

Otsego County Library
COVID-19 Exposure Prevention, Preparedness and Response Plan
May 22, 2020

The Otsego County Library takes the health and safety of employees very seriously and will remain vigilant in efforts to mitigate workplace exposure to the COVID-19 virus. This plan was developed in accordance with Governor Whitmer's Executive Order 2020-91, Otsego County Government COVID-19 Preparedness and Response Plan, 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 Exposure Prevention, Preparedness and Response Plan shall apply to all employees and any person entering or providing services to Otsego County Library facilities.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the Sars-CoV2 virus. It is considered highly contagious. To mitigate the impact of COVID-19, provisions have been put in place to reduce exposure to employees and citizens. It is important to understand how COVID-19 spreads. The virus is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within about six (6) feet);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- It may also be possible to contract COVID-19 by touching a surface or object that has COVID-19 on it and then touching your mouth, nose, or eyes.

Responsibilities of Director and Supervisors: It is the responsibility of the Library Director and Supervisors: to implement the plan; 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 the Library Director 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.

Responsibilities of Employees: It is a condition of employment for all employees to comply with the requirements of the Otsego County Library's COVID-19 Exposure Prevention, Preparedness and Response Plan. As set out in this plan, the Otsego County 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 the Library Director accordingly. Employees exhibiting signs of illness will be sent home.
- Report to the Library Director 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 second. 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.
- Follow the social distancing and personal protection equipment guidelines contained in this plan.
- Regularly clean and maintain personal protective equipment provided to employees.
- Regularly clean and sanitize work areas, tools, and equipment as provided for in this plan.

Workplace Protective Measures: The following measures shall be implemented at all worksites 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 three consecutive days or until the employee can document that they are experiencing a non-contagious medical condition.
- The Otsego County Library may 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. **See Employee Entry Screening Questionnaire on page 6.**
- Whenever possible, Otsego County 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 sanitized at the conclusion of the meeting.
- Employees must avoid physical contact with others and shall direct others, including co-workers, citizens, 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 less than ten (10) people in break rooms. 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. 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.

Employee Illness or Exposure to COVID-19:

- **Illness:** Employees that are ill are **required** to stay home and seek appropriate medical attention. Said employees must notify their Library Director or Supervisor as soon as possible of the illness via phone, text message or e-mail. **Employees reporting to work ill shall be sent home.** Before returning to work, employees with COVID-19 must be symptom free for at least three (3) consecutive days or be cleared to return to work by their physician.
- **Notification of Exposure:** The Otsego County 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. Before returning to work after a quarantine, employees may be required to obtain clearance to return to work

Families First Coronavirus Response Act

- Effective, April 1 2020 - through December 31, 2020, the Families First Coronavirus Response Act (FFCRA) requires employers to provide their employees with sick leave (up to 80 hours depending on their normal work week) and expanded family and medical leave for specific reasons related to COVID-19. To continue to maintain a safe workplace during this unprecedented time, for the remaining duration of the Shelter in Place Executive Order 2020-21, Otsego County will pay the employee not only if they meet the specified reason as outlined in the FFCRA, but also if they are directed to not report to work by their supervisor because of symptoms and/or temperature.

Social Distancing: Social distance shall be observed at all Otsego County Library facilities 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;
- do not gather in groups;

- stay in assigned work area and within individual workspaces as much as possible except when entering/leaving the building, using restrooms, kitchens and break areas.
- whenever possible refrain from traveling through the work areas of other employees;
- No attending or hosting of in-person meetings.

Personal Protective Equipment & Work Practice Controls: To mitigate the exposure risk to COVID-19, the Otsego County Library will provide the following personal protective equipment.

- **Gloves:** The type of glove to be worn will be determined by the nature of the tasks to be performed. If gloves are not typically required for a task, then any type of glove is acceptable, including latex or vinyl gloves. Employees should not share gloves.
- **Face Masks:** 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.

Workplace Modifications: All work sites must 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
- Installation of signage to direct the public on social distancing requirements, hand sanitizing stations, etc.
- Restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible.

Workplace Cleaning & Disinfecting: All Otsego County Library facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility. All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities as described below.

All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA & the CDC as effective for eliminating COVID-19. Common areas include, but are not limited to, the following:

- doors
- doorknobs, push bars, handles, and panels, light switches, stair rails, drinking fountains, restrooms
- conference rooms including tables and chairs
- employee break rooms/kitchens to include microwaves, refrigerators, beverage machines, tables & chairs

- Plexiglas barriers/sneeze guards
- Countertops
- Shared office equipment such as copiers

Employee Cleaning & Sanitizing Responsibilities: Employees shall be responsible for cleaning and sanitizing their personal work areas as per the following:

- Clean personal work spaces on a regular basis. Specifically, the following surface areas should be cleaned at least daily and more frequently if shared:
 - phone
 - computer keyboard & mouse
 - desk surface and drawers
 - chairs
 - For employees with their own offices light switches, doors, and door handles.
- Avoid using other employee's supplies, equipment, phones, etc. If it is necessary to share equipment, clean before and after each use.
- Clean common areas after each use. For example, wipe down counter after servicing a customer, tables & chairs in conference rooms, etc.
- When using copy machine, wipe down before and after each use.
- If eating in break room, wipe down all surfaces used (chair, table, countertop, microwave buttons, fridge handle, etc.). Do not provide communal food and beverages and refrain from sharing serving utensils.

Cleaning and Disinfecting if someone is Symptomatic: 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) should be closed off 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.

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via e-mail prior to returning to work. Any questions regarding any provisions of the plan should be directed to the Library Director or Supervisor.

Approved by the Library Board of Trustees June 16, 2020.

Coronavirus Disease (COVID-19 Workplace Health Screening)

Company Name: _____

Employee Name: _____

Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes No

New or worsening cough: Yes No

Shortness of breath: Yes No

Sore throat: Yes No

Vomiting/Diarrhea: Yes No

Current temperature: _____

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4 °F or higher, please do not go into work. Self-isolate at home and contact your primary care physician's office for direction.

- You should isolate at home for minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

Yes No

Have you engaged in any activity or travel within the last 14 days which fails to comply with the *Stay Home, Stay Safe* Executive Order?

Yes No

Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

Yes No

If you answer "yes" to either of these questions, please do not go into work. Self-quarantine at home for 14 days.