



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

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. 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.

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. The Library will follow guidance from the national Centers for Disease Control, the Michigan Department of Health and Human Services, the Washtenaw County Health Department and any other State or Federal agencies with the authority to issue public health orders. 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 The Plan will remain in effect until rescinded by the Library Board.

**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.
- Stay home if someone in your household is sick.
- Report to their department head or supervisor if they are experiencing any signs or symptoms of COVID-19, tested positive for COVID-19 or if a member of their household

has been diagnosed with or tested positive for 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.
- Limit contact with others by remaining six feet apart.
- 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.
- Regularly practice self-screenings to check for any symptoms.

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 completing the isolation protocol currently recommended by public health authorities or until the employee can document that they are experiencing a non-contagious medical condition.
- 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. Social distancing shall be observed during lunches and breaks.
- To the extent possible, sharing of tools and equipment shall be prohibited. If sharing is necessary, the tools and equipment should be cleaned with alcohol based wipes before and after each use. Employees should consult with manufacturing recommendations for the proper cleaning techniques and restrictions.
- Employees shall be required to wear face masks in public spaces and in areas where social distancing is not possible while this guidance is in effect from public health authorities. 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. Offices which are in view of the public are not considered private offices.

### **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 a pandemic event, the Library Board will determine compensation packages based on the specific conditions of any event.

- **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. Staff will 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:** During emergency health orders associated with a pandemic, 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;
- wear a face covering
- 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.

- 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. Employees will also be required to sanitize public workstations, study tables and other areas used by the public.

### **Reintroduction of Employees and the Public into the Library building:**

During the course of any pandemic, 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 guidance 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, capacity limits for the building as a whole or specific areas may be implemented and satisfactory fresh air flow will be established through the HVAC system.

### **Staff Hygiene and Safety**

During pandemic phased reopening, staff and volunteers must be screened upon each entry to the building. This may be changed to continuous self-screening as a pandemic progresses.

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, are expected to monitor their health on an ongoing basis, check for symptoms present on the screening checklist, stay home if symptoms appear and consult with supervisors before coming to work.
- Staff will wear masks while working. 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:

- Depending on the level of severity with any pandemic, the Library may close for a necessary period of time to disinfect all areas access 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 public health authority 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.

If the Library is required to close as part of emergency public health orders, a phased reopening of the Library may be conducted. Phases may include (but not be limited to) providing virtual services only, providing the public with remote requesting of materials and curbside delivery, limited access to interior browsing, restoring limited extended use of the interior services before restoring full service Library programs, spaces and amenities.

## List of Appendices

- A. Resource List and Training
- B. Cleaning Guidelines
- C. 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](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 sanitizing solution approved to be effective for current conditions. 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 the administration 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.

## Appendix C

### 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 \_\_\_\_\_