

**MacDonald Public Library
COVID-19 Preparedness and Response Plan**

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MacDonald Public Library COVID-19 Preparedness and Response Plan

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COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, MacDonald Public Library has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the policies of MacDonald Public Library. Any onsite employee who displays symptoms consistent with those of COVID-19 must be separated from other employees and sent home without undue delay.

Remote Work

Pursuant to MIOSHA Emergency Rules dated October 14, 2020, in-person work is prohibited for employees to the extent that their work activities can feasibly be completed remotely. Upon the rescission of MIOSHA Emergency Rules dated October 14, 2020, all employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely until such time as the Library is advised by State and/or Federal authorities that it is safe for all employees to return to work.

Employee Screening Before Entering the Workplace

All employees will be required to wear a mask in accordance to MDHHS Emergency Order under MCL 333.2253. A sample Employee Entry Screening Questionnaire is attached as Appendix A. A screening questionnaire will be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the library is located. Screening sheets shall be turned in upon entering the building and will be placed in the medical section of the employees personnel file. For employees that fail the screening process, they will need to notify the Library Director who will document the same. Employees should take their temperature before leaving the designated employee break area. Thermometers will be located at the back door and temperature will be taken again upon entering the building. The thermometer will be thermal no-touch and any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, they should be sent home until allowed to return to work under the relevant public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix B.

Library Policy Regarding Face Coverings

- a) Except as provided in subsection (f) of this section, any individual seeking to enter MacDonald Public Library must have a face mask in place upon entering and at all times while within the interior of the library building.
- b) “Face mask” is defined as a “tightly woven cloth or other multi-layer absorbent material that closely covers an individual’s mouth and nose.” (MDHHS, 2020).
 1. Under this policy, face shields are not an acceptable alternative to or substitute for a face mask as defined in subsection (a) of this section, but may be utilized in conjunction with a face mask if so desired.
- c) Except as provided in subsection (f) of this section, face masks must cover both the mouth and nose at all times while within the interior of the library building. Failure to cover both the mouth and nose will be viewed as failure to adhere to this policy and is grounds for removal from the premises.

1. Face masks remain required for staff providing curbside services; face masks are highly encouraged for patrons interacting with library staff during the provision of said services.
- d) Face masks will be provided free of charge and will be made available to patrons in the foyer of the library building to maintain accessibility of the building and its resources.
- e) Reasonable accommodations will be afforded to any individual who is unable to medically tolerate a mask.
- f) Exemptions to the face mask requirements outlined above are as follows:
 1. Children under the age of five (5).
 2. Any employee of MacDonal Public Library that is eating or drinking while seated and in the confines of the designated employee break area or enclosed interior space, so long as no more than one (1) employee is occupying the aforementioned space.
 3. Any individual who is being asked to temporarily remove a face covering upon entering the library premises for identification purposes.
 4. Any individual who is receiving emergency medical service on library premises for which removal of the face mask is necessary.
 5. Any individual who is communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication.
 6. Any individual who is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a face mask would seriously interfere in the performance of their public safety responsibilities.

Rules Governing Face Coverings

Pursuant to MDHHS Emergency Order under MCL 333.2253

- a) Except as provided in subsection (b) of this section, any individual able to medically tolerate a face covering must wear a mask, defined as a tightly woven cloth or other multi-layer absorbent material that closely covers an individual's mouth and nose
- b) An individual may be required to temporarily remove a face covering upon entering an enclosed public space for identification purposes.
- c) All businesses and operations whose workers perform in-person work must, at a minimum, provide non-medical grade face coverings to their workers.
- d) Supplies of N95 masks and surgical masks should generally be reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers who interact with the public.
- e) The protections against discrimination in the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., and any other protections against discrimination in Michigan law, apply in full force to individuals who wear a face covering under this order.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any room/office or break room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed daily using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, additional cleaning will be conducted.

Visitors

No visitors should be allowed in staff work areas or break room unless they are deemed essential to address an issue related to critical infrastructure functions. A screening questionnaire should be utilized to decide if the visitor can enter these areas. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into these areas. Provide visitor handout regarding what to do if you might have COVID-19.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19;
 - or
 - In the last fourteen (14) days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

- Immediately notify Library Director or on duty Librarian;
- Self-quarantine for ten (10) days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the Library Director will:

- Notify all employees who may have come into close contact (anyone who has spent a consecutive fifteen (15) minutes in a twenty-four (24) hour period in the presence of someone who has tested positive for COVID-19, with or without PPE) with the employee in the past fourteen (14) days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past fourteen (14) days and that person tested positive for COVID-19.

If an employee believes that they qualify as a Confirmed Case (as described above), they must:

- Immediately notify Library Director or on duty Librarian of their diagnosis; and
- Remain out of the workplace until they have self-quarantined for a total of at least ten (10) days since the onset of symptoms consistent with those of COVID-19 and have gone a total of twenty-four (24) hours with no fever without the use of fever-reducing medications. More severe illness may require a longer period of self-quarantine.

If an employee qualifies as a Confirmed Case, then Library Director will:

- Notify all employees who may have come into close contact with the employee (anyone who has spent a consecutive fifteen (15) minutes in a twenty-four (24) hour period in the presence of someone who has tested positive for COVID-19, with or without PPE) in the past fourteen (14) days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- Reserve the authority to close the library building at their discretion; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Library Continuity Plans

The Library Director will: (1) identify alternate supply chains for critical goods and services in the event of disruption; and (2) develop an emergency communication plan to communicate important messages to employees and patrons.

Plan Updates and Expiration

This plan responds to the COVID-19 outbreak. As this pandemic progresses, the library will update this plan and its corresponding processes. This plan will expire upon conclusion of its need, as determined by the library and in accordance with guidance from local, state, and federal health officials.

APPENDIX A

MIOSHA EMERGENCY RULES DATED OCTOBER 14, 2020 (APPLICABLE)

Rule 1. Scope and application.

These rules apply to all employers covered in the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1001 to 408.1094.

Rule 2. Definitions.

(1) As used in these rules:

(a) “Close contact” means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.

(b) “COVID-19” means coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death.

(c) “Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.

(d) “SARS-CoV-2” means severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.

(e) “Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

Rule 3. Exposure determination for all employers.

(1) The employer shall evaluate routine and reasonably anticipated tasks and procedures to determine whether there is actual or reasonably anticipated employee exposure to SARSCoV-2.

(2) The employer shall categorize jobs tasks and procedures into the following risk categories:

(b) Medium exposure risk job tasks and procedures. These job tasks and procedures include those that require frequent or close contact (e.g., within 6 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 (e.g., schools, high-population-density work environments, high-volume retail settings).

Rule 4. COVID-19 preparedness and response plan for all employers.

(1) The employer shall develop and implement a written COVID-19 preparedness and response plan, consistent with the current guidance for COVID-19 from the US Centers for Disease Control and Prevention (CDC) and recommendations in “Guidance on Preparing Workplaces for COVID-19,” developed by the Occupational Health and Safety Administration (OSHA).

(2) The preparedness and response plan shall include the employee exposure determination from Rule 3 and shall detail the measures the employer will implement to prevent employee exposure, including any:

- (a) Engineering controls.
- (b) Administrative controls.
- (c) Basic infection prevention measures.
- (d) Personal protective equipment.
- (e) Health surveillance.
- (f) Training.

(3) The employer shall make the preparedness and response plan readily available to employees and their representatives, whether via website, internal network, or by hard copy.

Rule 5. Basic infection prevention measures for all employers.

(1) The employer shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

(2) The employer shall require workers who are sick to not report to work or work in an isolated location.

(3) The employer shall prohibit workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

(4) The employer shall increase facility cleaning and disinfection to limit exposure to SARSCoV-2, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, and vehicles).

(5) The employer shall establish procedures for disinfection in accordance with CDC guidance if it is suspected or confirmed that an employee, visitor, or customer has a known case of COVID-19.

(6) The employer shall use Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

(7) The employer shall follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment). (8) The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.

Rule 6. Health surveillance for all employers.

(1) The employer shall conduct a 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, together with, if possible, a temperature screening.

(2) The employer shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift. (3) The employer shall physically isolate any employees known

or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- (a) Not allowing known or suspected cases to report to work.
 - (b) Sending known or suspected cases away from the workplace.
 - (c) Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.
- (4) When an employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer shall:
- (a) Immediately notify the local public health department, and
 - (b) Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.
- (5) The employer shall allow employees with a known 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 CDC and they are released from any quarantine or isolation order by the local public health department.

Rule 7. Workplace controls for all employers.

- (1) The employer shall designate one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. The COVID-19 safety coordinator must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the COVID-19 safety coordinator role.
- (2) The employer shall place posters in the languages common in the employee population that encourage staying away from the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.
- (3) The employer shall keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible and to reduce congestion, including using ground markings, signs, and physical barriers, as appropriate to the worksite.
- (4) The employer shall provide non-medical grade face coverings to their employees at no cost to the employee.
- (5) The employer shall require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.
- (6) The employer shall require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

Rule 8. Personal protective equipment requirements for all employers.

- (1) The employer shall provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

(2) The employer shall ensure that the personal protective equipment is properly fitted and worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the work environment.

(3) In establishments that provide medical treatment or housing to known or suspected cases of COVID-19, the employer shall ensure that employees in frequent or prolonged close contact with such cases are provided with and wear, at a minimum, an N95 respirator, goggles or face shield, and a gown.

Rule 9. Industry-specific requirements.

(3) Retail, libraries, and museums. Retail stores that are open for in-store sales, as well as libraries and museums, must:

(a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.

(b) Require patrons to wear a face covering (unless the patron is unable medically to tolerate a face covering).

(c) Post signs at store entrances instructing customers to wear a face covering when inside the store.

(d) Post signs at store entrances informing customers not to enter if they are or have recently been sick.

(e) Design spaces and store activities in a manner that encourages employees and customers to maintain 6 feet of distance from one another.

(f) Install physical barriers at checkout or other service points that require close interaction, including plexiglass barriers, tape markers, or tables.

(g) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.

Rule 10. Training requirements for all employers.

(1) The employer shall provide training to employees on SARS-CoV-2 and COVID-19.

(2) The employer shall provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.

(3) The training shall cover:

(a) Workplace infection-control practices.

(b) The proper use of personal protective equipment.

(c) 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.

(d) How to report unsafe working conditions.

(4) The employer shall provide updated training if it changes its preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

Rule 11. Recordkeeping requirements for all employers.

(1) Employers must maintain a record of the following requirements:

(a) Training. The employer shall maintain a record of all COVID-19 employee training.

(b) Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.

(c) Records of required notifications. The employer shall maintain a record of each notification required by Rule 6 of these rules.

(2) Employers must maintain records for 1 year from time of generation.

APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

Employee Name: _____

Date: _____

Time In: _____

In the past 24 hours, have you experienced any of the following symptoms:

Fever? (100.0°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the employee answered “**yes**” to any of the symptoms listed above employee not allowed access to building. Employee handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? Yes No

Traveled via airplane internationally or domestically? Yes No

If employee answered “**yes**” to either of these questions employee not allowed access to building. Employee handed CDC Handout: Sick with COVID-19 Fact Sheet

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

- (a) Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or

(b) They receive a negative COVID-19 test.

(c) The Library may require a doctor's note prior to an employee's return to work.

Employees who have been in "close contact" as defined by the MDHHS Emergency Rules dated October 14, 2020 with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

(a) 10 days have passed since the last close contact with the sick or symptomatic individual; or

(b) The symptomatic individual receives a negative COVID-19 test.

APPENDIX D

**CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING**

Staff Visiting: _____

Visitors Name: _____

Appointment Date: _____ Time In: _____

In the past 24 hours, have you experienced any of the following symptoms:

Fever? (100.0°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the visitor answered “**yes**” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? Yes No

Traveled via airplane internationally or domestically? Yes No

If visitor answered “**yes**” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

Employee:

Contacted Library Director and informed them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

APPENDIX E

OTHER RESOURCES

Governor Whitmer's Executive Orders (Rescinded):

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html

Emergency Order Under MCL 333.2253 – Gatherings and Face Mask Order

https://www.michigan.gov/documents/coronavirus/2021.01.13_Masks_and_Gatherings_order_signed_712855_7.pdf

MIOSHA Emergency Rules Coronavirus Disease 2019 (COVID-19) – Full Text

https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC When You Can be Around Others After You Had or Likely Had COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>