



## COVID-19 Preparedness and Response Plan

This plan will be reviewed regularly and updated as needed based on changes in the COVID-19 situation. The plan outlines how the Library will work to keep staff & patrons safe and utilizes guidance from the CDC, OSHA, MIOSHA, MDHHS and the Barry-Eaton District Health Department:

- [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\), Plan, Prepare and Respond to Coronavirus Disease 2019](#)
- [OSHA Worker Exposure Risk to COVID-19](#)
- [Guidance for Preparing Workplaces for COVID-19](#)
- [COVID-19 Workplace Screening Tool \(updated 10/20/2020\)](#)

All staff members should review and understand the Preparedness Plan contents and direct any questions or concerns to the Director and Circulation Supervisor.

### COVID-19 OVERVIEW

#### Symptoms (per the CDC website as of 5/24/2021)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

#### When to Seek Emergency Medical Attention

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately



- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

## **Who is most at risk of becoming infected or suffering severe health implications?**

- Individuals with recent travel history, especially by plane.
- Those over the age of 60.
- Individuals with compromised immune systems or suffering from medical conditions.

## **What to do to help prevent catching or spreading COVID-19?**

1. If you are in the high-risk group, limit your movements in public.
2. Regularly conduct a symptom self-check, and if you exhibit any symptoms, stay home.
3. Wash hands frequently with soap or use hand sanitizer containing at least 60% alcohol.
4. Do not share personal items including tools, equipment, and machinery with others.
5. Avoid touching your face, especially your mouth, eyes, and nose.
6. Cough or sneeze into a tissue or the sleeve of your shirt.
7. Avoid crowded areas.
8. Keep your distance when speaking to others and avoid handshakes.
9. Follow all recommended and required State and Federal directives.

## **RISK CLASSIFICATION OF STAFF MEMBERS**

While the Library is closed to public access, the coronavirus exposure risk for staff members can be classified as low to medium. Exposure risk rises to medium when contact with the public increases because the Library is open to the public.

OSHA's "Guidance on Preparing Workplaces for COVID-19" provides a definition of the four levels for employee/team member classification.

- Low Risk: workers do not frequently and/or closely interact with the general public and maintain social distancing (six feet) from coworkers.
- Medium Risk: workers frequently and/or closely interact with the general public or coworkers in confined spaces.
- High Risk: workers have a high potential for exposure to known or suspected sources of COVID-19.
- Very High Risk: workers have a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

## **DESIGNATED SUPERVISORS TO MONITOR COVID-19 CONTROL STRATEGIES**

The Library Director is the primary designate to supervise and monitor compliance with the COVID-19 control strategies outlined in this Preparedness and Response Plan. Assisting, and acting on behalf of the Director in their absence, is the Circulation Supervisor.

The Director will designate another team member to supervise COVID control strategies in the absence of both the Director and Circulation Supervisor.

## **OVERVIEW OF PROCEDURES THE HASTINGS PUBLIC LIBRARY WILL FOLLOW TO COMBAT THE SPREAD OF COVID-19**

### **Staff Members**

1. While required by MIOSHA, each staff member coming to work will undergo a basic temperature and medical screening.
2. Staff members who have come into contact with another person who has tested positive for COVID-19 or displays symptoms are required to stay home under a 14-day quarantine period.
3. Team members should regularly conduct a self-check for any of the COVID-19 symptoms and are encouraged to stay home if they feel sick.
4. The number of staff onsite at any one time will be limited if required by MIOSHA, with work schedules adjusted/alternated and working from home utilized to limit contact and maintain the recommended distance of 6' for social distancing.
5. Communication will be done electronically whenever possible. Staff members are discouraged from using others' phones, desks, or equipment except at shared desks as necessary. Nonessential travel is highly discouraged.
6. Breaks and lunch will be taken individually or with social distancing practiced.
7. All staff members must wash their hands when entering the building and wash their hands regularly throughout the day, but especially after blowing their nose, coughing or sneezing, using the restroom, before eating or preparing food, and before touching communal equipment like the FAX machine or copier. Hand sanitizer will also be available for use.
8. Staff members should disinfect their work area before leaving for the day and at shift changes. Alcohol wipes or a spray disinfectant may be used.
9. Staff members will practice good respiratory etiquette, including covering coughs and sneezes, not touching their faces, and not shaking hands with others.
10. Masks will be available to all staff members and are required for anyone not fully vaccinated when in the Library.
11. Protective gloves will be available to any staff member requesting them, but they must be changed frequently to minimize cross-contamination risks.
12. The drive-thru will be available for patron hold pickups to limit contact.
13. Preferred email addresses and/or text messages will be used to alert staff members of urgent information.



## Patrons

1. Masks are required by MDHHS and MIOSHA for entry to the Library if not fully vaccinated and unless a medical condition prohibits wearing one.
2. Tissues, trash receptacles, hand sanitizer, and wipes will be available to patrons.
3. Signs posted at each entry will require visitors not to enter if they have been in contact with someone with COVID-19 symptoms or are ill, or they themselves have COVID-19 symptoms or are ill.
4. Staff will attempt to assist any patron appearing to be ill to minimize their exposure within the library. Accommodations such as finding materials for them and delivering to their vehicle may be offered.
5. If the Library is open to the general public, unless required by MDHHS or other state/federal rule/law, patrons will not be required to pass a health screening for access. Masks/face coverings will be required following MDHHS rules until those rules are removed.
6. Whenever the Library is closed to the general public but allowing by appointment access for computers or other facility use, patrons will be required to complete a health screening, including temperature check, in order to gain access to the building.

## Cleaning

1. Dirty surfaces will be cleaned before disinfecting.
2. EPA approved disinfectants will be used, including a bleach and water mixture that is left on surfaces to dry.
3. Rubber gloves will be provided and used during the cleaning process.
4. Commonly touched surfaces, such as handrails, doorknobs, light switches, copier touch screens, and microwave and refrigerator handles will be disinfected at least daily.
5. Disinfectant spray will be used on fabrics.
6. Staff will assist with disinfecting their work areas by using provided disinfectant wipes for desk and personal equipment.

## Meetings

1. Small off or on-site presentations, meetings, conferences, and workshops will be approved for staff members if it can be confirmed that adequate procedures are in place to protect the staff member.
2. Following government guidelines, all public meetings effective March 2020 have been cancelled. Resumption of events and meetings is still TBD and will be evaluated based on the evolving situation and government guidelines. Once state and/or federal restrictions are lifted, the Library will evaluate when to resume public meetings and events.
3. The Library reserves the right to cancel and/or postpone events even after state and/or federal authorities allow in person events to resume, depending on the evolving circumstances and the Library's ability to protect both staff and patrons.



## REMOTE WORK

If and when required by MDHHS or other lawful order from state and/or federal authorities, remote work options will be made available to library staff. Remote work is a temporary way to continue essential library operations and maintain public services while protecting the staff. Remote work may be appropriate for some employees and some jobs but not for all employees or all job functions:

- To the greatest extent possible, the library will arrange remote work accommodations for employees including equipment like laptops, headsets, cameras, and software for remote work like VPN and company software.
- Employees are expected to immediately report technical issues and concerns that may prohibit remote work during an emergency to their supervisor.
- Staff eligible for remote work:
  - Full time or other staff not classified as Library Assistants, may be eligible for remote work at the discretion of the Director and/or when required by state or federal rules and laws.
  - Any staff members given assignments that do not involve directly assisting patrons and/or who do not require access to physical assets at the Library.
- Staff not eligible for remote work:
  - Staff assigned to work directly assisting patrons. This includes anyone assigned to a service desk inside the building or the drive-thru window.
  - Staff working assignments requiring physical access to assets at the Library. This includes anyone performing maintenance or cleaning services or working on projects with physical materials that cannot easily be relocated outside the Library, including processing of new materials.
- To ensure that employee performance does not suffer in remote work arrangements, the library advises remote employees to
  - Choose a quiet and distraction-free work space.
  - Dedicate their full attention to their job duties during working hours.
  - Adhere to break and attendance schedules.
  - Maintain a professional work environment.
- Remote employees must follow library service and personnel policies including attendance, library privacy, data protection, code of conduct, and the library dress code policy when representing the library at meetings that are virtual or otherwise.
- The library will compensate employees for remote work at the employee's normal rate of pay.

## STAFF SAFETY

To keep all staff members and patrons healthy, we continue to ask all staff to not come to work if they are feeling ill, whether they have a temperature or not. Contact the Director and Circulation Supervisor as soon as possible so alternate staffing can be arranged.



## **Come to Work Guidelines**

Per current Barry-Eaton District Health Department guidelines (as of 6/3/2020), anyone with COVID-19 symptoms and/or a 100.4 or greater temperature should not come to work and self-isolate at home. Seek medical advice and a COVID-19 test as advised.

**Any staff member who tests positive for COVID-19 cannot come to work even if symptoms do not present.** The staff member cannot return to work until testing negative for COVID-19 and authorized by a doctor.

**Staff should not report to work if a member of their household is ill with COVID-19 symptoms as described above.** If a member of their household or anyone else they have been in close contact with is suspected to have COVID-19, staff should not report to work and self-quarantine for 14 days unless a COVID-19 test returns negative.

**If staff or any immediate family member has traveled in the last 14 days, whether domestically or internationally, the staff member should alert the Director and Circulation Supervisor immediately so a determination on work status can be made.** So long as neither the staff member or family member exhibits COVID-19 symptoms and does not present a temperature of 100.4 degrees or higher, they may be permitted to work.

## **PER CDC GUIDELINES AS OF 11/16/2020:**

### **For Anyone Who Has Been Around a Person with COVID-19**

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.

- Had COVID-19 illness within the previous 3 months and
- Has recovered and
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

### **Temperature and Medical Screening**

*All staff members will have a temperature and basic medical screening upon entering the building for every shift, every day, unless and until the CDC/health department guidelines are removed.*

All staff should enter through the employee door and remain in the workroom until the temperature and medical screening is complete. Forms can be filled out at home and left in the drop box on the worktable upon entry to the building, or complete the form on site. Staff may also sign up on the MI Symptoms website and complete the screening electronically instead of on paper.

**Per Barry-Eaton District Health Department guidelines, anyone exhibiting COVID-19 symptoms and/or running a 100.4 degree or higher temperature will be asked to return home and recommended to seek medical attention.**



Temperatures and medical screening data will be securely stored.

- Staff will not be re-checked for temperature or symptoms when re-entering the building during any shift if already checked that day.

Any staff member presenting COVID-19 symptoms while on the job will be asked to return home and seek medical attention. Any workspace they have come into contact with will be sanitized and staff they may have interacted with informed as appropriate.

Any staff member who receives positive COVID-19 test results while at work must notify the Director and/or Circulation Supervisor immediately, leave work and seek medical attention.

## **Return to Work Guidelines**

All staff members should follow guidance from their doctor and current CDC/Barry-Eaton District Health Department guidelines.

- Staff may return to work 10 days after the symptoms started AND they are 24 hours fever-free without the use of fever-reducing medication AND they have had improvement in symptoms.
- If they tested positive for COVID-19, the staff member must re-test negative and be authorized by a doctor to return to work.
- If under the care of a doctor for any other contagious illness, staff should obtain a medical release to return to work.

## **PER CDC GUIDELINES AS OF 11/16/2020:**

### **I think or know I had COVID-19, and I had symptoms**

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving\*

\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”



### **I tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

### **I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?**

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with an infectious disease expert or your local health department to determine whether testing will be necessary before you can be around others.

### **IF A STAFF MEMBER IS DIAGNOSED WITH COVID-19**

The Director will notify all relevant or potentially impacted people, including staff members, volunteers, vendors, and patrons with whom the diagnosed staff member came in contact. The Library will also notify the Barry-Eaton District Health Department.

Staff members who test positive for COVID-19 will be contacted by the Director who will:

- Check on current health and emotional status.
- Answer health insurance and benefits questions if applicable.
- Ask for information about when and where the staff member had been in the past several days and for a list of any other people with whom they had contact with at the Library.

The Library will require all potentially impacted staff to self-quarantine based on CDC/Barry-Eaton District Health Department requirements. Staff members will be compensated according to state & federal laws.

The Library will arrange for a thorough cleaning of the areas that the team member with a confirmed case occupied. The cleaning will follow all applicable CDC and EPA guidelines and cleaning standards. The area will be closed off, with windows and fans used to increase air circulation if possible. Cleaning and disinfecting the area will not begin for 24 hours to allow for the virus to expire.

Quarantined/diagnosed staff must not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.



## **WORKPLACE FLEXIBILITIES AND POTENTIAL BENEFITS FOR EMPLOYEES AFFECTED BY COVID-19**

Employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under The City policy concurrently with or to supplement any approved leave.

### **FFCRA**

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

### **Unemployment Compensation Benefits**

Under the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration. Employees who are unable to report to work for reasons related to COVID-19 are referred to the Deputy Clerk for information on unemployment compensation benefits. Such reasons include the following:



1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
  - a. Contact for the purposes of healthcare exposures is defined as: a) being within approximately 6 feet of a person with COVID-19 for a prolonged period of time without appropriate PPE; or b) having unprotected direct contact with infectious secretions or excretions of a patient;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

## FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

The City is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then City engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

## HAND WASHING

All staff members must wash their hands immediately upon entering the building and before touching any other surfaces. This should be done before the temperature/medical screening and any other time the staff member has left and returned to the building during a workday. Hands should be washed for at least 20 seconds whenever entering the building.

Staff should wash their hands or use hand sanitizer frequently when interacting with patrons or handling materials, especially returned items.

Patrons are asked to wash their hands thoroughly whenever using the restrooms. Hand sanitizer will also be available.

## PPE

While working, staff are required to utilize appropriate PPE per government guidelines. **Staff members must wear a face mask inside the building *even if they can maintain 6 feet of social distance to other staff members*.** Staff must wear a mask when interacting with the public, even if working behind a plexiglass screen. The Library will provide masks for anyone without their own.

- This applies even in non-public areas with exceptions of eating, talking on the phone or the occasional breather break. If other staff or patrons are present, staff should always wear a mask.



- Any staff member with medical issues with wearing a mask may go without per government guidelines. The Director and Circulation Supervisor should be made aware immediately of any concerns.

Staff can wear gloves while working at their discretion. The Library will provide gloves.

- **Gloves are required when moving returned materials from book drops to quarantine.**
- If staff wears gloves, they must change frequently to prevent cross-contamination risk. For example, handling a patron's returned items forces a glove change before handling any patron checkouts or the newly checked out items might now be contaminated from the return.

***Patrons are required to wear face masks per government guidelines for entry to the building unless they have a medical condition prohibiting its use.*** The Library will not provide masks or gloves to the public.

Face masks do not need to be worn outside the building per government guidelines so long as proper social distancing can be maintained.

## CLEANING & SANITIZING

### Restrooms

- Restrooms will be cleaned and sanitized daily.
- The public and staff are requested to wash their hands thoroughly after using the bathroom.
- Paper towels and trash cans will be placed in each restroom in lieu of the air dryers.
  - Air dryers will be deactivated.

### Public Sanitizing Stations

Stations will be set up around the library for patron use in sanitizing computers, chairs or other items as needed. These stations will contain hand sanitizer and wipes. Tissues will be available in the restrooms.

### Building Sanitizing

Effective once the Library opens, and following current CDC guidelines, if they exist:

- Public computer keyboards, mice, desktops and computer chairs will be wiped down daily.
- Door handles and handrails will be wiped down every hour on the hour.
- Cloth furniture will be sprayed daily.

### Info/Circ/Drive-thru/Personal Desks

Staff should wipe down keyboards, mice, chairs, counters, phones, cash registers and the fax machine at each shift change and as often in-between as desired. Personal workspaces should be sanitized before leaving each day.

### Self-checkout

Once the Library opens, scanners, screens and the counter around self-checkouts will be sanitized daily at close. Hand sanitizer will be available to patrons after using self-checkout.



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### **Interlibrary Loan Bags & Totes**

Totes and bags will be wiped down when exchanged during delivery.

### **Book Trucks**

Book trucks will be wiped down after use by staff. 1-2 will be dedicated to moving returned books into quarantine.

### **MATERIAL CHECK-IN**

Per CDC and MCLS recommendations, materials are no longer quarantined as of May 20, 2021.