

Shelby Area District Library

COVID-19 PREPAREDNESS AND RESPONSE PLAN

*Approved by the Shelby Area District Library Board of
Trustees on June 5, 2020*

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Shelby Area District Library takes the health and safety of our employees and patrons seriously. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and our goal is to provide a healthy and safe library experience for all.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications authorized by the Library Director on behalf of the Board may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. This plan may be amended based on changing requirements.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Patrons
- Guests - visitors/vendors/family members
- General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).

Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

Shelby Area District Library has designated the following staff as its COVID-19 Workplace Coordinators: *Tiffany Haight, Library Director tifhaight@shelbylibrary.org, 231-861-4565*
Quinn Maynard, Assistant Library Director, dukegirl13@gmail.com, 231-861-4565

The Coordinators responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our employees on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19
- reviewing policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements
- being familiar with this Plan and be ready to answer questions from employees
- set a good example by following the Plan
- practice good personal hygiene and workplace practices to prevent the spread of the virus and encourage employees to do the same

Shelby Area District Library will:

- Keep everyone in the library 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.
- Require face coverings to be worn by unvaccinated employees when they cannot consistently maintain six feet of separation from others in the library.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles, telephones, computer keyboards, etc.).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours:
 1. Notify the local public health department,
 2. Notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Train employees on how to report unsafe work conditions.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. Shelby Area District Library understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to the Library Director or Assistant Library Director immediately if they are experiencing signs or symptoms of COVID-19, as described below.

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick
- Maintain appropriate social distance of six feet to the greatest extent possible if unvaccinated

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must notify the Library Director or Assistant Library Director immediately, and consult your healthcare provider. Similarly, if you come into close contact with someone showing these symptoms, you must notify the Library Director or Assistant Library Director immediately and consult your healthcare provider. We have the responsibility to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” (15 minutes or more), or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

HEALTH AND SAFETY PREVENTATIVE MEASURES

Shelby Area District Library has put a number of best practices and measures in place to ensure the health and safety of all individuals who enter the library.

MINIMIZING EXPOSURE FROM CO-WORKERS

Shelby Area District Library takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19. The Shelby Area District Library also encourages their employees to stay home when sick.

General Education:

- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations
- Discourage handshaking and encourage the use of other non-contact methods of greeting

- When possible, avoid the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces
- If the above cannot be avoided, clean and disinfect them before and after use

Social Distancing

- Limit in-person meetings
- Encourage and require social distancing to the greatest extent possible while in the workplace

Checklist for Employers when an employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- Work with our local health department to provide them with the name of any identified employees that may have been exposed.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who test positive, isolate at home for no fewer than 5 days. After 5 days if symptoms are resolved or getting better and employee has been fever free for 24 hours, employee may return to work.
- For employees who had close contact with an infected employee in past 14 days, if fully vaccinated wear a mask for 10 days following exposure (indoors and outdoors) and test on day 5 after exposure. If unvaccinated, quarantine at home for 5 days, wear a mask for 5 days following completion of quarantine (indoors and outdoors), and test on day 5 after exposure.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- Arrange for a cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

Shelby Area District Library ensures the following:

- We will perform increased environmental cleaning and disinfection
 - We will routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, and doorknobs.
 - Shelby Area District Library provides disinfecting products so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.

MINIMIZING EXPOSURE FROM THOSE OUTSIDE OUR WORKPLACE (INCLUDING PATRONS, GENERAL PUBLIC, CONTRACTORS, AND VENDORS)

Social distancing practices to be observed when general public enters the library

- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the library
- Physical barriers between Shelby Area District Library employees and patrons will be installed at the circulation desk
- Shelby Area District Library strongly recommends all patrons wear a mask while inside the library

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and patrons remain the top priority at Shelby Area District Library. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our employees and patrons. As the COVID-19 outbreak continues to evolve and spread, Shelby Area District Library is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.