been in the possession of patrons. The only exception is the bookkeeper, whose risk is determined to be “Lower” as she interacts only with a handful of other staff members and has a dedicated desk area.

Lower exposure risk jobs. These 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 (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Medium exposure risk jobs. These jobs include those that require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing

community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

Engineering controls

The library has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for the library include:

- Installing physical barriers, such as clear plastic sneeze guards.
- Establishing a contactless curbside pick-up service for patrons
- Installing scrubbers on the air handling system

NOTE: Additional engineering controls are not recommended for low exposure risk employees. The director will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Director and Assistant Director will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

The Library will implement the following:

- Ill employees and customers will be given face shields and paper masks to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home).
- Patrons and staff will be informed about symptoms of and mitigation strategies for COVID-19 through signage on the doors and throughout the building asking people with symptoms to not enter the building and to follow applicable hygiene and social distancing protocols.
- Public access to the facility will be limited during some phases of the re-opening, both in numbers and in duration of visit. Seating areas will be removed, playthings will be removed, and patrons will be expected to select their items and depart. Computer use will be limited to one hour per day per person.
- Curbside pick-up, virtual reference, and patron-assisted checkouts will be used to limit face-to face contact and minimize shared handling of physical items.
- Staff will be discouraged from sharing phones, desks, tools and equipment.
- Remote work will be promoted to the extent possible.
- Non-essential travel will be discontinued.

- Virtual meetings will be held in place of face-to-face whenever possible.
- Staff will be scheduled on alternating days to limit the total number of people in the building on any given day.

Hand Hygiene & Disinfection of Environmental Surfaces

The Assistant Director will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employee’s hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

The Facilities Manager and Assistant Director will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV2-19. When choosing cleaning chemicals, the library 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 manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Circ Desk and all equipment	70-80% Alcohol Sanitizer	Every 2 hours at a minimum
Restrooms – all touchpoints	70-80% Alcohol Sanitizer	Every 2 hours at a minimum
Door handles, copy machine	70-80% Alcohol Sanitizer	Every 2 hours at a minimum
Break room touchpoints	70-80% Alcohol Sanitizer	After each use
Public computers	70-80% Alcohol Sanitizer	After each use
Light switches, alarm pads	70-80% Alcohol Sanitizer	Twice a day

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. The Director will be responsible for seeing that such a cleaning and disinfection is performed as required. The following methods will be used for enhanced cleaning and disinfection:

- After a 24 period for droplets to settle, the affected area will be deep cleaned using a bleach solution. Any soft surfaces or materials will be removed or laundered.

Personal Protective Equipment (PPE)

The Library will provide employees with personal protective equipment for protection from

SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with latest EO. All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

All staff and contractors in the building will be required to wear paper or fabric masks when six feet of separation from other individuals in the workplace cannot be maintained. They are also to be worn in common spaces such as hallways, restrooms, and the break room. Masks are also required when interacting with the public, even when 6” of separation can be maintained. This includes when serving patrons at the circulation, assisting with computer usage, and delivering materials to tables outside for curbside pick-up.

The following type(s) of PPE have been selected for use:

Positions/job/task	PPE
All	Mask, as indicated above
All	Gloves, as desired, for certain book handling and cleaning tasks.

Health Surveillance

The Library has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. The Director will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each day at the start of each work shift the library will screen employees for signs and symptoms COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Director or Assistant Director before and during the work shift and have provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- Staff will be provided with a self-screening questionnaire, which they will complete at home before reporting to work.
- If they are not cleared to work, they will follow the instructions on the form to contact the Director or Assistant Director and/or a health care provider.

- If they are cleared for work, they will report to the library and sign in for the day, indicating that they have completed the self-screening and are cleared to be in the building.
- The sign-in sheet for each day will be collected by the Director and stored according to the guidelines.

The Library will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases home to self-isolate during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.
- If an in-person worker tests positive for COVID-19, the employer will take the following additional measures:
 - Closing the affected building (or part of the building) to all workers;
 - Having the affected building (or part of the building) professionally cleaned and sanitized;
 - Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and
 - Notifying the local public health department.

The employer will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”).

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.

Training

The Director shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Workers will be trained on, at a minimum:

- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the library of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions

- Handling mask requirement rules with patrons

Records of employee training will be maintained that at a minimum document the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

Recordkeeping

The Director shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.