

COVID-19 Preparedness & Response Plan

General

The following COVID-19 Preparedness & Response Plan (The Plan) has been established for the Eaton Rapids Area District Library in accordance with the requirements in the [Executive Orders \(EOs\)](#) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. It is acknowledged that the COVID-19 Pandemic is an evolving situation, and as a result, these guidelines are subject to change and modification pursuant to legal requirements. The provisions of The Plan apply to all employees and any person entering the Library, or providing services.

The Eaton Rapids Area District Library has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisors are Anna Curtis, Teresa Baldwin, Erin Clarke, Jeremy Leik, Amanda Furgason and Tammy Walker. The supervisor will remain on-site at all times when employees are present on site.

The Plan will be made readily available to employees and the community. The Plan will be made available via the website (<https://eradl.org>) and hard copy by request. Any questions regarding any provisions of The Plan should be directed to Anna Curtis.

Exposure Determination

COVID-19 (Coronavirus Disease 2019) is a respiratory disease caused by the Sars-CoV2 virus, and is considered highly contagious. To mitigate the impact of COVID-19, provisions have been put in place to reduce exposure to employees and the community. 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 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 COVID19 on it and then touching your mouth, nose, or eyes.

The Eaton Rapids Area District Library has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Anna Curtis was responsible for the exposure determination.

The Eaton Rapids Area District Library has determined that its employees' jobs fall into only the medium exposure risk category as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **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. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Anna Curtis verifies that the Eaton Rapids 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.

The Eaton Rapids Area District Library has categorized its jobs as follows:

Job/Task	Exposure Risk Determination	Qualifying Factors
Director	Medium	Public Contact
Assistant Director	Medium	Public Contact
Non-Professional Librarian	Medium	Public Contact
Senior Library Assistant	Medium	Public Contact
Library Assistant	Medium	Public Contact

Engineering Controls

The Eaton Rapids Area District Library has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

Anna Curtis will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Check Out	Vestibule Pick-Up
Service Desk	Plexiglass Barrier
Service Desk	Removal of Patron Furniture

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Anna Curtis will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for the Eaton Rapids Area District Library:

Job/Task	Administrative Control
All employees	Maintain at least six feet from everyone on the worksite when possible.
All employees	Promote remote work (telecommuting) to the fullest extent possible.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees	Restrict the number of customers in the establishment at any given time.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings) and require use by employees at all times.

All employees	Require the public to wear cloth face coverings.
All employees	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use vestibule pickup.
All employees	Provide customers with trash receptacles.
All employees	Encourage patrons to place orders for merchandise or services through the phone or web.
All employees	Promote vestibule pick-up to minimize contact with patrons.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

Anna Curtis will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, the Eaton Rapids Area District Library shall provide employees with antiseptic hand sanitizers or towelettes. The Eaton Rapids Area District Library will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

The Eaton Rapids Area District Library will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, electronics). The Eaton Rapids Area District Library will make cleaning supplies available to employees upon entry and at the worksite.

The worksite supervisors will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, the Eaton Rapids Area District Library 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 manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Door Handles	Alcohol/Bleach Solution Spray	Hourly
Light Switches	Alcohol/Bleach Solution Spray	Before Opening and After Closing
Drop Boxes	Alcohol/Bleach Solution Spray	Before Opening & 2 pm Cleaning
Tables	Alcohol/Bleach Solution Spray	Hourly
Chairs	Alcohol/Bleach Solution Spray	Before Opening & 2 pm Cleaning
Keyboards	Alcohol/Bleach Solution Spray	Hourly
Computer Mice	Alcohol/Bleach Solution Spray	Hourly
Computer Stations	Alcohol/Bleach Solution Spray	Before Opening, 2 pm Cleaning & After Closing

Charging Station	Alcohol/Bleach Solution Spray	Before Opening, 2 pm Cleaning & After Closing
Copy Machines	Alcohol/Bleach Solution Spray	Hourly
Credit Card Machine	Alcohol/Bleach Solution Spray	Hourly
Cash Register	Alcohol/Bleach Solution Spray	Hourly
Book Cart Handles	Alcohol/Bleach Solution Spray	Before Opening & 2 pm Cleaning
Front Desk Area	Alcohol/Bleach Solution Spray	Before Opening & 2 pm Cleaning
Scanners	Alcohol/Bleach Solution Spray	Hourly
Used Pens	Alcohol/Bleach Solution Spray	Before Opening & 2 pm Cleaning
Bathrooms	Alcohol/Bleach Solution Spray & Bathroom Cleaner	Hourly
Personal Workstations	Alcohol/Bleach Solution Spray	Once a Day

The Eaton Rapids Area District Library will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The worksite supervisor will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection: The cleaning company will be called for an enhanced, additional, cleaning.

Personal Protective Equipment (PPE)

The Eaton Rapids Area District Library will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The Eaton Rapids Area District Library will provide non-medical grade face coverings (cloth face coverings) to employees. (Cloth face coverings are technically not considered PPE.) The Eaton Rapids Area District Library will require employees to wear face coverings at all times. The Eaton Rapids Area District Library will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
All employees	Cloth Masks
All employees	Face Shields when assisting patrons in the public area
All employees	Gloves when handling non-quarantined items

Health Surveillance

The Eaton Rapids Area District Library has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. The worksite supervisor will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, the Eaton Rapids Area District Library will have employees self-screen for COVID-19. The Eaton Rapids Area District Library will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. A no-touch thermometer will be used for temperature screening of employees. The Eaton Rapids Area District Library will similarly screen contractors, suppliers, and any other individuals entering the worksite. An employee that is sick is required to stay home and seek appropriate medical attention.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Anna Curtis before and during the work shift. The Eaton Rapids Area District Library has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows: Reports of an employee or a patron exhibiting signs and symptoms of COVID-19 must be made immediately to Anna Curtis, either in person, or by call or text. The worksite supervisor will quarantine the individual until they can safely leave, or have the individual showing signs and symptoms of COVID-19 leave the building immediately.

The Eaton Rapids Area District Library will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

The Eaton Rapids Area District Library will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, Anna Curtis will notify both the local public health department, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19. When notifying coworkers, contractors, and suppliers, the Eaton Rapids Area District Library will not reveal the name or identity of the confirmed case.

The Eaton Rapids Area District Library will allow employees 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 CDC.

Training

Anna Curtis shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The Eaton Rapids Area District Library will train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
7. How to report unsafe working conditions.

Anna Curtis shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

Recordkeeping

The Eaton Rapids Area District Library will maintain the following records as they relate to the COVID-19 Preparedness and Response Plan:

1. Training records.
2. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Anna Curtis will ensure that the records are kept.

FREE ONSITE CONSULTATION SERVICE FOR EMPLOYERS

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers Identify and correct potential safety and health hazards



Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education, and training services
call 517-284-7720

or

visit our website at www.michigan.gov/miosha

www.michigan.gov/leo

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