

Grand Ledge Area District Library COVID-19 Preparedness and Response Plan

(Library Board – Adoption 6/24/2020)

In accordance with the State of Michigan Executive Orders, the Grand Ledge Area District Library (“Library”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

The Library aims to protect its workforce and patrons by enacting all appropriate prevention efforts and is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate. The Library has implemented **Public Health Emergency Policy, No. 309** for additional guidance (see Addendum A).

Staff and patrons with questions are encouraged to **contact the Library Director, Lise Mitchell**, via phone at 517-622-3550 and/or email at questions@gladl.org. The Library Director or her designee will implement, monitor, update, and report on the COVID-19 control strategies for the Library.

1. Prevention Efforts and Workplace Controls

a. COVID-19 training

Training will be provided to all employees on the following COVID-19 related topics:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the Library of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

b. Personal Protection Equipment

Library staff will be provided with non-medical grade face coverings as well any necessary personal protection equipment appropriate for the library setting and nature of their work.

The Library will require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

c. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, the Library abides by these recommended safety measures and establishes the following:

- Large gatherings are minimized whenever possible; staff meetings may be held remotely;
- Employees are required to maintain physical distance at all times, even when on break, as well as before and after working hours;
- Employees’ work stations are no fewer than six feet apart;
- The Library may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees’ interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

In addition, the Library is instituting the following cleanliness measures:

- Where possible, increase ventilation rates and circulation throughout the library;
- Perform routine environmental cleaning and disinfection, especially of common areas;
- Frequently disinfect high-touch surfaces (e.g. door handles, elevator buttons, etc.);
- Limit shared items for patrons (e.g. pens, pencils, toys, puzzles, etc.); and
- Where available, provide hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning computer workstations, tools and equipment at the beginning of each shift;
- Avoiding, when possible, sharing tools and equipment to minimize the need for sanitizing;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on the Library premises;
- Complying with the Library's daily screening processes;
- Seeking medical attention if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

d. Library material retrieval

Employees may utilize gloves when removing items from the book drop. After materials have been sorted, disinfected, or held for quarantined, employees should wash their hands before continuing to their next task.

Items will be sorted into 2 categories and handled accordingly:

- **Best Sellers/14-day items; High Demand DVDs/2 day DVDs** – these items will be disinfected and checked for holds and made ready for immediate reuse.
- **General Fiction/Non-Fiction/General DVDs/All other items** – these items will be quarantined for 72 hours; after this time materials will be checked using their arrival date.

e. Library material delivery

Employees will utilize social distancing and endeavor to reduce the amount of contact between patrons, staff, and materials. The level of material delivery may be limited by the State of Michigan or the Library as circumstances permit. Material delivery will be providing by:

Contactless Holds Pickup via Outdoor Lockers: Patrons will be able to place holds on materials and designate that they wish to pickup their items in outdoor lockers located near the parking lot entrance of the library. Patrons will have a window of time determined by the Library Director based on demand for the service to pick up their materials before the items will be returned to circulation.

Curbside pickup: Patrons will be able to place holds and designate that they wish to pickup their holds in the Library parking lot. Staff will follow safety procedures and whenever possible deposit materials into patron's trunks.

In the Library building, the Library will utilize markings to regulate checkout lines to enable patrons to stand at least six feet apart from one another while waiting.

Circulation Desk self-checkout: Patrons will be able to browse the stacks in the library and scan their own library card and materials at the circulation desk to complete their checkout. The circulation desk has outfitted with sneeze guards.

Circulation Desk checkout: Patrons unable to do their own scanning will still be assisted by the staff to complete their checkout. The amount of contact should still be minimized.

f. Library Building Use by Patrons

According to Stage 4 of the Michigan Safe Start Plan the Library will follow these State mandates:

- Limit the number of people in the building (including employees) to 45 people as established by the local Fire Marshall. The Library will follow all State of Michigan Executive Orders as to building occupancy.
- Library patrons must continue to wear face coverings when in enclosed public spaces and should continue to take all reasonable precautions to protect themselves.
- Indoor social gatherings and events of more than 10 people are prohibited in the Library.
- Patrons will be limited to 3 hours per day due to reduced capacity.

The Library expects all staff and patrons to comply with all relevant State of Michigan Executive Orders and regulations as well as directives from the Barry-Eaton Health Department. Patrons or staff unwilling or unable to comply may be asked to leave the library unless the patron or staff have a disability that requires accommodation that cannot be otherwise addressed. The library will endeavor to assist such patrons or staff as much as possible without putting other staff or patrons at risk.

Patrons or staff asked to leave the library building shall do so, but such patrons have the right to appeal the exclusion decision by contacting the Library Board of Trustees. Appeals should be sent in writing to gladlboard@gmail.com or mailed to the library ATTN: Library Board of Trustees.

g. Signage

The Library will post signs at all Library entrance(s) instructing patrons and staff of their legal obligation to wear a face covering when inside the store. Signs will also be posted all entrances informing patrons and staff not to enter if they are or have recently been sick. Signs will be posted in all restrooms and near sinks about the importance of personal hygiene. The Library will also inform patrons via signage and website about changes to procedures to explain the precautions the Library is taking to prevent infection.

h. Use of 1931 Room

1931 Room will not be available for room reservations until 30 days after the library building has been opened for public use. Once the 1931 Room is fully reopened, we will follow the guidelines of allowable numbers of people in a gathering set by the Governor/health department.

i. Programming

In person programming will not be scheduled for at least one month after the library building has been opened for public use or until physical distancing and the number of people who can gather together is relaxed. Programming will continue online including, but not limited to, Summer Reading Program, storytimes, craft, and book discussions.

j. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, the Library:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee;
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee, and
- Possible quarantine effected areas or temporary close the library if warranted.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

The Library completes an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

k. Worker Exposure Classification

Employees' "worker exposure" is classified as medium risk by the Occupational Safety and Health Administration's guidance because they frequently and/or closely interact with the general public.

Given this classification, the Library provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

2. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

a. Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to the Library, will be removed from the regular work schedule:

- Employees who in the 24 hour period prior to coming to work display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis; or

- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; or
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Library will utilize a screening tool provided by the Barry-Eaton Health Department (see Addendum B) or the State of Michigan for each employee at the beginning of their shift and it will be reported to the Administrative Assistant.

The screening includes:

- A series of health and travel questions to be answered before entering the library
 - If the Library needs to deny the employee access to the building due to health or travel reasons, the employee will be advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
- Employees should take their temperature at home before their shift and report their temperature on their screening sheet. If the temperature is over 100.4°, the employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or the Library Director.

a. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite. In response to a confirmed diagnosis or display of COVID-19 symptoms, the Library will implement the procedures set forth in section 1i. in this Plan

b. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, The Library may accept written statements from employees confirming all the factors supporting their release.

3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

Employees may be permitted to utilize available paid-time off provided by the Library concurrently with or to supplement any approved leave.

a. Families First Coronavirus Response Act (FFCRA):

Employees may qualify for two different types of paid leave under the FFCRA.

i. Emergency Paid Sick Leave Act (EPSLA)

Under the EPSLA, employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

ii. **Emergency Family and Medical Leave Expansion Act**

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

b. **Executive Order 2020-36**

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

c. **Unemployment Compensation Benefits**

Under Executive Order 2020-76, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

d. **FMLA and ADA**

Employees may be entitled to unpaid leave under the Family and Medical Leave Act ("FMLA") if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

The Library is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the Library engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

4. **Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the Library will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Library and in accordance with guidance from local, state, and federal health officials.

The Grand Ledge Area District Library establishes the following policy which shall apply in the event of a pandemic or Public Health Emergency (“Public Health Emergency”).

1. The Grand Ledge Area District Library may suspend some or all of its operations due to a Public Health Emergency in the event that there is a mandate or recommendation for closure of library or local governmental facilities issued by public health or government officials on the local, county, or state level. The Library may also suspend some or all operations if the Library Board of Trustees determines that such suspension is warranted due to a Public Health Emergency.
2. At the discretion of the Library Director or the Library Board of Trustees, the Grand Ledge Area District Library may suspend operations, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels. In the event of a complete closure, items will be checked in “in amnesty” mode to waive late charges once the library reopens.
3. The Library Director will determine the level of staffing needed in order to safely operate the library. If insufficient staff are available to carry out services and maintain open hours then reductions in services may be undertaken in phases. Phases may include:
 - Cancellation of some or all programs, special events, and meeting room reservations.
 - Reduction of open hours if the number of available employees falls below the minimum level necessary to provide open hours at the library.
 - Close the library for one or more days if minimum staff level cannot be met.
4. In the event of a suspension of operation, in whole or in part, necessitated by a Public Health Emergency, communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately post information about closures on the library website, social media sites, and outside the library.
5. If reduced staffing, open hours, or services are implemented, the Library Director shall prioritize library staff responsibilities to focus on tasks that most directly impact patrons. Priority responsibilities shall focus on:
 - a. Direct patron assistance: check out, issuing library cards, computer and reference assistance, facility and collection supervision/safety.
 - b. Patron related-tasks: check in, incoming delivery, shelving.
 - c. Workflow tasks: pull list, material orders, cataloging
 - d. Essential services: payroll, processing bills for payment, Library Board meetings.

Employees shall consult with the Library Director or to determine staffing area assignment and which individual work tasks should take priority.

6. Library staff will be provided with necessary personal protection equipment appropriate for the library setting and nature of the Public Health Emergency.

7. The Library expects all staff and patrons to comply with all relevant State of Michigan Executive Orders and regulations as well as directives from the Barry-Eaton Health Department. Patrons or staff unwilling or unable to comply may be asked to leave the library unless the patron or staff have a disability that requires accommodation that cannot be otherwise addressed. The library will endeavor to assist such patrons or staff as much as possible without putting other staff or patrons at risk.
 - a. Patrons or staff asked to leave the library building shall do so, but such patrons have the right to appeal the exclusion decision by contacting the Library Board of Trustees.
 - b. Appeals should be sent in writing to gladlboard@gmail.com or mailed to the library ATTN: Library Board of Trustees.

8. If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be determined by the President of the Board of Trustees, which shall apply until such time as the Board of Trustees shall meet or the Library Director becomes available.

Adopted: June 24, 2020

Addendum B



Barry-Eaton District Health Department

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058
Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813
Phone: 517-543-2430 Fax: 517-543-7737

COVID-19 Workplace Screening Tool

REVISED June 2, 2020

Employee Name:	
Date:	Time In:

In the past 24 hours, have you experienced:

Fever (felt feverish or above 100.4° F)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Current Temperature: _____°
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Vomiting or Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Muscle pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
New loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If symptoms such as shortness of breath are due to a known, non-worsening chronic condition, mark "No".

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, or leave work and return home. **Self-isolate at home and seek a COVID-19 test.** Contact your primary care physician's office for testing information, or contact your [local COVID-19 testing site](#). Stay at home until you receive advice from a medical professional.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

Close contact? If you answer "yes" to this question and do not work in critical infrastructure, please do not go into work. Self-quarantine at home for 14 days. *If you work in critical infrastructure, you may work but must monitor your symptoms and wear a cloth face covering at all times.*

Employee Signature