

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Employer: Brighton District Library

I. Purpose

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted in compliance with Michigan Governor Gretchen Whitmer's Executive Order 2020-97, dated May 21, 2020, and Executive Order 2020-110, dated June 1, 2020.

II. 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: Cindy Mack, Edward Rutkowski, Carla Sharp, Jennifer Osborne, Sarah Neidert, Tina Fleischmann, Diana Pierce, and Jack Dubay.

A designated supervisor must remain on site at all times when workers are present on site. An on-site employee may be designated to perform the supervisory role.

III. Workplace Considerations

This employer's workplace is a public library. The general public will be permitted to enter the public library, subject to certain restrictions and safeguards, beginning June 8, 2020, pursuant to EO 2020-110. Thus, there is anticipated exposure from close contact with the general public and people who may not know or suspect that they are infected with COVID-19. The employer considers in-person workers who interact with the general public to be at “medium exposure risk” under OSHA's Guidance on Preparing Workplaces for COVID-19 (“OSHA Guidance”), which is defined as follows:

Medium exposure risk jobs include those that require frequent and/or close contact (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Workers who do not interact with the general public are considered to be “lower exposure risk” under the OSHA Guidance, which is defined as follows:

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor

frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

IV. Training

The employer will 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.
6. How to manage symptomatic patrons upon entry or in the library.

V. Basic Infection Prevention Measures & Safe Work Practices

To protect its in-person workers, the Library will:

1. Comply with all workplace safeguards set forth in EO 2020-97 and subsequent executive orders.
2. Require in-person workers to comply with the social distancing practices described in EO 2020-97, which includes keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate to the workplace) and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business's permitted operations.
3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require workers to stay home if they are sick.
5. Encourage respiratory etiquette, including covering coughs and sneezes.

6. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). When choosing cleaning chemicals, the employer will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
8. Direct that face-to-face meetings should be replaced with virtual meetings.
9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
10. Discontinue nonessential travel for workers.
11. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
12. Promote remote work to the fullest extent possible.
13. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
14. Install physical barriers, such as clear plastic sneeze guards, where feasible.
15. Comply with all requirements for libraries set forth in EO 2020-110 or subsequent orders, including any applicable limits on library capacity and any requirements that patrons wear face coverings.

VI. Identification and Isolation of Ill Workers; Response

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The employer will conduct a daily entry self-screening protocol, which will include asking workers entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The employer may also

require workers to take their temperature and record the result in writing before working. Workers will enter the workplace at dedicated entry points.

3. Notwithstanding anything in the employer's employment policies, no written note from a physician is required for workers who are staying home from work due to illness, nor is a written note required for an employee to return to work.
4. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.
5. All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.
6. If an in-person worker tests positive for COVID-19, the employer 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) professionally cleaned and sanitized;
 - c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and
 - d. Notifying the local public health department.
7. The employer will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

VII. Personal Protective Equipment ("PPE")

Pursuant to EO 2020-97, the employer will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Workers with questions or concerns should contact their supervisor.

Approved by the Brighton District Library Board of Trustees, May 19, 2020

Record of Changes

Date of Changes	Completed By	Summary of Changes
5/22/2020	Cindy Mack	Based on attorney recommendations updated Section II, Workplace Considerations EO #'s; Section III, 1: Added #1, #12 & #13; Section IV, added #2 & #6d; I added PPE language.
6/4/2020	Cindy Mack	Based on attorney recommendation updated Section 1 through Section VII to ensure compliance with EO 2020-110.
6/8/2020	Cindy Mack	To comply with EO addendum added: Confirmed Infection in the Workplace
6/8/2020	Cindy Mack	To comply with EO addendum added: Proper Cleaning Protocols
6/30/2020	Cindy Mack	To comply with EO addendum added: Safeguards to Protect Workers: Training Policies and Resources

Addendum to Preparedness and Response Plan Confirmed Infection in the Workplace

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, patrons, visitors, and others at the Library.

1. Library staff will move potentially infectious people to a location away from workers, patrons, and other visitors and immediately isolate people who have signs and/or symptoms of COVID-19. The Conference Room will serve as the primary location to isolate individuals.
2. The number of personnel entering isolation areas will be restricted.
3. The Library will protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE.
4. The Library will notify the County Health Department of an exposure within 24 hours.
5. The Library will notify co-workers, vendors, contractors, volunteers, who may have come in close contact with the diagnosed individual.

Infected Areas

The Library will close off areas visited by the ill persons. Staff will open outside doors and windows and use ventilating fans to increase air circulation in the area. Cleaning staff will wait 24 hours or as long as practical before beginning cleaning and disinfection.

If it has been less than 7 days since the sick employee has been in the facility, the Library will close off any areas used for prolonged periods of time by the sick person. In most cases, the Library will not completely shut down.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary.

Cleaning Protocols

Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces.

The Library will follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, cleaning staff will use products that meet EPA criteria for use against SARS-Cov-2[external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
- Cleaning staff will always wear gloves and gowns appropriate for the chemicals being used when they are cleaning and disinfecting.
- Cleaning staff may need to wear additional PPE depending on the setting and disinfectant product they are using. For each product used, staff must consult and follow the manufacturer's instructions for use.

Potentially Exposed Employees

Administration will determine which employees may have been exposed to the virus and may need to take additional precautions:

- Administration will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act.
- The Library will instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.

Potentially Exposed Visitors

Administration will work closely with the County Health Department to confirm how to best inform Library visitors of any potential exposure, while maintaining confidentiality as required by the Library Privacy Act.

Addendum to Preparedness and Response Plan Proper Cleaning Protocols

The Library will follow the CDC's Guidelines for Cleaning and Disinfection for Community Facilities. Specifically including, but not limited to the following:

Cleaning Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - Staff will follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Cleaning Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor or upholstered furnishings, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19^{external icon} and that are suitable for porous surfaces

Cleaning Electronics

- For electronics such as tablets, touch screens, keyboards, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Staff must always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

Staff should never eat, drink, breathe or inject these products into their body or apply directly to their skin as these products can cause serious harm.

Staff will follow the guidelines set forth in [EPA's 6 steps for Safe and Effective Disinfectant](#)

- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%.) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
 - 4 teaspoons bleach per quart of room temperature water
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.**
 - Gloves should be compatible with the disinfectant products being used.
 - Additional PPE, such as gowns, might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - Reusable (washable) clothing should be laundered afterwards.
 - Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
 - Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Addendum to Response and Preparedness Plan Safeguards to Protect Workers: Training Policies and Resources

Executive Order 2020-114 requires that all businesses and organizations that are resuming activities must train employees on four (4) specific areas:

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.

In addition, Executive Order 2020-114 (6) requires two (2) additional training sessions specifically for libraries:

5. Appropriate cleaning procedures, including training on cleaning between patrons.
6. How to manage symptomatic patrons upon entry in the library.

This addendum to the Preparedness and Response Plan will detail the specific training adopted by the Brighton District Library and indicate steps that all staff must take in order to confirm that they have completed the required training.

- Any staff person having any questions regarding the required training should contact their supervisor.
- All training must be completed within 30 days of returning to work.
- Any staff member having difficulty completing this training should contact their supervisor.
- Staff working remotely must complete this training while working remotely.
- Staff working in-person should complete this training during work hours.

Training Content

1. Workplace infection-control practices.
 - Training Module
 - Yale University School of Medicine-Infection Prevention for Covid-19, An Illustrated Summary - <https://www.youtube.com/watch?v=VgttqozWzBQ&feature=youtu.be>
 - Topics Covered:
 - Routes by which SARS-CoV-2 is transmitted from person to person
 - Distance that SARS-CoV-2 can travel in the air
 - How long SARS-CoV-2 remains viable in the air and on environmental surfaces
 - Signs and symptoms of COVID-19
 - Steps the employee must take to prevent their exposure to SARS-CoV-2
2. The proper use of personal protective equipment:

Detailed training on the use of PPE was previously provided to staff, and it included:

 - Putting on PPE (“Donning”)
 - Taking off PPE (“Doffing”)
 - Dos and Don’ts of PPE

Additional training on the proper use of PPE is available at <https://www.osha.gov/video/> and <https://www.ncptt.nps.gov/blog/covid-19-basics-personal-protective-equipment-ppe/>
3. Procedures/steps employees of the Brighton District Library must follow if the employee is experiencing symptoms of Covid-19 OR the employee (or someone in the employee’s household) has received a positive diagnosis of Covid-19 as a result of a Covid-19 test.

- Employee should contact the Library Director or their supervisor as soon as possible.
- If at home, employee must stay home.
 - o If diagnosed or ill with symptoms, employee must remain home and isolated for the time recommended by the CDC guidelines.
 - o If the employee is caring for, or has been exposed to the virus by someone who has been diagnosed, they must remain quarantined following the CDC guidelines (14 days)
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
- The employee must follow CDC Recommended Steps and contact their physician or the Livingston County Health Department for advice and/or testing.
 - o Staff may also contact the Michigan Testing Site Finder to locate a no-cost testing site (nurses at the site can authorize and order Covid-19 testing.
- https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912---,00.html
- If the employee is in the workplace (or fails health screening), please review the Confirmed Infection in the Workplace Addendum.
- Employee must notify the local health department immediately if they are diagnosed with Covid-19.
- Library Administration will immediately, if possible, and no later than 24 hours from notice, notify local Health Department of a possible/confirmed illness.
- Library Administration will advise the employee of their benefits options within 24 hours of notice of illness from employee.
- Library Administration will, as soon as possible after notification by employee, notify remaining employees of possible Covid-19 infection. Administration will not disclose name of ill employee.
- The employee must provide Library Administration a list of who they came in contact with while at work. This needs to be completed within 24 hours of employee's notification to employer.
 - o HR staff will notify particular staff and/or patrons of possible exposure.
 - o Those staff will be evaluated for symptoms, and sent home in accordance with CDC guidance.
- If exposed employees are asymptomatic employer may choose to follow alternate CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- The Library will assess areas for possible hazard in accordance with CDC guidance and possibly close or restrict access to parts of the Library in order to implement appropriate deep cleaning protocols. Please see Confirmed Infection in the Workplace Addendum.
- Library Administration will complete required MiOSHA form to report workplace diagnosis.

4. How to Report Unsafe Working Conditions

The Michigan Occupational Safety & Health Act provides that employers must adhere to certain requirements with respect to maintaining a safe working environment. Executive Orders released as the result of the Covid-19 pandemic have added to these requirements. Executive Order 2020-114 lists the specific requirements that all businesses & organizations must adhere to, and additional requirements that libraries must implement in order to keep workers and patrons as safe as possible and mitigate the spread of Covid-19.

Employees of the Brighton District Library can review the Library's Pandemic Preparedness and Response plan via the Library's website. Additionally, copies are available at the Library.

Additionally, employees of the Brighton District Library must review the *Workplace Guidelines Employee Rights*, which will be provided to them via e-mail.

If an employee feels they are working in an unsafe work environment they are directed to contact the MiOSHA “Hotline” for questions regarding workplace safety and health may contact MIOSHA using the new hotline at 855-SAFEC19 (855-723-3219).

https://www.michigan.gov/leo/0,5863,7-336-78421_11407_30453-93835--,00.html (MiOSHA website explaining procedures to report and link to form)

5. Appropriate Cleaning Procedures, Including Training on Cleaning Between Patrons
 - a. Wear disposable gloves to clean and disinfect.
 - b. Clean surfaces using soap and water, then use disinfectant.
 - c. Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
 - d. Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places should be cleaned and disinfected before each use. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Additional Resources:

- a. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html – CDC guidelines for disinfection of workplaces.
- b. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> - CDC Guidelines for cleaning community facilities with a confirmed diagnosis
- c. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> (EPA list of chemicals effective against COVID-19 with safety information)

6. How to Manage Symptomatic Patrons upon entry in the Library.
 - a. Understand the symptoms of Covid-19
 - b. Contact Supervisor/Covid 19- point person/contact
 - c. Enforce social distancing
 - d. Offer the Patron accommodated services away in area from heavily trafficked/occupied area
 - a. The Conference Room has been established as the designated waiting area.