



## COVID-19 Preparedness & Response Plan

### General

The following COVID-19 Preparedness & Response Plan has been established for the Eaton Rapids Area District Library in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Anna Curtis, Director, has read these emergency rules carefully, developed the safeguards appropriate to the Eaton Rapids Area District Library based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

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 and Amanda Furgason. A supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and the community. The plan will be made available via website (<https://eradi.org>) and hard copy by request.

### Exposure Determination

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 lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
  
- **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. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

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

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
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 lower exposure risk jobs, new engineering controls are not required. 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 & Self Check-Out
Service Desk	Plexiglass Barrier

### **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:

<b>Job/Task</b>	<b>Administrative Control</b>
All employees	Maintain at least six feet from everyone on the worksite when possible.
All employees	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
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	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given 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 patrons in the establishment at any given time.
All employees	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All employees	Require the public to wear cloth face coverings.
All employees	Keep patrons informed about symptoms of COVID-19 and ask sick patrons to stay at home until healthy again. Encourage sick patrons to use vestibule pickup.
All employees	Provide patrons and the public with tissues and trash receptacles.
All employees	Encourage patrons to place orders for merchandise or services through the phone or web.
All employees	Promote vestibule pickup to minimize contact with customers.
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**

The Eaton Rapids Area District Library 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 will 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.

The Eaton Rapids Area District Library will promote frequent and thorough hand washing, including by providing workers, patrons, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

 **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 surfaces 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:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Door Handles	Alcohol/Bleach Solution Spray	Hourly
Light Switches	Alcohol/Bleach Solution Spray	Before opening & After closing
Drop Boxes	Alcohol/Bleach Solution Spray	Before opening & 3 pm Cleaning
Tables	Alcohol/Bleach Solution Spray	Hourly
Chairs	Alcohol/Bleach Solution Spray	Before opening & 3 pm Cleaning
Keyboards	Alcohol/Bleach Solution Spray	Hourly
Computer Mice	Alcohol/Bleach Solution Spray	Hourly
Computer Stations	Alcohol/Bleach Solution Spray	Before opening, 3 pm Cleaning & After closing
Charging Station	Alcohol/Bleach Solution Spray	Before opening, 3 pm Cleaning & After closing
Copy Machines	Alcohol/Bleach Solution Spray	Hourly
Cash Register	Alcohol/Bleach Solution Spray	Hourly
Book Cart Handles	Alcohol/Bleach Solution Spray	Before opening & 3 pm Cleaning
Front Desk Area	Alcohol/Bleach Solution Spray	Hourly
Scanners	Alcohol/Bleach Solution Spray	Hourly
Used Pens	Alcohol/Bleach Solution Spray	Before opening & 3 pm Cleaning
Bathrooms	Alcohol/Bleach Solution Spray & Bathroom Cleaner	Hourly
Kitchen Area	Alcohol/Bleach Solution Spray	After use

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 cleaning.

### **Personal Protective Equipment (PPE)**

The Eaton Rapids Area District Library will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer

must follow current CDC and OSHA guidance for personal protective equipment.

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 when they cannot consistently maintain six feet of separation from other individuals in the workplace. 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:

<b>Job/Task</b>	<b>PPE</b>
All employees	Cloth Masks
All employees	Face Shields
All employees	Gloves when handling non-quarantined items

### **Health Surveillance**

The Eaton Rapids Area District Library, will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. 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. When obtainable, 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.

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 by call or text. The worksite supervisor will quarantine or have the individual showing signs and symptoms of COVID-19 leave the building as soon as possible.

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, Anna Curtis will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. 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 will 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:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- 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.
- How to report unsafe working conditions.

Anna Curtis will create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

## Recordkeeping

The Eaton Rapids Area District Library will maintain records of the following requirements:

- Training. The employer will maintain a record of all COVID-19 employee training.
- Screening protocols. The employer will maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when 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.

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