

Otsego District Library

COVID 19 PREPAREDNESS AND RESPONSE PLAN:

PHASED REOPENING PLAN

The following is the reopening plan approved by the Otsego District Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Stages.

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Phase 1. Closed to the Public.

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library as allowed by the State of Michigan. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director. Remote work may be issued during this stage.
- B. Activities Permitted:
 - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
 - 2. Inside maintenance activities may also resume if permitted by executive order.
 - 3. The Library can continue providing WIFI in the parking lot areas.

4. Continuing essential functions.

C. Social Distancing and Safety Protocols:

1. The Library Director will take steps to implement social distancing protocols.
2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible. Offices will not be shared.
3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Removing or rearranging chairs and tables.
 - b. Assessing what computer terminals may be used.
 - c. Blocking off areas/furniture.
 - d. Adding plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing.

- D. Hours of Operation. The Library will not have any public hours of operation.

Phase 2, Part 1: Staff Returning; Patron In-Person Services Still Suspended.

- A. Employees. Staff are permitted to return to work according to the schedule adopted by the Library Director. Library Director will determine who may return and according to the schedule adopted by the Library Director.

B. Activities Permitted:

1. Updating collections.
2. Updating patron databases.
3. Shelving books.
4. Transferring materials to Library databases to the extent they were stored separately while at home.
5. Answer phones and respond to patrons’ reference questions.
6. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
7. Resume the interlibrary loan process (if practical or possible).

8. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. Staff temperatures and symptom screenings may be taken throughout this stage.
- D. Hours of Operation. The Library will not have any public hours of operation.

Phase 2 Part 2: Curbside Pick Up and Limited Patron Service; Library Building Still Closed to the Public.

- A. Employees. Staff are permitted to return to work according to the schedule adopted by the Library Director. Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 1. Drive Thru Window Holds Pick Up is permitted.
 2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for quarantining returned materials.
 3. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
- C. Social Distancing and Safety Protocols. The protocols for Phase 1 will remain in place. In addition:
 1. Patrons and staff must remain six (6) feet apart, and the Library must design activities for drive thru window to maintain this distance.
 2. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 3. The Library Director will establish cleaning and sanitizing protocols for "high touch" areas or surfaces.
 4. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons.
 5. If required by executive order, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
 6. The Library will limit staffing to the minimum number necessary to operate.

- D. Hours of Operation. The Library Board establishes the following as the hours for curbside pick up, but this may be modified by the Library Director: Monday-Friday 10-6, Saturday 10-3

Stage 3: Social Distancing Model

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Patrons may enter the Library but may be limited to specific areas in the Library.
 2. Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Protocols are followed.
 3. The Library will have access to computers for research or to look up and request library material.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition:
1. *Masks:* Patrons will be required to wear masks in the Library if they can medically tolerate them [if required by executive order]; the Library will provide masks if supplies are available.
 2. *Social Distancing:* Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines to regulate entry in accordance with Section 4 below, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting. As an alternative to waiting in line, the Drive Up Window will continue to be utilized.
 3. *“Traffic” Directions.* The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
 4. *Occupancy:* Only the number of people (including employees) equal to 25% of the total occupancy limits established by the State Fire Marshall or local fire Marshall will be permitted in the Library at a time, and all others must wait outside the Library.

5. *Limit Groups.* Patrons will use their best efforts to come to the Library with the least number of people.
 6. *Computer Terminals.* Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
 7. *Food and Beverage.* Food and beverage is not permitted for patrons unless necessary for medical reasons. Employees will not share a break room and will eat in their cars or own work space.
 8. *Signs.* The Library shall create a sign or pamphlet to inform patrons of the following:
 - a. The Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library [as long as a mask is required by an executive order].
 - c. Informing patrons not to enter if they are or have recently been sick.
- D. Hours of Operation. The Library Board establishes the following as the hours but this may be modified by the Library Director: **Schedule TBD**

Phase 5: Library Open for Regular Business. At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions. Library's schedule will return to normal.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
 1. Programming that is in-person.
 2. Meeting room use for Library only sponsored events.
 3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
 4. The Library Director may open up additional parts the library building for public use.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. Library hours will return to normal if possible.

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Employer: Otsego District Library

I. Purpose

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted in compliance with Michigan Governor Gretchen Whitmer's Executive Order 2020-110, dated June 1, 2020; Executive Order 2020-114, dated June 5, 2020; and Executive Order 2020-115, dated June 5, 2020.

II. Designated Supervisors

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan: Andrea Estelle, Diane DeVries, and the most senior clerk on duty if Andrea or Diane are not available. 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.

III. Workplace Considerations

This employer's workplace is a public library. The general public will be permitted to enter the public library, subject to certain restrictions and safeguards, at a determined date, pursuant to EO 2020-110. Thus, there is anticipated exposure from close contact with the general public and people who may not know or suspect that they are infected with COVID-19. The employer considers in-person workers who interact with the general public to be at “medium exposure risk” under OSHA's Guidance on Preparing Workplaces for COVID-19 (“OSHA Guidance”), which is defined as follows:

Medium exposure risk jobs include those that require frequent and/or close contact (i.e., within 6 feet of) 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 international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Workers who do not interact with the general public are considered to be “lower exposure risk” under the OSHA Guidance, which is defined as follows:

Lower exposure risk (caution) 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 with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

IV. Training

The employer will provide COVID-19 training to employees that covers, at a minimum, all of the following:

1. Workplace infection-control practices.
2. The proper use of personal protective equipment.
3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. How to report unsafe working conditions.
5. Appropriate cleaning procedures.

V. Basic Infection Prevention Measures & Safe Work Practices

To protect its in-person workers, the Library will:

1. Comply with all workplace safeguards set forth in EO 2020-114 and subsequent executive orders.
2. Require in-person workers to comply with the social distancing practices described in EO 2020-114, which includes keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate to the workplace) and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business's permitted operations.
3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require workers to stay home if they are sick.
5. Encourage respiratory etiquette, including covering coughs and sneezes.
6. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. When not possible, promote sanitization of shared stations.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

8. During remote work time, hold virtual meetings. Meetings in the library will be held socially distant at a minimum of 10 feet apart.
9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
10. Provide no-touch trash cans, hand soap, hand sanitizer, masks, face shields, gloves, and disposable towels for workers.
11. Promote remote work to the fullest extent possible during required quarantine phases.
12. Encourage employees to use personal protective equipment and hand sanitizer.
13. Install physical barriers, such as clear plastic sneeze guards, where feasible.
14. Comply with all requirements for libraries set forth in EO 2020-110 or subsequent orders, including any applicable limits on library capacity and any requirements that patrons wear face coverings.

VI. Identification and Isolation of Ill Workers; Response

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The employer will conduct a daily entry self-screening protocol, which will include asking workers to complete the Allegan County Symptoms checklist upon entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19, and recent international travel. The employer may also require workers to have their temperature taken/take their temperature and record the result in writing before working. Workers will enter the workplace at dedicated entry points, one at a time.
3. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.
4. 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.

5. If an in-person worker tests positive for COVID-19, the employer will take the following additional measures:
 - a. Closing the affected building (or part of the building) to all workers;
 - b. Having the affected building (or part of the building) professionally cleaned and sanitized;
 - c. Notifying all workers (including contractors and suppliers) who may have come into close contact with the infected person of the potential exposure; and
 - d. Notifying the local public health department.
6. 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”).

VII. Personal Protective Equipment (“PPE”)

Pursuant to EO 2020-114, the employer will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Workers with questions or concerns should contact their supervisor.