

**MUSKEGON AREA DISTRICT LIBRARY  
PREPAREDNESS AND RESPONSE PLAN  
RE: COVID 19 (SARS-CoV-2)  
Effective: June 8, 2020**

Introduction

The following COVID 19 Preparedness and Response Plan has been established for the Muskegon Area District Library (MADL) pursuant to and in accordance with Michigan Governor Whitmer's Executive Orders 2020-97 and 2020-110 (EO 97, EO 110).

This plan is to minimize or eliminate employee exposure to COVID 19 and shall be made available to employees for each branch location, their labor union, and patrons through website and hard copy formats.

Until such time as MADL resumes operations that require frequent and/or close contact with the general public it is considered a "lower exposure risk" employer and shall have minimal occupational contact with the public and other co-workers. This plan is consistent with the recommendations in Guidance on Preparing Workplaces for COVID 19, developed by the Occupational Health and Safety Administration.

Designated Supervisors

MADL is comprised of 10 branch locations including its headquarters. All branches shall observe the requirements of this plan. Each branch shall have one or more designated supervisor(s) during hours of operation. Designation shall be made by the Director who is also a designated supervisor. A designated supervisor shall remain on-site at all times when employees are present on site. The Director (or his designee) will be responsible for implementing this plan and each supervisor will be responsible for monitoring and reporting to the Director the location's compliance with this plan. Designated supervisors may be changed from time to time depending on hours of operations and scheduling considerations. Notice of the named designated supervisors shall be posted on MADL's internal website and at the front desk of each branch location.

Employee Training

Each employee will receive COVID 19 training covering MADL's infection control practices, use of personal protective equipment (e.g. masks, gloves, etc.), his or her responsibility for notifying and reporting any COVID 19 symptoms (suspected or confirmed), and reporting unsafe working conditions.

Infection Prevention Measures & Safe Work Practices

To protect our on-site employees, MADL will:

1. Comply with all workplace safeguards set forth in EO 2020-97 and subsequent executive orders. MADL will conduct a daily entry self-screening protocol for all employees and other third-parties (e.g. contractors, etc.) *before* entering any of its locations, including at a minimum a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID 19. MADL will identify designated entry points.
2. Comply with the social distancing practices described in EO 97, which includes keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate) and restricting the number of employees present to no more than strictly necessary to perform the permitted operations. Staggered start times may be implemented.
3. Provide non-medical grade face coverings for all on-site employees and require that they be worn when employees cannot consistently maintain six (6) feet of separation.
4. Promote frequent and thorough hand washing and usage of 60% alcohol-based hand sanitizer will shall be provided by MADL.
5. Increase facility cleaning and disinfection especially on high-touch surfaces and shared equipment. Employees are discouraged from using other employees' phones, desks, and equipment. Regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, equipment, and vehicles). Cleaning agents will comport with 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. MADL will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
6. Employees are required to stay home if they are sick.
7. Encourage respiratory etiquette, including covering coughs and sneezes.
8. Direct that face-to-face meetings should be replaced with virtual meetings to the extent possible.
9. Restrict business-related travel to essential travel only.
10. Promote remote work to the fullest extent possible.
11. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

#### MADL Record keeping

MADL will maintain records of its daily self-screening protocols; its notifications to both the local public health department and any co-workers, contractors, or suppliers

who may have come into contact with a person with a confirmed case of COVID 19; and those employees who have received the training as outlined in “Employee Training” herein.

### Response Plan

MADL will physically isolate any employee with known or suspected COVID 19 from other employees or third-parties using measures such as, but not limited to:

- (a) Not allowing such employee to report to or remain at their MADL location.
- (b) Send the employee to a location where they can self-isolate during the illness (e.g. home).
- (c) Any further work must be done at the location where the employee has self-isolated.

Employees in the workplace who display signs or symptoms of COVID-19 must immediately be isolated from other employees and third-parties. The employee with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the location. The employee should wear a face mask until he or she leaves or is transported from the location.

All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.

*If an in-person employee or third-party tests positive for COVID-19, the employer will take the following additional measures:*

- a. Closing the affected building (or part of the building) to all workers;
- b. Having the affected building (or part of the building) cleaned and sanitized;
- c. Notify all employees (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and notify the local public health department.
- d. Any employee with a confirmed or suspected case of COVID 19 may return to MADL locations only after he/she is no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”).

### MADL and Patron Visits

At such time as MADL commences to re-open any of its locations for re-entry by they public visits it shall first:

- a. Create communications material for patrons (e.g., signs or pamphlets) to inform them of changes to library practices and to explain the precautions the library is taking to prevent infection.
- b. Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. MADL may also explore alternatives to lines, including by allowing patrons to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
- c. Adhere to the following restrictions:
  - A. Branch libraries will limit the number of people in the library (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.
  - B. Create at least two hours per week dedicated for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
- d. Post signs at library entrance(s) instructing patrons of their legal obligation to wear a face covering when inside the library.
- e. Post signs at library entrance(s) informing patrons not to enter if they are or have recently been sick.
- f. Design spaces and library activities in a manner that encourages employees and patrons to maintain six feet of distance from one another.
- g. Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.
- h. Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, machines, keypads, counters, and other surfaces.
- i. Train employees on:
  1. Appropriate cleaning procedures, including training for desk personnel on cleaning between patrons.
  2. How to manage symptomatic patrons upon entry or in the library.
- j. Notify employees if the employer learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the library.
- k. Limit staffing to the minimum number necessary to operate.

### Personal Protective Equipment (“PPE”)

Pursuant to EO 2020-97, the MADL will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Workers with questions or concerns should contact their supervisor.

### Effective

This Preparedness and Response Plan is effective June 8, 2020 and shall remain in effect until the Director expressly repeals it.

### Amendment

The State of Michigan may issue additional Executive Orders, regulations, rules and statutes that may alter the contents of this Plan. This document may be amended from time to time and employees will be notified of those amendments as they occur.