

Luther Area Public Library

COVID-19 Exposure Protection, Preparedness and Response Plan pursuant to EO 2020-97

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529864--,00.html

As set out in this plan, the 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, 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.

Luther Area Public Library

Pandemic Procedures & Reopening Criteria

This plan seeks to explore several possible reopening scenarios. The primary consideration is maintaining the safety of patrons and staff while providing necessary services that the library is uniquely positioned to perform.

Before any reopening can be considered, the following preparation is required:

- Proper precautionary measures in place such as distancing between patron computers and plexiglass shield for circulation desk.
- Secure staffing and prepare schedule to provide computer access for essential needs. Create new check-in method to replace current computer sign in sheet.
- Secure staff for and schedule hours for curbside pickup. Determine if we can designate a parking spot, possible signage. We may also wish to impose an item limit on checkouts via this method.
- Secure protective masks and gloves for staff.
- Secure adequate stores of disinfectant wipes and hand sanitizer.
- Determine a system to quarantine materials.
- Schedule for cleaning/sanitizing of public areas (outside the Library proper).
- Establish sanitation stations including hand sanitizer, masks and gloves for staff and patrons. Determine whether a requirement to wear masks should

be imposed on the public. Require masks if EO requires it (acknowledging ADA exemptions).

Please note that all aspects of this plan are flexible and designed to be responsive to changes in guidelines or circumstances.

Phase One

Criteria:

1. The governor's stay at home order has been canceled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The library has access to the necessary materials to administer some essential services.
5. The library has access to enough staffing to run said services.

Building Access: Staff may return to work as usual but the Library will still be closed to the public except by appointment. Staff shall take proper safety precautions and maintain social distancing with each other to the best of their abilities.

Technology access: Computers and fax/copy requests will be available by appointment only for work or other essential services. All public workspaces will be disinfected between appointments. Computer appointments will be offered

every 30 minutes, alternating computers (this gives us a window of time to disinfect), with a 45 minute time limit.

Materials checkouts: Curbside contactless pickup only. Patrons may place requests via phone or email, allowing a minimum of 2 hours for staff to pull items and check them out to patron. Patrons will either make an appointment to pick up their items or call from the parking lot. Items will be brought out by staff wearing proper PPE, and patron ID will be verified through the vehicle window (or from a distance, if patron is on foot or traveling by bicycle). Bagged items will be placed in the vehicle trunk, if it can be opened remotely, or in through an open window by a vacant seat, with no personal contact. If patron is not in a car, we will set the bag down and they can pick it up. If patron wishes to designate someone else to pick up their items, we need that person's name at time of request so that we can confirm identification at pickup. Hours would be determined based on the current circumstances at the time.

As an ongoing practice, staff will keep a written record of curbside and appointment schedules and any other customer contacts, identifying only by last 6 digits of patron card number. These records are internal only and to be referenced should contact tracing become necessary. Records will be destroyed after 60 days. Accounts will be created for anyone who does not have a card number, to preserve patron privacy.

RETURNS WILL NOT BE ACCEPTED VIA CURBSIDE SERVICE.

Materials Returns: No in-person return of materials. All items must be returned via the drop box. Items from the drop box will be quarantined as appropriate in

accordance with CDC and Library of Michigan recommendations. No late fees will be charged.

Programs: There will be no in-person programs scheduled at this time. Virtual programming may be available.

Home Delivery: The Library Board is considering the implications and risks of Home Delivery but it is not available at this time.

Shared Materials in the Library: No shared items would be provided, excepting the possibility of public printers being used for critical services and by appointment.

Phase Two

Criteria:

1. The Stay at Home Order has been canceled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than fifty people.
4. The library has access to the necessary materials to administer some critical services.
5. The library has access to enough staffing to run said services.

Additional Preparations Required:

- Determine appointment hours for patron in-person pick-ups.
- Determine a method to quantify access to the building.
- Develop a procedure for in-building holds pickup that allows minimal staff contact and patron overlap.

Building Access: Staff are back to work as usual and patrons are allowed into the Library by appointment only.

Technology access: Computers and fax/copy requests will be available by appointment only for work or other essential services. All public workspaces will be disinfected between appointments. Computer appointments will be offered every 30 minutes, alternating computers (this gives us a window of time to disinfect), with a 45 minute time limit.

- To enforce time limits on computers, staff would assign patrons to a numbered computer and set a timer at sign-in. Staff will have a list of patron time limits and will remind patron either in person or through message when their time is up.
- Staff may assist patrons at computers verbally from a safe distance.

Materials checkouts: Patrons may place requests via phone or email, allowing a minimum of 2 hours for staff to pull items and check them out to patron. Patrons will either make an appointment to pick up their items or call from the parking lot. If patron wishes to designate someone else to pick up their items, we need that person's name at time of request so that we can confirm identification at pickup.

- Curbside contactless pickup: Items will be brought out by staff wearing proper PPE, and patron ID will be verified through the vehicle window (or

from a distance, if patron is on foot or traveling by bicycle). Bagged items will be placed in the vehicle trunk, if it can be opened remotely, or in through an open window with no personal contact. If patron is not in a car, we will set the bag down and they can pick it up.

- In person holds pickup: By appointment or call from parking lot. Items will be bagged and given to patron in a safe manner.

As an ongoing practice, staff will keep a written record of curbside and appointment schedules identifying by patron card number (for privacy). A Library card account will be required for checkout. Accounts will be created for anyone who does not already have a card number, either over the phone or at the time of pick-up. New accounts and all curbside transactions shall be verified by staff checking ID at a safe distance.

RETURNS WILL NOT BE ACCEPTED VIA CURBSIDE SERVICE.

Materials Returns: Materials Returns: No in-person return of materials. All items must be returned via the drop box. Items from the drop box will be quarantined as appropriate in accordance with CDC and Library of Michigan recommendations. No late fees will be charged.

MelCat: Checked-in interlibrary loan items which have been held on site will be returned to the lending libraries as soon as possible once MelCat is up and running, likely during this phase.

Programs: There will be no in-person programs scheduled at this time. Virtual programming may be available.

Home Delivery: The Library Board is considering the implications and risks of Home Delivery but it is not available at this time.

Shared Materials in the Library: No shared items would be provided, excepting the possibility of public printers being used for critical services and by appointment.

Phase Three: Full-scale reopening

Criteria:

1. The Stay at Home Order has been canceled and regional, state and national health officials have canceled current social distancing and gathering recommendations.
2. The library has access to the necessary materials to maintain high hygiene standards.
3. The library has access to enough staffing to run all of its core operations.

Additional Preparations Required:

- Restore computers that had been removed.
- Clear any backlog of quarantined items and return to conventional turnaround on shelving items.
- Restore full in person Library access on normal schedule.
- Determine how programs fit into the spectrum of services going forward and phase them in as appropriate.
- Restore interlibrary loan services.
- Determine ongoing procedures for curbside service.

Possible Scenario: Reopening followed by scaling down services or a second closure due to virus

Criteria:

1. The governor and/or regional and state health officials release a second order mandating social distancing or a stay at home order OR
2. The Library is unable to maintain the hygiene or staffing necessary to operate OR
3. A Library staff member or recent visitor with whom staff have had contact tests positive for COVID-19.

Services:

- What services would be accessible would depend on the restrictions inherent to state and local recommendations. The Library could return to Phase 1 or 2, or revert to a full-scale closure as appropriate.

Additional items:

1. The library staff would communicate ongoing changes in services to the public in a multitude of ways which may include social media, library web-site, community calendars, local newsletters, newspaper, Chamber of Commerce, and signs posted on the building.

2. For patrons who do not have a library card with us and do not wish to have one, we would assign a temporary number for internal use only as pandemic tracing documentation, to be destroyed after 60 days.