

**Dexter District Library Pandemic/Epidemic Exposure Prevention,
Preparedness and Response Plan**

~Approved by the DDL Board of Trustees June 1, 2020

These guidelines are an outline on phasing in the opening of the Library after a closure due to a pandemic. They are not intended to answer all questions, but rather are meant to guide staff and be a fluid, working document as information continues to develop. Some items in the various phases will overlap and may happen throughout all the phases—quarantining returns, collection development, online programming, preparing workspaces, reconfiguring public space and cleaning. While the Plan has been created in response to COVID-19, the general principles will apply to any future infectious disease outbreak requiring similar measures.

Library services and workflow will change as we determine how to best serve the public in a safe manner. The staff composition and duties may change because workflow will be different. Staff must be flexible and able to shift job tasks quickly. We will communicate guidelines and progress of the plan often to staff. Specific conditions of this plan may change frequently, due to the evolving nature of information regarding the virus and transmission.

Progressing through the phases outlined below will be determined by improving public health conditions as reported by the State of Michigan and/or the Washtenaw County Health Department.

The Dexter 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 or any communicable disease. This plan was developed in accordance with Governor Whitmer's 2020 Executive Orders, the U.S. 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 Response Plan shall apply to all employees and any person entering or providing services to the Library facility. The Plan will remain in effect until rescinded by the Library Board.

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 Library's COVID-19 page of the employee intranet. Any questions regarding any provisions of the plan should be directed to a supervisor or the Library Director.

Responsibilities of Administration, Department Heads and Supervisors: It is the responsibility of administration, department heads and supervisors to be knowledgeable of the Library's Pandemic/Epidemic Exposure Prevention, Preparedness and Response Plan; 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. The Library designates the Library Director and the Director's Administrative Assistant as individuals responsible to implement, monitor, and report on the COVID-19 control strategies.

Responsibilities of Employees: It is a condition of employment for all employees to comply with the requirements of the Library's Pandemic/Epidemic 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.
- Employees showing signs of illness or staying home because of illness shall not face any disciplinary measures
- 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, 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 avoid close contact with people that are sick.
- Follow the social distancing and personal protection equipment guidelines contained in this plan.
- Regularly clean and maintain personal protective equipment provided to employees by the Library.
- Clean and disinfect work areas, tools, and equipment, twice per shift at minimum.

During any pandemic/epidemic that requires closure of the Library, all employees must sign and return an acknowledgement of having read, understood and agree to the policies and procedures contained in the Dexter District Library's Pandemic/Epidemic Exposure Prevention, Preparedness and Response Plan prior to being allowed to return to work. Failure to submit a signed acknowledgement will preclude a return to work.

Workplace Protective Measures: The following measures shall be implemented at the Library 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 14 consecutive days or until the employee can document that they are experiencing a non-contagious medical condition. This requirement follows Washtenaw County Health Department (WCHD) and CDC guidelines in place as of the creation of this plan and is subject to change based on future recommendations made by WCHD and the CDC.

The Library will 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 disinfected at the conclusion of the meeting.
- Employees must avoid physical contact with others and shall direct others, including co-workers, patrons, 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 two (2) or fewer people in the break room. Social distancing shall be observed during lunches and breaks. All food must be consumed in the break room. Consuming food and drinks in other areas of the Library is temporarily prohibited.
- 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 face masks 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. Doors to private offices must be kept closed if the occupant is not wearing a mask and must be closed if the occupant must exit the office.

Employee Illness or Exposure to COVID-19:

- **Illness:** Employees who 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 who become ill with a documented case of 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 FMLA rules. Before returning to work, employees with COVID-19 must be symptom free for at least fourteen (14) consecutive days or be cleared to return to work by their physician.
- **Onset at Work:** If an employee begins exhibiting symptoms at work, that person will immediately notify a supervisor. The Library's first floor conference room will serve as a quarantine room if the employee cannot leave immediately. 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) will be closed off for 24 hours and 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. If sufficient staff is not on hand to clean these spaces

immediately, the areas will be marked as off limits until the cleaning staff can disinfect the area overnight.

- **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. The Library is also required to notify the Washtenaw County Health Department of the event.
- **Exposure & Quarantine:** Employees who have been exposed to an infected or quarantined individual and are advised by their medical provider or other governmental agency to quarantine shall not report to work and will stay home and self-quarantine. During the quarantine period, the Library Board will determine a compensation plan for full-time and regular part-time employees who have been advised to quarantine, but have not been diagnosed with COVID-19

Social Distancing: Social distance shall be observed at the Library 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;
- not gather in groups;
- stay in assigned work areas and within individual workspaces as much as possible except when entering/leaving the building, using restrooms, break rooms or to complete a job task;
- whenever possible refrain from traveling through the work areas of other employees;
- not attend or host in-person meetings without supervisory authorization

Personal Protective Equipment (PPE) & Work Practice Controls: To mitigate the exposure risk from 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:** Nitrile (latex free) disposable gloves will be available for use. Use will be guided by public health guidelines.
- **Face Masks:** Non-surgical disposable facemasks and washable facemasks will be provided. Exceptions/accommodations will require medical documentation and alternative, non-public facing work may be assigned.
- Employees will be trained on the proper use and disposal of PPE provided by the Library.

Workplace Modifications: The Library will 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 giveaway materials in public areas
- removal of furniture;
- decommissioning drinking fountains
- installation of signage to direct the public on social distancing requirements, hand sanitizing stations, traffic flow, floor spacing signage, etc.
- restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible;
- supply disinfectant sprays, wipes, etc.

Workplace Cleaning & Disinfecting: The Library, including common areas, will be properly cleaned and disinfected with products identified by OSHA and the CDC as effective for eliminating COVID-19 prior to reintroducing staff to the facility. All areas will be provided with approved cleaning and disinfecting products to use to fulfill employee responsibilities. Employees will be trained on the use of the cleaning and disinfecting products provided by the Library.

Employee Cleaning & Disinfecting Responsibilities: Employees shall be responsible for cleaning and disinfecting their personal work areas at the beginning and ending of each shift.

Reintroduction of Employees and the Public into the Library building:

The Library Director, in consultation with the Library Board, shall determine when employees return to the worksite as well as when and how Library services are restored to the public. It is anticipated that the return to work and public access to Library facilities will be achieved in phases, 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 all work areas and equipment will be cleaned and disinfected. 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, the Library 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.
- Install barriers at counters and service areas.

Once the Library is reopened to the public, face masks 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:

- Limiting/regulating the number of visitors permitted to enter at any given time. The number of individuals permitted to enter could change periodically based upon the incidence of COVID-19 in the community and on changes in recommended public health practices.

Staff Hygiene and Safety

During pandemic phased reopening, staff and volunteers must be screened upon each entry to the building.

Upon arrival for each shift, staff will have their temperature taken at the staff door with a touchless thermometer and respond to the required screening questions.

- If a staff member has a temperature of 100.4 degrees or higher, that person will need to return home. All staff, repair/maintenance workers, and volunteers will be screened upon entering the building.
- Staff will wear masks while working. Gloves will be encouraged, if changed often. We will follow guidelines of the health department on this.
- All staff will practice effective hand hygiene, including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.

Good hygiene signs will be posted in both the public and staff areas.

Infection Control: Should the Library have an employee who has worked in the building and subsequently tests positive for COVID-19, the Library will:

- Close the Library for a necessary period of time to disinfect all areas accessed by the staff member in question
- Notify all other staff members who have come in direct contact with the infected staff member
- Notify appropriate public health authorities as mandated
- Staff members who have come into direct contact must quarantine for a period of time to coincide with current CDC guidelines

Any staff member who suspects s/he is showing symptoms should contact their supervisor as soon as possible. Staff members with suspected symptoms should not come into the Library building until consulting with and receiving approval from a supervisor.

All staff should report unsafe working conditions to a supervisor as soon as any condition is noticed. Unsafe conditions may include, but are not limited to lack of proper disinfecting supplies or PPE, refusal of staff or patrons to observe social distancing or refusal to wear masks, damaged or missing signage and items that may have been missed from the initial workplace safety precautions.

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 disinfected before and after the meeting and hand sanitizer shall be made available to all in attendance.

Offsite Meetings, Business Travel and Personal Travel: Unless specifically authorized by the Library Director, 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.

Phased reopening of the Library will be conducted under the following guidelines. The Library Director, in consultation with the Library Board and within Statewide limitations, will make the decisions regarding when the Library will progress between phases. As noted in the MI Safe Start Plan:

(https://content.govdelivery.com/attachments/MIEOG/2020/05/07/file_attachments/1446147/Governor%20Whitmer%27s%20MI%20Safe%20Start%20Plan.pdf)

there is potential for the phases to regress to more stringent restrictions.

Phase 1: Uncontrolled Growth – Virtual Services Only – Statewide or regional stay-home/quarantine orders have been issued by City, County, State or Federal agencies.

The Library building is closed to public access. Only minimum, basic operational staff will be allowed in the building. These staff members will ensure payroll and accounts payables are maintained, provide security for the building and contents, ensure mechanical systems continue to operate without malfunction and support the work of remote workers. The Library's physical materials collection will not be available and service provision will be exclusively in an online environment. No return of borrowed items will be accepted.

Phase 2: Persistent Spread, No Direct Public Contact – Stay-home orders have been eased for some sectors but libraries are not permitted to provide direct public service. Staff continue to provide service as under Phase 1.

Collection development and selection will continue to shift to digital collections, and the budget will shift to further develop digital collections.

Online library card application and issuing will continue, be encouraged, and be the norm. Promotion of remote access to digital collections will be the primary means of accessing Library Services.

In-person gatherings for events are canceled. Staff will explore alternatives to provide services in an electronic environment.

Phase 3: Flattening

Library will be "readied" for limited public service.

Returns will be accepted and materials will be placed in quarantine. Returned items will be quarantined for the required amount of time recommended by reputable sources before being made available for subsequent borrowing. Quarantine of materials will be done in all phases.

Changes in services will be communicated to the staff and community. Staff will be trained on new services. Access to physical collections may be limited to items owned by the Dexter District Library, based on the availability of the Shared Automation System through The Library Network.

Curbside service will be instituted before the building is reopened to the public. Curbside delivery will be encouraged and launched as a service point to help with physical distancing.

Service hours will be determined, and an optimum amount of staff will be scheduled. Staff hours may be reduced or changed depending on service hours and need. Public service hours may be phased in over a few weeks (i.e. open later and close earlier.)

Programming will resume online including, but not limited to, Summer Reading Program, story times, teen programs, crafts, job help tutorials and book discussions, etc.

Phase 4: Improving – Precautionary Public Contact

The public may enter the building for use.

There may be limits on how many patrons will be allowed in the building at a time. We will follow the guidelines of the health department. Access to the building by members of the public may be time limited.

Before the library opens to the public, good hygiene and physical distancing signs will be placed in the public areas and restrooms. These signs may include handwashing guidance, floor markers on where patrons should stand to wait for assistance at service desks, mask reminders, etc.

Both staff and public spaces will be reconfigured, as much as possible, to allow for physical distancing. Some public computers may need to be “out of service” to maintain social distancing. Plexiglas shields may be placed around the computers. Furniture may be removed or reconfigured.

A regimen for cleaning computers, monitors, mice after every use will be put in place.

MeLcat loans will be dependent upon the MeL system restarting those services and The Library Network having appropriate delivery options in place. The Library will resume MeL services when the partners make this available.

Programming will not be reinstated. The Library’s meeting and study rooms will remain closed.

A “holding room,” for a staff member or patron who exhibits symptoms of a coronavirus, will be designated where a staff member or a patron will remain until they can go home or safely leave. The room will be cordoned off for 24 hours, after someone has been placed in it. If we can we will open the windows. After the 24-hour period, the room will be professionally cleaned.

Phase 5 – Containing – Full Service with Social Distancing

The library reopens to the public with controlled numbers per health and local government guidelines.

Areas of the building may be cordoned off. The small study rooms and the Quiet Reading Room seating area may remain off limits to the public. Stacks may be open to a limited number

of people with directional arrows to help promote social distancing. The Children's Area may have capacity limits imposed. Toys will not be reintroduced to the children's area during this Phase. Regularly scheduled cleaning of high touch surfaces will be performed throughout the day.

***TBD** - The use of meeting rooms will not be permitted unless physical distancing can be guaranteed, and the number of meeting attendees is 10 or less. Once the meeting rooms fully reopen, we will follow the guidelines of allowable numbers of people in a gathering set by the Governor/health department.*

In person programming will not happen until physical distancing and the number of people who can gather together are relaxed. Programming will continue online including, but not limited to, Summer Reading Program, story times, teen programs, crafts, job help tutorials and book discussions, etc.

In-house assistance through the use of telephones and computers may be done within the Library.

Volunteers, which includes library volunteers and Friends of the Library, will not be in the building until the library reaches Phase V. Physical distancing will be maintained when we reopen, therefore, we will restrict the number of volunteers in the staff area/nonpublic areas to one at any given time.

Library staff will not accept donations of materials for the Friends of the Library for two months after the library fully opens to the public. This will give staff time to become comfortable with the new services offered and to configure the staff area for curbside pickup.

Staff and public areas will be thoroughly cleaned before the Library re-opens. Only staff (determined number pages, circulation staff, librarians and supervisors) needed to clean/disinfect returned materials or shelf materials will report the first few days (timeline TBD.)

Public and staff areas will be cleaned routinely and often throughout the day with disinfectant.

Restrooms (both staff and public) will be cleaned regularly during the day. We will work with the custodial services company to schedule more cleanings.

Staff in high-risk staff brackets need to make the best and most responsible decision for themselves on whether they will return to work. These staff members must share this decision with Library administration as soon as possible.

Phase 6 – Post-Pandemic – Full Service without the need for most protective measures

Reaching this phase would mean that community spread is not expected to return, because of sufficient community immunity and availability of treatment. Because of this, the number of infected individuals falls to nearly zero and the community does not typically experience this strain of the epidemic returning. All areas of the economy reopen, and gatherings of all

sizes resume. All businesses and organizations open with some lasting safety requirements. Minimal to no lasting limitations on personal and/or social activities.

List of Appendices

- A. Resource List and Training**
- B. Cleaning Guidelines**
- C. Washtenaw County Workplace Checklist**
- D. MI Safe Start charts**
- E. DDL Pandemic Response spreadsheet**
- F. Employee Receipt and Acknowledgement**

Appendix A – Resource List

The American Library Association: <http://www.ala.org/tools/ala-covid-19-response>

The Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

The Environmental Protection Agency: <https://www.epa.gov/enforcement/covid-19-enforcement-and-compliance-resources>

Governor Gretchen Whitmer's MI Safe Start Plan: https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf

The Institute for Museum and Library Services: <https://www.imls.gov/coronavirus-covid-19-updates>

The International Federation of Library Associations and Institutions: <https://www.ifla.org/covid-19-and-libraries>

Occupational Safety and Health Administration: <https://www.osha.gov/Publications/OSHA3990.pdf>

Washtenaw County Health Department: <https://www.washtenaw.org/3095/COVID-19>

Training

Staff will view the following training videos as part of the return to work process. These videos are geared for a hospital environment but contain important techniques regarding hand washing, putting on (donning) and taking off (doffing) masks and gloves.

Safely putting on (donning) PPE: <https://youtu.be/of73FN086E8> - this video is more comprehensive than what is needed for the Library. Staff should pay special attention to how to properly put on masks and gloves.

Proper doffing of PPE: <https://youtu.be/PQxOc13DxvQ> - this video is more comprehensive than what is needed for the Library. Staff should pay special attention to how to properly put on masks and gloves.

Both videos can be found on the CDC website on how properly don and doff PPE at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Employees will review the information regarding face coverings (masks) at the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

Appendix B

New Cleaning Guidelines from Pandemic Plan: Ongoing

Overnight cleaning will be managed by Servicemaster and include disinfecting all work areas.

All staff are encouraged to wipe their personal workstations with disinfectant before and after use.

Disinfecting wipes are to be used for electronics only (keyboards, mice, telephones, etc.) as supply of this is extremely limited. Alternatively, microfiber cloths and 70% isopropyl alcohol may be used on electronics.

All hard surfaces should be cleaned with spray cleaner. Each department will be issued a spray bottle of Sanimaster 6 (EPA No. 1839-166.) This is Servicemaster's virus killing disinfectant. It is made from concentrate and we have ample supply. This solution should be used on all flat surfaces and high-touch areas (tabletops, door handles, light switches, armrests, etc.) If it is inappropriate to spray directly on something (light switch) moisten a paper towel, wipe the surface and dispose of the towel. Leave surfaces damp to air dry.

Staff will wipe book carts periodically throughout the day.

The Library has microfiber cloths in Mary's office. Please use these along with 70% Isopropyl Alcohol to clean computer screens.

While the building is closed to the public:

If you do not need to use an area of the building, please do not use it. This will create the need for more cleaning.

If you do need to use seldom used areas, please mark this on the cleaning log in the delivery area to ensure overnight cleaning.

During this time, the two main floor bathrooms and the second floor staff bathroom will be available for staff use.

Limited staff will handle drop box returns and materials entering quarantine. The drop box rim will be disinfected after emptying. The drop box chute will be disinfected daily. Staff must wear disposable gloves, arm protectors and an apron while emptying the drop box.



Coronavirus Disease (COVID-19)

Workplace Checklist

Washtenaw County businesses and entities that remain open must follow the guidelines set forth in the Washtenaw County [Health Officer's April 29, 2020 Order](#) and the Governor's Executive Orders [2020-59](#) and [2020-60](#) to ensure the safety of workers and customers.

☐ Post the Washtenaw County Order

Hang the [Washtenaw County April 29, 2020 Public Health Order](#) at all facility entrances so it is visible to employees and customers.

☐ Develop and implement a social distancing plan

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees. Supply all employees with masks and encourage employees to wear masks.

☐ Screen staff reporting to work sites

Ask all staff these questions when they report for work for each shift:

1. Do you have symptoms of fever, cough (excluding chronic cough due to known medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason)?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you travelled internationally or outside of Michigan in the last 14 days (excluding commuting from a home location outside of Michigan)?

If an employee answers YES to question 1:

The presence of any symptoms is a concern. The employee is not permitted at work and should self-isolate at home for 7 full days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms before returning to work.

If an employee answers YES to question 2:

Workers who have been exposed to COVID-19 but who do not have symptoms may continue to come to work if these guidelines are followed:

- **Pre-Screen:** Employers must ensure the worker is asked the health symptom questions before each shift. Ideally, the employee's temperature should be measured before starting work and before the employee enters the facility.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure to someone who tested positive for COVID-19. Employers can issue facemasks or can approve an employee's own cloth face covering in the event of mask shortages.
- **Social Distance:** The employee should maintain a 6-foot distance from all others and should practice social distancing as work duties permit in the workplace.
- **Clean and Disinfect:** Frequently clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment which the exposed person may contact.

If an employee answers YES to question 3:

If the employee is not a critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days following international or domestic travel.

If the employee is a critical infrastructure worker, the employee may continue to work if they do not have symptoms. If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 7 days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms before returning to work.

Screening Guidance:

Employees should be screened for symptoms of fever, cough (excluding chronic cough due to medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason). These symptoms can be accompanied by chills, shivering, muscle aches, headaches, or new smell or taste disorders (or in some cases, these additional symptoms can be the only symptoms that are present).

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100.4°F or above.

Use an active screening plan that will work best for your facility. Evaluate how the screening is taking place. You can use [this form](#) to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff the screening questions directly. Or, staff could do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible. Be sure to maintain employee confidentiality with any information that is provided in the screening.

If your facility is already following other appropriate or more-stringent infection control procedures (like [CDC guidelines](#)), please continue to use those procedures.

14-Day Quarantine Exemptions for Workers with Travel History:

To ensure continuity of operations of essential functions, critical infrastructure workers may continue to work following travel, as long as they do not have symptoms.

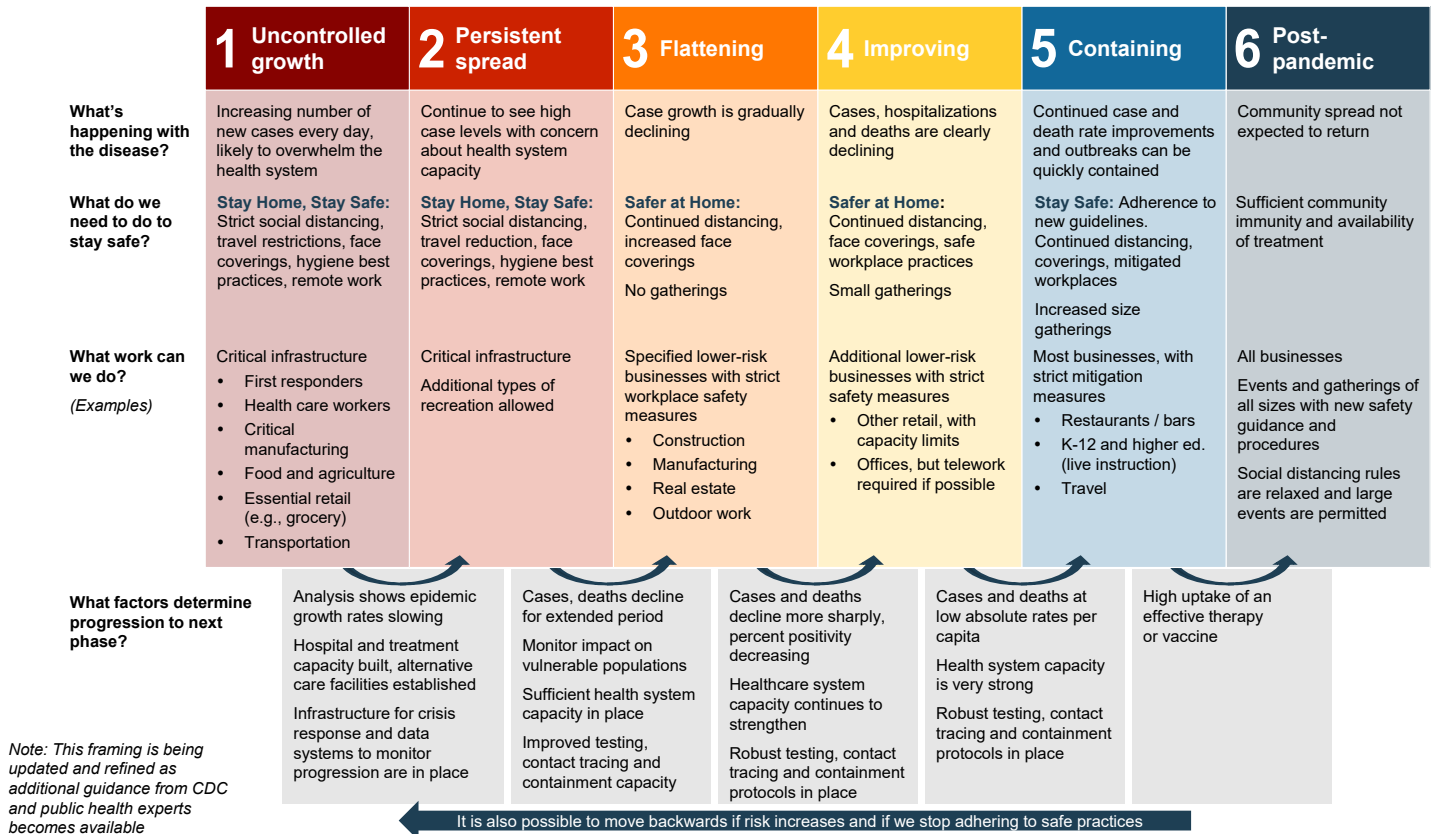
Critical Infrastructure Workers

The 14-day quarantine period for workers who have travelled does not apply to critical infrastructure workers as outlined by the [Centers for Disease Control and Prevention \(CDC\)](#):

- Health care workers
- Childcare workers
- Federal, state, and local law enforcement
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector
- Janitorial staff and other custodial staff
- Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy, and government facilities

The state of Michigan has additional guidance on [critical infrastructure workers](#).

MI SAFE START PLAN



PHASE 1: UNCONTROLLED GROWTH

What does it look like



The number of daily new cases increases by a constant rate every day, which leads to an increasingly accelerating case curve. If a community remains in this phase for an extended period of time, healthcare facilities could quickly be overwhelmed. Because unmitigated behavior contributes to the exponential growth, communities can slow the growth rate and exit this phase by introducing social distancing practices and wearing masks when in public.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Only work that is necessary to protect or sustain life will be permitted

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Critical manufacturing only
- **Construction:** Only permitted for critical infrastructure projects
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers during this phase
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from others when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking permitted
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE 2: PERSISTENT SPREAD

What does it look like



This phase occurs after the Uncontrolled Growth phase, but when the epidemic is still expanding in the community. There are still high case levels, but the growth rate might gradually decrease. Within this phase, the epidemic is widespread in a community and source of infection is more difficult to trace. Even though the growth rate of new cases is decreasing, high volumes of infected individuals mean that health systems could become overwhelmed, leading to higher mortality rates. During this phase, it is important to maintain social distancing practices in order to slow the spread to a level that health systems can handle as they are continuing to build capacity.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Only work that is necessary to protect or sustain life will be permitted

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies), plus curbside or delivery for nonessential retail
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Critical manufacturing only
- **Construction:** Only permitted for critical infrastructure projects
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers during this phase
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking permitted. Additional recreation allowed, including golfing and motorboating
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE 3: FLATTENING

What does it look like



This phase occurs when daily new cases and deaths remain relatively constant over a time period. Often, this occurs because communities have started to use social distancing practices and transmission rates have fallen to manageable levels. Because new cases are not constantly increasing, health system capacity has time to expand to epidemic needs and is not typically overwhelmed. During this phase, testing and contact tracing efforts are ramped up statewide. To prevent each infected individual from spreading the virus unchecked, rapid case investigation, contact tracing, and containment practices are necessary within a community.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Non-critical businesses that pose lower risk of infection are able to open with increased safety measures during this phase:

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies), plus curbside or delivery for nonessential retail
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers and anyone resuming work activities
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking, golfing, boating permitted
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE 4: IMPROVING

What does it look like



This phase occurs when the number of new cases and deaths has fallen for a period of time, but overall case levels are still high. When in the Improving phase, most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing. Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels. Though a community might be in a declining phase, the overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Most business and organizations will be open throughout this phase under strict safety measures. These include:

- **Retail:** Permitted with additional safety measures and guidelines (e.g., limited capacity)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Open (remote work still required where feasible)
- **Education:** Remote learning in K-12 and higher education, summer programs in small groups
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Limited to small groups with social distancing
- **Outdoor Recreation:** Walking, hiking, biking, golfing, boating permitted. Activities permitted in small groups with social distancing
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE 5: CONTAINING

What does it look like



During the Containing phase, new cases and deaths continue to decrease for an additional period of time. At this point, the number of active cases has reached a point where infection from other members of the community is less common. With widespread testing, positivity rates often fall much lower than earlier phases. Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall. However, if distancing and other risk mitigation efforts are not continued, infections could begin to grow again because a permanent solution to the epidemic has not yet been identified.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Most business and organizations will be open throughout this phase under strict safety measures

- **Retail:** Permitted with additional safety measures and guidelines (e.g., limited capacity)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for dine-in with additional safety measures and guidelines
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Open with additional safety measures and guidelines
- **Education:** Live instruction in K-12 and higher education
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required wherever possible
- **Gatherings:** Increased but still limited-sized groups with social distancing
- **Outdoor Recreation:** All outdoor recreation allowed
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE **6**: POST-PANDEMIC

What does it look like



Reaching this phase would mean that community spread is not expected to return, because of sufficient community immunity and availability of treatment. Because of this, the number of infected individuals falls to nearly zero and the community does not typically experience this strain of the epidemic returning. All areas of the economy reopen, and gatherings of all sizes resume.

What work can we do

What do we need to do to stay safe



Businesses and organizations

All businesses and organizations open with some lasting safety requirements

Personal and social

Minimal to no lasting limitations on personal and/or social activities



Appendix E

| Pandemic Response: MI Safe Start Level | Phase 1 - Uncontrolled Growth | Phase 2 - Persistent Spread No Direct Public Contact | Phase 3 - Flattening Minimal Public Contact | Phase 4 - Improving Precautionary Public Contact | Phase 5 - Containing Full Service |
|--|----------------------------------|---|--|---|---|
| | Virtual Library | Virtual Library | Curbside and graduating to limited building access | Expanded public access to building | Return to Standard Service |
| Priorities: | | | | | |
| 1. Protect the safety and health of our staff, volunteers and customers. | | | | | |
| 2. As an essential community service, sustain Library operations to the fullest extent possible. | | | | | |
| 3. Communicate clearly, factually, and frequently. | | | | | |
| Progression through phases will be dependent on state and local restrictions | | | | | |
| Safety guidelines/exec. orders: | | | | | |
| Stay at home | x | | | | |
| Social distancing at 6'+ | x | x | x | | |
| Gathering/capacity limits | x | x | ? | | |
| Face masks in public | x | Mandatory | Mandatory | Mandatory | |
| Temperature check | Mandatory | Mandatory | Mandatory | Mandatory | |
| COVID-19 testing | Dependent upon legality | Dependent upon legality | Dependent upon legality | Dependent upon legality | |
| Supplies required to operate: | | | | | |
| Toilet paper | Supply secured | | | | |
| Soap | Supply secured | | | | |
| Hand sanitizer | Supply secured | | Continue to monitor | | |
| Disposable gloves | Supply secured | Continue to monitor | | | |
| Disposable keyboard covers | | | | | |
| Disposable mice covers | | | | | |
| Disinfectant wipes | Supply insecure | | | | |
| Face masks or shields | Supply secured | Continue to monitor | Shields not secured | Provide to public? | |
| Touch free thermometers | Supply secured | | | Second on order | Legal to check patrons? |
| Sneeze guards | Supply secured | | | Need to expand? | |
| COVID-19 test kits | Require employee testing? Legal? | ? | ? | ? | |
| COVID-19 treatment/vacc. | Require employee testing? Legal? | ? | ? | or no active spread for 30 days | or no active spread for 30 days |
| People allowed in buildings: | | | | | |
| Library staff* | by appointment, as authorized | by appointment, as authorized | capacity limit, social distancing | social distancing | <input type="checkbox"/> |
| Delivery/service personnel* | by appointment, as authorized | by appointment, as authorized | by appointment, as authorized | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning staff* | as authorized | as authorized | as authorized | <input type="checkbox"/> | <input type="checkbox"/> |
| Security guard/monitor* | n/a | n/a | n/a | TBD | TBD |
| Volunteers - Friends* | n/a | n/a | minimum as authorized | social distancing | social distancing |
| Volunteers - general* | | | | social distancing | social distancing |
| General public | | | graduating from curbside to capacity limit, social distancing, masks suggested (required?), sick individuals asked not to enter, food and beverages prohibited | social distancing, masks suggested, sick individuals asked not to enter | social distancing, masks suggested, sick individuals asked not to enter |

| Pandemic Response: MI Safe Start Level | Phase 1 - Uncontrolled Growth | Phase 2 - Persistent Spread No Direct Public Contact | Phase 3 - Flattening Minimal Public Contact | Phase 4 - Improving Precautionary Public Contact | Phase 5 - Containing Full Service |
|--|--|--|---|--|---|
| | Virtual Library | Virtual Library | Curbside and graduating to limited building access | Expanded public access to building | Return to Standard Service |
| Staff shared spaces: | | | | | |
| Workrooms | social distancing, proper use of PPE, only one person in communal workspaces at a time | social distancing with sneezeguards between desks if necessary | social distancing with sneezeguards between desks if necessary | social distancing with sneezeguards between staff and public if necessary | <input type="checkbox"/> |
| Lounges | n/a | meal preparation only - limit one person at a time | social distancing | social distancing | <input type="checkbox"/> |
| Restrooms | n/a | recommend staff use specified public restrooms | recommend staff use specified public restrooms | <input type="checkbox"/> | <input type="checkbox"/> |
| Public access to spaces: | | | | | |
| Stacks | n/a | n/a | social distancing | social distancing | <input type="checkbox"/> |
| General seating | n/a | n/a | select public seating removed to allow for 6' distancing | reduced seating spaced 6' apart | <input type="checkbox"/> |
| Computer areas | n/a | n/a | disable worksations to create 6' | social distancing | <input type="checkbox"/> |
| Silent Reading Room | n/a | n/a | n/a | TBD | <input type="checkbox"/> |
| Story time/prg rooms | n/a | n/a | n/a | n/a | <input type="checkbox"/> |
| Restrooms | n/a | n/a | single room restrooms closed; entrance doors propped open for restrooms with multiple stalls | single room restrooms closed; entrance doors propped open for restrooms with multiple stalls | single room restrooms TBD; entrance doors propped open for restrooms with multiple stalls |
| Group study rooms | n/a | n/a | n/a | TBD | no advance reservations, doors remain propped open, capacity limit of 1 |
| Conference rooms | n/a | n/a | n/a | n/a | TBD |
| Large meeting rooms | n/a | n/a | n/a, used to store removed public seating and quarantine returns | n/a, used to store removed public seating and quarantine returns | TBD |
| Interactive features | n/a | n/a | removed or covered | removed or covered | TBD |
| Services: | | | | | |
| Hours of service | Virtual + M-F 9-5 | Virtual + M-F 9-5 | TBD - altered schedule to maximize patron service and minimize staff levels | TBD - altered schedule to maximize patron service and minimize staff levels | TBD |
| Library cards | issued to residents via webform with short expiration date | issued to residents via webform with short expiration date | issued to residents via webform with short expiration date | issued to all eligible patrons via webforms and in-person | issued to all eligible patrons via webforms and in-person |
| Reference/readers advisory | voicemail, email, webforms | voicemail, email, webforms | phone, voicemail, email, webforms, graduating to social distancing w/ sneeze guards | phone, voicemail, email, webforms, service desks with social distancing and sneeze guards | phone, voicemail, email, webforms, service desks with social distancing and sneeze guards |
| Technology assistance | voicemail, email, webforms, virtual forum | voicemail, email, webforms, virtual forum | phone, voicemail, email, webforms, virtual forum, via chat/remote access, no handling of customer-owned devices | phone, voicemail, email, webforms, virtual forum, via chat/remote access, precautionary handling of customer-owned devices | phone, voicemail, email, webforms, virtual forum, via chat/remote access, no handling of customer-owned devices |
| Exam proctoring | n/a | n/a | n/a | TBD | <input type="checkbox"/> |

| Pandemic Response: MI Safe Start Level | Phase 1 - Uncontrolled Growth | Phase 2 - Persistent Spread No Direct Public Contact | Phase 3 - Flattening Minimal Public Contact | Phase 4 - Improving Precautionary Public Contact | Phase 5 - Containing Full Service |
|--|---|--|--|--|--|
| Public computers | n/a | n/a | n/a | limited quantity, time limit?, by appointment only?, social distancing | limited quantity, time limit?, by appointment only?, social distancing |
| WiFi | exterior only | exterior only | exterior only until patrons allowed | <input type="checkbox"/> | <input type="checkbox"/> |
| Printing | n/a | n/a | customers may print jobs via SAM MobilePrint service and pick up on request with jobs charged to library (TBD) | TBD based on cash handling - print free/fax free? | <input type="checkbox"/> |
| Copier, fax, scanner | n/a | n/a | n/a | with wipedown schedule and sign suggesting handwashing after use | with wipedown schedule and sign suggesting handwashing after use |
| OPACs | n/a | n/a | n/a | with wipedown schedule | with wipedown schedule |
| Youth OPAC | n/a | n/a | n/a | n/a | Restore youth touchscreen catalog? |
| Cash handling | TBD | TBD | TBD | TBD | <input type="checkbox"/> |
| Jamex | n/a | n/a | n/a | n/a | <input type="checkbox"/> |
| Materials: | | | | | |
| Acquisitions | digital | Processing by limited staff | Additional staff for processing with health screening | Regular processing; quarantine finished items for 72 hours? | <input type="checkbox"/> |
| Weeding | digital only | digital only | limited staff with social distancing | increased staff with social distancing | social distancing |
| Returns | n/a | n/a | drop boxes opened, limited staff permitted to handle, items direct to 72 | inside returns accepted, more staff allowed to handle, items direct to 72 | Continued quarantine TBD |
| Quarantine | 3+ days | 3+ days | 3+ days | 3+ days | TBD |
| Due dates | extended to up to 3 weeks after date of anticipated reopening | extended to up to 3 weeks after date of anticipated reopening | Continue to monitor TLN for options | Continue to monitor TLN for options | Continue to monitor TLN for options |
| Fines | wavied | waived | waived | Fine free? | Fine free? |
| Holds | holds lists frozen, new holds may be placed | Segregate used rubber bands and use alcohol rinse before re-use - eliminate? | Segregate used rubber bands and use alcohol rinse before re-use - eliminate? | Segregate used rubber bands and use alcohol rinse before re-use - eliminate? | <input type="checkbox"/> |
| Checkout method | digital only | digital only | digital, staff | digital, staff | <input type="checkbox"/> |
| Delivery - curbside | n/a | n/a | for holds and on request | for holds and on request | TBD |
| Shelving, shelf reading, etc. | n/a | social distancing | low use times or when closed, temporarily block off stack area?? | social distancing | social distancing |
| Magazines and newspapers | n/a | n/a | process only | available to public | available to public |

| Pandemic Response: MI Safe Start Level | Phase 1 - Uncontrolled Growth | Phase 2 - Persistent Spread No Direct Public Contact | Phase 3 - Flattening Minimal Public Contact | Phase 4 - Improving Precautionary Public Contact | Phase 5 - Containing Full Service |
|--|--|--|--|--|--|
| Free publications | n/a | n/a | n/a | quarantined 3+ days upon receipt, provided upon request as available | quarantined 3+ days upon receipt, provided upon request as available |
| Kits (Phonics, etc.) | n/a | <input type="checkbox"/> | borrow only - no in-library use | borrow only - no in-library use | <input type="checkbox"/> |
| Puppets and early lit. toys | n/a | n/a | n/a | n/a | TBD |
| MelCat interlibrary loan | n/a | n/a | Determined by MeL | Determined by MeL | Determined by MeL |
| U.S. mail | held, quarantined 1-3 days | quarantined 1-3+ days | quarantined 1-3+ days | quarantined 1-3+ days | <input type="checkbox"/> |
| Parcel delivery | n/a | parcels opened 3 days after receipt | parcels opened 3 days after receipt | parcels opened as received following guidelines | <input type="checkbox"/> |
| Donations | highly discouraged | discouraged | discouraged | discouraged but accepted; quarantined | accepted; quarantined 3+ days |
| Programs: | | | | | |
| Format | virtual only | virtual only | virtual only | virtual, in-person programs only if can be conducted with social distancing | virtual whenever practical + <input type="checkbox"/> |
| Summer reading prizes | n/a | n/a | n/a | TBD | TBD |
| Takeaway program kits | n/a | n/a | n/a | TBD | TBD |
| Tours | virtual only | virtual only | virtual only | virtual only | TBD |
| Friends' used book sales | n/a | n/a | online only?? | online only?? | TBD |
| Meetings: | | | | | |
| Library Board | virtual as permitted by law | virtual as permitted by law | virtual as permitted by law or in-person with social distancing in front lobby with front doors unlocked | in-person with social distancing in large meeting room | in-person with social distancing in large meeting room |
| Friends' Board | virtual | virtual | virtual or in-person with social distancing in large meeting room | virtual or in-person with social distancing in large meeting room | <input type="checkbox"/> |
| Staff | virtual | virtual or in-person with social distancing in large meeting room | virtual or in-person with social distancing in large meeting room | virtual or in-person with social distancing in large meeting room | virtual whenever practical + <input type="checkbox"/> |
| Public - see public access | | | | | |
| | | | | | |
| Communications: | | | | | |
| Public | bulk messages to all customers with email addresses (resident and nonresident versions if feasible), special announcement/update page on website, Digital collections section on website, social media, enewsletters, automated attendant/voicemail messages, signs on front doors | bulk messages to all customers with email addresses (resident and nonresident versions if feasible), special announcement/update page on website, Digital collections section on website, social media, enewsletters, automated attendant/voicemail messages, signs on front doors | bulk messages to all customers with email addresses (resident and nonresident versions if feasible), special announcement/update page on website, Digital collections section on website, social media, enewsletters, automated attendant/voicemail messages, signs on front doors | bulk messages to all customers with email addresses (resident and nonresident versions if feasible), special announcement/update page on website, Digital collections section on website, social media, enewsletters, automated attendant/voicemail messages, signs on front doors | bulk messages to all customers with email addresses (resident and nonresident versions if feasible), special announcement/update page on website, Digital collections section on website, social media, enewsletters, automated attendant/voicemail messages, signs on front doors |
| Staff | bulk email messages, virtual weekly all staff updates, virtual weekly meetings | bulk email messages, virtual weekly all staff updates, virtual weekly meetings | bulk email messages, virtual weekly all staff updates, virtual weekly meetings | Individual communication, social distancing | Individual communication, social distancing |

| Pandemic Response: MI Safe Start Level | Phase 1 - Uncontrolled Growth | Phase 2 - Persistent Spread No Direct Public Contact | Phase 3 - Flattening Minimal Public Contact | Phase 4 - Improving Precautionary Public Contact | Phase 5 - Containing Full Service |
|--|---|---|---|---|---|
| Cleaning regimen: | | | | | |
| Staff areas | library staff per guidelines and cleaning staff with an emphasis on staff areas | library staff per guidelines and cleaning staff with an emphasis on staff areas | library staff per guidelines and cleaning staff with an emphasis on staff areas | library staff per guidelines and cleaning staff with an emphasis on staff areas | TBD |
| Public areas | | as needed | staff to wipe down high contact touchpoints midday, cleaning staff emphasize these areas nightly | staff to wipe down high contact touchpoints midday, cleaning staff emphasize these areas nightly | staff to wipe down high contact touchpoints midday, cleaning staff emphasize these areas nightly |
| In case of COVID-19 report | building closed for 24 hours followed by professional cleaning and disinfecting | building closed for 24 hours followed by professional cleaning and disinfecting | building closed for 24 hours followed by professional cleaning and disinfecting | building closed for 24 hours followed by professional cleaning and disinfecting | building closed for 24 hours followed by professional cleaning and disinfecting |
| Staffing: | | | | | |
| Method of working | teleworking, critical onsite functions only with a minimum of 2 staff for safety but as limited concurrent as possible | teleworking, critical onsite functions only with a minimum of 2 staff for safety but as limited concurrent as possible | limited teleworking as authorized, rotating shifts to facilitate social distancing and any capacity limits | TBD | TBD |
| Work schedule | completely flexible other than being available to attend virtual meetings | completely flexible other than being available to attend virtual meetings | very flexible although coverage required to provide full hours of service and to ensure safety in minimum and maximum number of employees working at a time | very flexible although coverage required to provide full hours of service and to ensure safety in minimum and maximum number of employees working at a time | Near return to regular staffing |
| Productivity expectations | trust staff to do their best with available resources | □ | □ | □ | □ |
| Compensation | full compensation for all staff for hours scheduled to work | full compensation for all staff for hours scheduled to work | Board to determine | □ | □ |
| In case of COVID-19 report | <u>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</u> | <u>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</u> | <u>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</u> | <u>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</u> | <u>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</u> |
| | | | | | |
| "□" denotes standard operating procedures. | | | | | |

Phase 6 - Post-Pandemic not listed as this level indicates return to pre-pandemic services with no State/local level restrictions

Appendix F

Dexter District Library Pandemic/Epidemic Exposure Prevention, Preparedness and Response Plan Acceptance

Employee Name: _____

As an employee of the Dexter District Library, I have read and understand the Library's Pandemic/Epidemic Exposure Prevention, Preparedness and Response Plan, I have been given the opportunity to ask questions for clarification and I agree to abide by the terms, conditions and requirements set forth in the Plan.

Employee
Signature/Date _____