

# **COVID-19 Exposure Protection, Preparedness and Response Plan pursuant to EO 2020-114**

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-531123--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-531123--,00.html)

As set out in this plan, Richfield Township Public Library has instituted various housekeeping, social distancing, requirements for personal protection equipment (PPE) and other best practices to reduce exposure to COVID-19.

The following workplace protective measures shall be implemented and adhered to by all employees:

- Self monitor at home before each shift. If temperature is elevated or experiencing any other symptoms of feeling unwell, please call the Library Director and do not report to work.
- Employees must practice good hygiene which includes frequently washing hands and/or using hand sanitizer, and using appropriate etiquette when sneezing or coughing.
- Employees must avoid physical contact with others and shall direct others, including patrons, to maintain social distancing standards where possible.
- Workstations and all shared equipment should be cleaned with sanitizing wipes at the beginning and end of each staff shift. Shared equipment includes, but is not limited to, the circulation desk, phone, computer keyboard and mouse, desk surface and drawer handles, chairs, staplers and other office equipment.
- Employees shall be required to wear face masks when interacting with the public at the patron computers or delivering curbside materials to vehicles.
- Social Distancing will be observed 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.
- Any employee showing symptoms of COVID-19 will be asked to leave the workplace and seek treatment.

- Employees are required to comply with any quarantine recommendations after being exposed to the pandemic event.

The Library will Provide COVID-19 training to employees which covers, 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.

To mitigate the exposure risk to COVID-19, the Library will provide the following personal protective equipment (PPE):

- Gloves are available at all times at the circulation desk.
- Masks will be available for each employee but they may use their own masks if preferred.
- Hand sanitizer is available throughout the Library.

Workplace Modifications, cleaning and disinfecting:

- Sneeze guard will be installed at the circulation desk.
- Access to the building will be limited as laid out in the phased reopening plan. Access to the library will be limited to the area in front of the circulation desk, with no access to the stacks or visitor seating beyond the two front computer stations, until phase 3 requirements have been met.
- All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA and the CDC as effective for eliminating COVID-19. Common areas include, but are not limited to, the following: doorknobs, push bars, handles, light switches, restrooms, sneeze guards, countertops, patron computers, patron computer workstations and chairs, countertops and shared printers.

- Appointment scheduling should be staggered in such a way to provide staff with appropriate breaks and a short lunch period so that they may safely sanitize as needed.
- The Library must 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.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the Library is required to notify both:

- The local public health department, and
- Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

At this time the Library will also be closed for a period according to CDC requirements and all common areas sanitized by the Library Director or Assistant Director.

An employer 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 Centers for Disease Control and Prevention (“CDC”).

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via email before returning to work and made available to all customers via the Library website and hard copies available in the Library. Any questions regarding any provisions of the plan should be directed to the Library Director.