

## **COLUMBIA TOWNSHIP LIBRARY COVID-19 PREPAREDNESS PLAN**

**Approved: 6/15/2020, Revised 10/15/2020, 11/19/2020, & 5/26/2021**

The provisions of Columbia Township Library's COVID-19 Exposure, Prevention, Preparedness and Response Plan shall apply to all employees and any person entering the library. The Plan will remain in effect until rescinded by the Library Board of Trustees at the recommendation of the Library Director. The Library has developed this COVID-19 preparedness in accordance with:

- The Michigan Department of Health and Human Services "Gatherings and Face Mask Order" of June 1, 2021
- Michigan Occupational Safety and Health Administration Emergency Rules (May 24, 2021)
- Recommendations of the Centers for Disease Control (CDC)
- Recommendations and mandates from the Tuscola County Health Department

Covid-19 is a highly-contagious respiratory disease caused by the Sars-CoV-2 virus; it is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within about six 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 Library Director:**

It is the responsibility of the Library Director to understand and implement the Library's Covid-19 Exposure Prevention, Preparedness and Response Plan. The Library Director will:

- Be aware of the specific risk level of employees based on their job responsibilities and implement measures to mitigate that risk
- Be available to answer questions and concerns from employees
- Set a good example in following the provisions of the Plan

### **Responsibilities of Library Employees:**

It is a condition of employment for all employees to comply with the requirements of the Library's Covid-19 Exposure Prevention, Preparedness and Response Plan. Employees are required to comply with the following provisions:

- Unvaccinated employees must wear a mask while in communal areas of the library and maintain 6 ft. of social distancing whenever possible. Vaccinated employees (persons for whom at least 2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine) are not mandated to wear a mask or social distance, but may if they choose to do so.
- Vaccinated employees must provide a copy of their vaccination card to the Library Director to be exempt from masking/social distancing requirements.
- Disposable masks will be provided for employees, but homemade masks will be acceptable provided they cover the nose and mouth.
- Gloves will be provided for working with returned materials. The wearing of gloves is at the discretion of the employee.
- Employees must maintain good hygiene. Hand sanitizer and frequent hand washing breaks will be provided.

- Before each shift, employees will complete a health questionnaire and self-check their temperature with the library's no-touch thermometer. If temperature is 100° or higher, employee will go home for the day and seek medical advice.
- If an employee is feeling ill, has a cough, shortness of breath, fever, loss of taste/smell, or is otherwise exhibiting symptoms of COVID-19, the employee will remain at home.
- If an employee tests positive for COVID-19, the employee will remain at home until testing negative for the disease, or in accordance with local health department guidance.
- Unvaccinated employees will be required to remain at home if they are exposed to someone who is positive for COVID-19 if directed to do so by the local health department.

#### **Cleaning & Disinfecting:**

- At the end of each employee's shift, that employee will wipe down his/her work area with bleach wipes or an approved cleaning solution and spray chair/keyboard, etc. with disinfectant spray.
- At the end of the day, all staff work surfaces (printers, keyboards, chairs, desktops, bookcart handles, door knobs, etc.) must be wiped and/or sprayed down.
- Each employee will wipe down touched surfaces in the restroom after use with bleach wipes.
- Weekly cleanings will also disinfect surfaces and restroom in addition to regular cleaning.

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

The Library Director shall determine when employees return to the workplace and when Library facilities are reopened to the public. It is anticipated that the return to work and public access to Library facilities will be achieved in stages based on State and Federal mandates and the ability to achieve social distancing requirements.

Before employees return to work, the Library Director will provide a copy of this Plan and staff training in the following areas:

- Mandatory social distancing practices
- Use of personal protection equipment
- Procedures for safely dealing with returned library materials and interlibrary loan materials
- Strategies to limit the number of employees working together
- The provisions of this Plan and the responsibilities of the Director and Employees

Before allowing access to the public, the Library will:

- Post signage with social distancing requirements
- Provide social distancing markings at circulation desk
- Installation of sneeze-guard barriers at the circulation desk
- At the discretion of the Library Director, the following measures may also be required:
  - Recommending the wearing of face masks for all members of the public who enter the library
  - Requiring temperature checks of visitors entering the facility
  - Limiting the number of persons permitted to enter the library according to state mandates