

Coopersville Area District Library Epidemic/Pandemic Policy and Epidemic/Pandemic Preparedness Response Plan – 12-16-2020

Purpose

The purpose of this policy is to illustrate the procedures surrounding opening the library after an epidemic/pandemic where the library was forced to close partially or completely to help prevent the spread of the disease. The Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during any public health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

Continuity of Operations Plan—Epidemic/Pandemic

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Guidance on use and maintenance of this policy

This policy is approved as a whole by the Coopersville Area District Library Board. It will be updated regularly as this is a fluid situation, and new recommendations may be added or removed. The library director is given the prerogative to move between stages as the situation improves or deteriorates within guidelines provided by state and local government agencies, the Centers for Disease Control and Prevention, or the Ottawa County Department of Public Health.

Library Closure

Coopersville Area District Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

- A. A mandate, order, or recommendation for closure is issued by Ottawa County Department of Public Health, Michigan State Department of Health and Human Services, or other state or local government officials.
- B. If a Library employee has been diagnosed with the epidemic and in close contact with other employees, CADL will temporarily close that location.
- C. At the direction of the Library Board of Trustees

D. At the discretion of the Library Director

In addition, CADL may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of closure, overdue fines will be suspended. The exterior book drop may be closed or kept open and cleared periodically.

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Designated Supervisors

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan: the Library Director, the Circulation Manager, and Library Assistant. The Library Director will implement, monitor and report on the Covid-19 strategies. In the absence of the director, the circulation manager or library assistant will monitor control strategies and report them to the director for action.

Requirements During All Phases.

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

Phasing

The library will open in phases which are informed by state and local government agencies, the CDC, the Michigan Department of Public Health and Ottawa Department of Public Health recommendations.

1. Phase 1 - Staff only according to the following guidelines
 - A. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director. Those employees who can work from home may do so according to the guidance of the Library Director. These

staff members will work on regular or assigned tasks during their normal work schedule unless otherwise negotiated with the library director.

- B. The Library Director will inform and train staff on health and safety precautions
- a. Walk staff through the “Covid-19 Workplace Health Screening” google form which they will be required to walk through before each work day.
https://docs.google.com/forms/d/e/1FAIpQLSem1O7uXRYmQVGrf1FsT9fFalJwgan5_wRuM6bXcTKkY1KRhg/viewform
 1. If an employee develops symptoms of the Covid-19, the CDC recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory symptoms
 2. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19. They may stop quarantining at day 10 if no symptoms appear or if they test negative.
 3. If an employee has been in close contact with some exhibiting symptoms, CADL suggests they quarantine until a positive or negative is received. If the result is positive, see above. If the result is negative, the employee may return to work if they have no symptoms.
 4. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
 5. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
 6. If an in-person worker tests positive for COVID-19, the director will take the following additional measures:
 - a. Closing the affected building (or part of the building) to all workers;
 - b. Having the affected building (or part of the building) cleaned and sanitized in a manner that is CDC compliant;
 - c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person or the potential exposure; and
 4. Notifying the local public health department.
- C. Provide COVID-19 training to employees that covers, at a minimum, all of the following:
1. Workplace infection-control practices.
 2. The proper use of personal protective equipment.

3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 4. How to report unsafe working conditions.
 5. Appropriate cleaning procedures, including use of CDC approved cleaning products.
 6. How to manage symptomatic members of the public upon entry or in any public building.
- C. All employees will be required to wear a non-medical face covering when in the workplace.
3. In person training will be provided on the first day in the workplace.
 4. Guidelines for proper use will also be posted in employee areas.
- B. Thorough cleaning of all areas and a new look at what areas are usable under potentially new restrictions
- C. Remove all toys
- D. Take measures to promote social distancing in spacing between computers, chairs, lounge areas, etc.
- E. Post signage on floors and doors to detail safe interacting procedures
1. Signage includes requirements for staff and public to self-evaluate for symptoms before entering our building
 2. Signage includes notice for current requirements for mask wearing
- F. Quarantine returned books and create quarantine spaces
1. Each day's books are quarantined for the recommended time (CDC, Ottawa Health Department, Lakeland, studies)
 2. Quarantined books are stored in designated areas
 3. Staff wear masks when putting things in quarantine and removing them
 4. Create quarantine areas for those showing symptoms of being sick until they can go home if they cannot immediately do so
- G. Prepare for curbside
1. Provide designated parking spots and block of spots to maintain social distance
 2. Designate hours for curbside pickup and post these times on sign and on doors
 1. These hours will be Monday and Wednesdays from 12-8pm, Tuesday from 10am-5:30pm, and Thursday, Friday, and Saturday from 10am-2pm but may be changed by the library director as needed.
 3. Assign curbside tasks to staff
2. Phase 2 - Limited opening
- A. Continue use of the Google Form for Workplace Health Screening
1. If an employee develops symptoms of the Covid-19, the CDC recommends that employees self-quarantine for a minimum of 7

days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory symptoms.

2. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19. They may stop quarantining at day 10 if no symptoms appear or if they test negative.
3. If an employee has been in close contact with some exhibiting symptoms, CADL suggests they quarantine until a positive or negative is received. If the result is positive, see above. If the result is negative, the employee may return to work if they have no symptoms.
4. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
5. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.

B. Curbside for hold pickups

1. Dropbox open
2. Limited services, like printing and faxing, available on request basis through curbside service
3. Allow for pickups of summer reading and storytime materials and take/make crafts and activities
4. No donations accepted at this time.
5. All curbside policies and times posted to the library website, Facebook, and doors. These hours will be Monday and Wednesdays from 12-8pm, Tuesday from 10am-5:30pm, and Thursday, Friday, and Saturday from 10am-2pm but may be changed by the library director as needed.

3. Phase 3 - Full opening with restrictions

A. Staff continue use of the "Covid-19 Workplace Health Screening" google form daily upon entering the workplace.

1. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory symptoms.
2. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19. They may stop quarantining at day 10 if no symptoms appear or if they test negative.
3. If an employee has been in close contact with some exhibiting symptoms, CADL suggests they quarantine until a positive or negative is received. If the result is positive, see above. If the result is negative, the employee may return to work if they have no symptoms.
4. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.

5. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
- B. All employees will be required to wear a non-medical face covering when in the workplace.
- C. Offer curbside as an alternative to in-library interaction in addition to being open to the public.
- D. Continue limited curbside interactions.
- E. Open the library to the public
 1. If space limitations are required, limit the amount of people entering the library.
 2. Designate a staff member to keep track of this number.
 3. Require public to wear face coverings according to MiOSHA and health department guidelines. Provide the appropriate notification to the public that this will be required.
 4. *"Traffic" Directions.* The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes "traffic." The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
 5. *Computer Terminals.* Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
 6. *Food and Beverage.* Food and beverage is not permitted unless necessary for medical reasons.
 7. The library will maintain signage that patrons should not enter the building if they have been recently sick.
 8. No toys in the kids area.
 9. Regular sanitizing taking place
 1. This will be part of staff's daily routine.
 2. Schedules may be moved to accommodate time for this during the day.
 3. Allow for limited computer use.
 1. Keyboard and mouse sanitized after each use
 2. Enforcement of time limits if at capacity. Reduction of time limits if significant use makes it necessary.
 4. Limit group gathering in the library.
 5. Suspend physical programming for the time being.
 6. No donations accepted at this time.
 7. Hours of Operation adjusted to make it necessary to cover regular duties as well as sanitizing protocols.
4. Phase 4 - Full opening without restrictions
 - A. The need for daily screening is no longer necessary.
 - B. Return seating to normal.
 - C. Remove social distance requirements (i.e. marked spaces for waiting, quarantine spaces, etc.)
 - D. Stop quarantining of returned materials.

- E. Return toys to the children's area.
- F. Return to normal cleaning schedules.
- G. Begin in library programming in limited or full capacity.
- H. Return the computer spacing to normal and reinstate policies regarding time limits and guidelines from before restrictions were placed.
- I. Accept book donations.

Staff Workplace Designations

CADL has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Employees working from home fall into this category.
- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. This is likely to include all those who work at the desk or take turns working at the desk.

The Director verifies that Coopersville Area District Library has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19.

Compensation in an Epidemic/Pandemic

During library closure with reduced services:

- the Library will compensate employees for their regularly scheduled hours if they:
 - contract the disease
 - are required to care for a family member with the disease
 - receive a mandated or doctor-directed self-quarantine

In the event of complete or essential only closure, the library will continue to pay full-time employees for their normal scheduled hours while work is available and assignable unless determined otherwise by the Director and Library Board. The library will pay part-time staff for work as long as work remains available for them unless determined otherwise by the Director and Library Board.

Impact on Staff with Child Care Concerns

In the event of school districts and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time off to stay at home if during reduced service operations.

Communication

In the event of cancellation of services, programs, meeting room usage or Library closures, administration staff will:

- Notify staff, trustees, and Friends board members, custodial staff and public via email, social media and the website
- Call or email scheduled program presenters, room reservations, outreach sites, program attendees (if we have contact information)
- Provide information regarding the epidemic/pandemic on the Library's website's homepage
- Create signage for updating patrons inside the library
- Notify local media and other government entities as deemed necessary

Employee Absences

CADL's Personnel Policy outlines the regular PTO policy. This policy shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains operational with reduced services, unless an employee is quarantining for one of the reasons stated above. Pre-approved time off will be honored unless voluntarily canceled.

Epidemic/Pandemic Symptoms in Staff

- Stay home. If a lack of available leave time is preventing you from staying home, contact the director and we will facilitate additional leave time so that you can remain home and avoid spreading the contagion.
- Clean and disinfect work surfaces and frequently touched objects daily.
- Quarantine or clean the area of the sick staff member as recommended by local, state, or federal health officials.

Social Distancing

If recommended by local, state or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the Library buildings. This may include but is not limited to implementing standing or waiting spaces, the number of people allowed within the building, and the closing of facility areas that do not promote social distancing (e.g. community rooms, class sizes, etc.).

Supplies for Personnel

The library will purchase the approved facemasks and have these on hand. In addition, disinfecting cleaners, gloves for protection, as well as disinfecting wipes or cleansers should be available as recommended by state and local health agencies. Instructions for how to maintain a sterile area or field should be discussed. Staff sharing common phones and or equipment will be instructed in how to keep these clean and disinfected before use and between uses.

Additional Cleaning Measures

During the epidemic/pandemic, the Library will ask staff and contracted custodians to increase cleaning within each location. The Library Director will devise new cleaning procedures for CADL during the epidemic, according to CDC or local health department guidelines.