

**Petoskey District Library**  
**Covid-19 Exposure Prevention, Preparedness and Response Plan**  
**May 28, 2020**  
**Updated: 11/24/2020**

Petoskey District Library takes the health and safety of employees and patrons very seriously and will remain vigilant in efforts to mitigate workplace exposure to the Covid-19 virus. This plan was developed in accordance with MDHHS, 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 Petoskey District Library, including the Carnegie Building. The plan will remain in effect until rescinded by the Director.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 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 heads and supervisors shall set a good example and follow this Plan at all times. This includes practicing good personal hygiene and job site safety practices to prevent the spread of the virus.

**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:

- 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 or 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, and 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 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;
- whenever possible and unless required by your job, avoid close contact with sick people;
- follow the social distancing and PPE guidelines contained in this plan;
- regularly clean and maintain PPE provided to employees by the Library;
- 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 may include temperature checks and questions about any symptoms employees are experiencing, and potential contact with any persons diagnosed with Covid-19.
- 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 must avoid physical contact with others and shall direct others, including co-workers, citizens, and contractors, to maintain social distancing standards where possible.
- Employees shall stagger breaks and lunches whenever possible to reduce the size of any group at any one time to less than four (4) people in the break room. 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 should consult with manufacturing recommendations for the proper cleaning techniques and restrictions.
- Employees shall be required to wear facemasks 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. 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.
- Refrigerator can be used for daily lunches. Staff should refrain from sharing food and leaving food overnight. Use of kitchen appliances is allowed, but must be cleaned after each use.

### **Remote Work Policy**

During the Covid-19 Pandemic, the Petoskey District 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 (Managers and Director)
- Marketing (Programming Librarian)
- Technology Department work, except to support in-house staff (Technology Supervisor)
- Book ordering (Librarians)
- BiblioCommons Lists (Librarians and Library Clerks)
- Program planning and implementation (Librarians and Programming staff)
- Reference via email (Librarians)
- Chat services (Librarians)

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.

- Circulation of materials (Library Clerks)
- Collection maintenance including: (Librarians, Library Clerks, Shelves)
  - Processing returned books, shelving, and pulling books for patrons
  - Processing materials: must be onsite to process new materials
  - Weeding

- Displays
- Reference work when it requires onsite resources to answer the questions and maintain the collection (Librarians)
- Assist patrons (Librarians and Library Clerks)
- Facility Management and Maintenance (Facility Manager)
- Technology Department to support in-building staff only (Technology Supervisor)
- Management as needed to supervise the in-person staff only (Librarian, Supervisor, Manager, and Director)

**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 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 calendar days. If their illness extends beyond the initial fourteen calendar days, the employee shall use accumulated paid leave time and if available, applicable short-term disability benefits. Once all leave time benefits are exhausted, the employee may take unpaid leave with benefits addressed according to the applicable collective bargaining agreement. 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.
- **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 and 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 by the Library’s designated medical provider.

**Social Distancing:** Social distance shall be observed at all Library facilities until otherwise determined by the County, 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 workspaces as much as possible except when entering/leaving the building, using restrooms, kitchen/break room, or to complete a job task;
- whenever possible refrain from traveling through the work areas of other

- employees;
- no attending or hosting of in-person meetings.

**Employees Required to Enter Non-Library Facilities:** Employees required to enter into buildings and/or homes as part of their regular workday should evaluate specific hazards and exposures and determine if it is safe to proceed. Employees shall use their discretion and can refuse to enter the premises if they have concerns on the condition of either the premises or the occupants. Employees entering said premises may ask the occupants about their potential exposure to Covid-19 and require that social distancing requirements be observed. If possible, the employee should ask the occupant to exit the premises in order to complete the work or complete a risk assessment of the condition of the premises and the occupants. Employees entering premises shall be required to wear the appropriate facemasks, gloves, and other PPE as required by their position.

**Personal 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. Gloves will be worn when processing incoming materials and cleaning.
- **Face Masks:** Employees will be provided with reusable washable facemasks. Employees shall be required to wear facemasks 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 workspace of other employees will be required to wear facemasks. N-95 masks or similar masks meeting State safety requirements will be provided if required by the job tasks.
- 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 sites must be evaluated to determine risk exposure and modifications that should be implemented to mitigate this risk. These modifications may include:

- installation of barriers/sneeze guards at customer service counters;
- 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, etc;
- restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible.

**Workplace Cleaning & Disinfecting:** All Library facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility. All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities as described below.

All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA & the CDC as effective for eliminating Covid-19. Common areas include, but are not limited to, the following:

- doors, doorknobs, push bars, handles, and panels
- book return handles
- light switches, stair rails
- drinking fountains, restrooms
- conference rooms including tables and chairs
- employee break rooms/kitchens to include microwaves, refrigerators, beverage machines, tables & chairs;
- countertops, plexiglas barriers/sneeze guards
- shared office equipment such as copiers, staplers, etc.

**Employee Cleaning & Sanitizing Responsibilities:** Employees shall be responsible for cleaning and sanitizing their personal work areas as per the following:

- Clean personal workspaces on a regular basis. Specifically, the following surface areas should be cleaned at least daily and more frequently if shared:
  - o Phone, computer keyboard & mouse, desk surface and drawers, chairs
  - o For employees with their own offices: light switches, doors, and door handles.
- 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 customer, tables & chairs in conference rooms, etc.
- When using copy machine or other shared equipment, wipe down after each use.
- If eating in break room, wipe down all surfaces used (chair, table, countertop, microwave buttons, fridge handle, etc.). Do not provide communal food and beverages and refrain from sharing serving utensils.

**Cleaning and Disinfecting if someone is Symptomatic:** If an employee has developed symptoms of Covid-19, the areas used by the employee must be cleaned and disinfected prior to being used again. Access to the area(s) should be closed off until the disinfecting has been completed. Clean and disinfect all areas used by the symptomatic person including offices, restrooms, common areas, shared electronic equipment, etc.

**Reintroduction of Employees and the Public into Library Facilities:**

The Library Manager shall determine when employees return to the worksite and when Library facilities are reopened to the public. It is anticipated that the return to work and public access

to Library facilities will be achieved in stages based on State and Federal mandates and the ability to achieve social distancing requirements.

Prior to employees returning to work, any necessary measures to reduce risk exposure shall be implemented. Prior to commencing work, employees returning to work, shall clean and sanitize all work areas and equipment. Employees will be advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure. These measures may include staggered shifts, staggered breaks and lunches, continuation of remote work arrangements, and other strategies to limit the number of employees working together.

Before allowing access to the public, all Library facilities shall implement the following measures:

- Post signage with social distancing requirements and directions including the requirement to wear masks.
- Provide social distancing markings at counters and service areas.
- Installation of barriers at counters and service areas.

Once a facility is reopened to the public, facemasks will be required to enter as long as social distancing measures are required. In addition, at the department heads 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.
- Limiting/regulating the number of visitors permitted to enter each area. 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:** Whenever possible, Library business shall be conducted via e-mail, phone and electronic meeting platforms. When on-site meetings are required, social distancing measures shall be strictly enforced. 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 sites shall be cleaned and sanitized before and after the meeting and hand sanitizer shall be made available to all in attendance.

**Offsite Meetings & Business Travel:** Unless specifically authorized by the Library Manager, no off-site meetings or business travel shall be allowed while this Plan is required. When offsite meetings and business travel are deemed necessary, the employee shall observe social distancing measures.

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via e-mail prior to returning to work and will be available on the Covid-19 page of the employee intranet. Any questions regarding any provisions of the plan should be directed to a supervisor or to Human Resources.

**Reporting unsafe working conditions:** If an employee believes there is an unsafe working condition, they would contact the director with the information about what the condition is and when it was noticed. The director has 24 hours to respond to the issue. If the employee is not satisfied with the response, the employee would contact the Board President directly. The Board President then has 24 hours to respond to the employee issue. The employee also has the right to file a complaint directly with MIOSHA.