

**BAD AXE AREA DISTRICT LIBRARY
COVID-19 EXPOSURE PREVENTION, PREPAREDNESS
AND RESPONSE PLAN
06-10-2020**

This Plan addresses issues that must be considered to ensure the protection of Bad Axe Area District Library employees and patrons against the novel coronavirus (COVID-19). This plan has been developed based on review of applicable federal, state and local occupational, safety and health guidelines and approved by the Library Board of Trustees.

It is 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 Plan shall apply to all employees and any person entering or providing services to Library facilities. The Plan will remain in effect until rescinded by the Library Board of Trustees.

COVID-19 is a respiratory disease caused by the Sars-CoV2 virus. It is considered highly contagious. The virus is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within approximately six (6) feet);
- Through respiratory droplets produced when an infected person coughs or sneezes; and
- Possibly from touching a surface or object that has COVID-19 on it and then touching one's mouth, nose or eyes.

To mitigate the impact of COVID-19, this Plan puts in place provisions to reduce exposure to employees and patrons.

Under this Plan, the Board of Trustees authorizes the Director as the main contact/spokesperson for media and public health contacts. The Board also gives the Director decision-making authority to make minor changes or revisions to policies and procedures as needed and as situations change, without calling a board meeting. The Board provides the Director with authority to close the library if necessary in accordance with county health department closure procedures.

The Library re-opening phases outlined below do not have any set dates or timeframes associated with them. Decisions about when to move from one phase to another will be determined based on the state of community health and guidance from the State of Michigan and the Huron County Health Department.

I. EMPLOYEE RESPONSIBILITIES

Employees are required to comply with the following provisions:

- Remain home if sick and notify the director accordingly.

- Report to the Director if s/he is experiencing any signs or symptoms of COVID-19. These include:
 - Any of the following:
 - Temperature of 100.4° or higher
 - Shortness of breath
 - Continuous cough

OR

 - At least two of the following:
 - Temperature of 100.4° or higher
 - Chills
 - Repeated shaking with chills
 - Muscle pain or headache
 - Sore throat
 - New loss of taste or smell

OR

- Exposure to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19 or
 - In the last fourteen (14) days, the employee came in close contact with someone who has tested positive for COVID-19
- Employees must practice good hygiene which includes frequently washing hands with soap and water for at least twenty (20) seconds or using an alcohol-based hand sanitizer with at least 60% alcohol content.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Follow appropriate respiratory etiquette which includes covering nose and mouth with a tissue or the inside of the elbow when coughing or sneezing. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol.
- Avoid close contact with people who are sick.
- Follow the social distancing and personal protection guidelines contained in this Plan.
- Regularly clean and maintain personal protective equipment provided employees by the Library.
- Regularly clean and sanitize work areas, tools, and equipment as provided for in this Plan.

II. PREPARATION FOR PHASED RE-OPENING

When Library staff are allowed to return to the building, but before any services to the public resume, the following procedures will be followed:

Staff Health Screening

- Staff will have their temperatures taken using a no-touch thermometer upon arriving at work. Their temperatures will be documented on an employee spreadsheet.
- Staff will self-assess their health in accordance with applicable CDC guidance upon arriving at work.
- If an employee is found to exhibit COVID-19 symptoms, s/he will be sent home to seek appropriate medical attention and not allowed to return to work until s/he has been symptom-free for at least three (3) consecutive days or cleared to return to work by a physician.
- If COVID-19 is suspected, contact tracing will be conducted and those exposed will be provided additional directions. All staff health information will be protected and no names or additional information will be released without the affected staff's approval.

Personal Protective Equipment

- The Library will maintain a supply of masks and gloves for staff to use in performing various tasks within the Library as outlined below.
- Masks that staff are medically able to tolerate shall be worn at all times except when staff are at their work stations and six (6) feet apart from other staff.
- Gloves shall be worn when staff are removing items from the drop box and handling items that are in three (3) day quarantine. After disposing of gloves, staff shall wash their hands with soap and water.
- Staff shall not wear gloves when at their work stations or handling items that are no longer in three (3) day quarantine, but shall use hand sanitizer or wash hands on a regular basis and between tasks.

Social Distancing

- Staff shall maintain at least six (6) feet from each other.
- Staff shall stay at their work areas as much as possible except when entering/leaving the building, using the restroom or the kitchen/break room or completing a task.
- Staff shall avoid using other staff members' supplies, equipment and phones. If it is necessary to share equipment, staff shall wipe down before and after use with Clorox solution.
- Staff shall refrain whenever possible from travelling through the work areas of other staff members.

Work Area Cleaning and Disinfecting

- The Library will maintain a supply of EPA-approved hand sanitizer, spray disinfectant, Clorox solution and disinfectant wipes.
- Staff shall clean and sanitize their work areas on a regular basis, including phones, computer keyboards, mice, desk surfaces, drawers and chairs.
- Staff shall refrain from eating at their work areas and limit eating to the break room or meeting room. Surfaces used for eating shall be disinfected after use.
- Staff may have closed beverage containers at their work stations.
- Staff shall clean common areas on a regular basis, including doors, doorknobs, push bars, handles, light switches, restrooms, drinking fountains, countertops, shared office equipment such as copiers, and

the employee break room (including microwave, refrigerator, counters and sink).

Return of Library Materials

- All materials returned to the Library must be placed in the exterior accessible book drop.
- Staff members shall wear gloves to remove materials from the drop box, place them on a designated cart, check the items in using the staff computer and place them in the Day 1 quarantine area. The cart and computer used for check-in will be wiped down with a Clorox solution after use.
- After one day of quarantine, materials in the Day 1 quarantine area will be moved to the Day 2 quarantine area. Materials removed from the drop box will be placed in the Day 1 quarantine area.
- After two days of quarantine, materials in the Day 2 quarantine area will be moved to the Day 3 quarantine area. Materials in the Day 1 quarantine area will be moved to the Day 2 quarantine area. Materials removed from the drop box will be placed in the Day 1 quarantine area.
- After three days of quarantine, materials in the Day 3 quarantine area will be placed on a cart for re-shelving or packaged for return to a lending library. Materials in the Day 2 quarantine area will be moved to the Day 3 quarantine area. Materials in the Day 1 quarantine area will be moved to the Day 2 quarantine area. Materials removed from the drop box will be placed in the Day 1 quarantine area.

III. PHASE 1: CURBSIDE DELIVERY

How patrons communicate desired materials

- Patrons may request materials by calling the Library or placing holds on-line using the library catalog.
- Staff will retrieve requested material, place in a paper bag and write the patron's name on the bag.

Delivery of Materials to Patrons

- Staff will inform patrons when their items are ready for pickup and request that the patron call when they have arrived at the Library for pickup.
- Staff will request that patrons wear a mask and remain in their vehicles. They will place materials in the patron's trunk or passenger or back seat window where no person is seated.
- Patrons arriving at the Library by bicycle, motorcycle, on foot or other means will be asked to stay ten (10) feet from the door while staff place the bag of materials outside for the patron to retrieve after the staff member has gone back inside.

Return of Materials

- In no case will staff accept returned materials from patrons.
- All materials returned to the Library must be placed in the exterior accessible book drop.
- Staff will continue to follow the materials handling procedures outlined in Section II.

Work Area Cleaning and Disinfecting

- The Library will continue to maintain a supply of EPA-approved hand sanitizer, spray disinfectant, Clorox solution and disinfectant wipes.
- Staff will continue to carry out work area cleaning and disinfecting as outlined in Section II.

IV. PHASE 2: LIMITED RE-OPENING OF LIBRARY

Number of Patrons Allowed in Library

- Staff will monitor the number of patrons in various areas of the Library to ensure that everyone can maintain six (6) feet of distance.
- Staff will have the authority to ask patrons to wait outside until an equal number of patrons has exited the building.
- Patrons exhibiting COVID-19 symptoms (coughing, shortness of breath or labored breathing, fever or chills) will be asked to leave the premises and seek medical attention.

Personal Protective Equipment

- If medically tolerated, masks will be required to be worn by all patrons at all times while in the Library; the Library will make its best effort to maintain a supply of paper masks available for patrons who do not have masks.
- Patrons who refuse to wear masks will be asked to avail themselves of curb-side delivery and exit the Library.
- Staff shall wear masks while at the circulation desk and when helping patrons (while maintaining six (6) feet of distance).

- Staff need not wear gloves when retrieving items for patrons or checking materials out but should use hand sanitizer or wash hands frequently and between patron transactions.
- Staff shall wear gloves when handling materials returned to the check-in desk.

Operational Modifications and Restrictions

- Plexiglas barriers will be placed across the circulation desk.
- Staff work areas will be blocked off to prevent patron entrance.
- Patrons will be encouraged to obtain their library materials and exit the building.
- Patrons will be required to maintain six (6) feet of distance from staff and other patrons.
- No more than two patrons will be allowed to enter each of the adult fiction and non-fiction stacks at a time to ensure six (6) foot distancing.
- Seating will be reduced or eliminated in all areas of the Library to ensure six (6) foot distancing.
- The number of public computers will be reduced from seven (7) to four (4) to ensure six (6) foot distancing.
- Hand sanitizer will be available at the public computers, and patrons will be strongly encouraged to sanitize their hands before and after computer use.
- Staff will provide support to patrons using the public computers to the extent staff is able to maintain six (6) feet of distance.

- The Keurig coffee machine will not be available and patrons will not be allowed to bring food or beverages into the Library.
- Toys, games, activity packs, stuffed animals and other children's items, aside from books and audiobooks, will not be available for check-out or in-house use.
- The meeting room will not be available for use by outside groups.
- The interior entrance and exit doors will be propped open to avoid contact by patrons.
- Staff will make copies for patrons; patrons are not allowed to use the copy machine.
- Xs will be taped on the floor in front of the circulation desk to indicate six (6) foot distances.
- Patrons will be encouraged to continue to return materials by placing them in the exterior drop box; however, returns will also be accepted at the check-in counter. Patrons will be asked not to return items to the check-out counter as staff will not be wearing gloves.
- Staff will continue to follow the materials handling procedures outlined in Section II.
- Patrons using the microfilm room will be asked to refrain from re-shelving microfilm rolls. Staff will use Clorox solution to wipe down all reels used by the patron as well as the microfilm and computer equipment and counter.
- Library programming will be virtual or involve take-home packets or activities that can be picked up outside the Library with minimal to no staff contact.

Work Area Cleaning and Disinfecting

- The Library will continue to maintain a supply of EPA-approved hand sanitizer, spray disinfectant, Clorox solution and disinfectant wipes.
- Staff will continue to carry out work area cleaning and disinfecting as outlined in Section II.

Building Cleaning and Disinfecting

- Staff will disinfect public areas twice daily, including:
 - the circulation desk
 - library furniture, including tables, chairs, counters, cabinets and couches
 - library equipment, including copiers and printers
 - public computer equipment, including keyboards, mice, mousepads and monitors
 - doors and door knobs, push bars and handles
 - light switches
 - public restrooms
- Any materials borrowed by patrons for in-house use, including but not limited to pens, pencils, staplers, and headphones will be wiped down with Clorox solution upon return to the circulation desk.

V. RETURN TO FULL LIBRARY OPERATIONS

- Restrictions on the number of patrons allowed in the Library will be lifted.
- Full seating throughout the Library will be restored.
- All public computers will be available for use.

- Toys, games, activity packs, stuffed animals and other items in the Children's Room will be available for check-out and in-house use.
- The meeting room will be available for use by outside groups.
- The Keurig coffee machine will be available and patrons will be allowed to bring beverages into the Library.
- Patrons will be allowed to use the copy machine.
- Library programming will return to in-person activities.