Portage District Library
COVID-19 PREPAREDNESS AND RESPONSE PLAN

June 4, 2020

To Whom it May Concern:

The World Health Organization has declared a pandemic following the outbreak of COVID-19, a respiratory disease caused by a new strain of the coronavirus. On March 10, 2020, Michigan Governor Gretchen Whitmer (the "Governor") declared a state of emergency across the State of Michigan, directing State agencies to use all resources necessary to prepare for and respond to the outbreak. On March 13, 2020, President Trump declared a national emergency to unlock federal funds to help states and local governments fight the pandemic.

On March 23, 2020, the Governor issued Executive Order 2020-21 (the "Stay at Home Order") which directed, effective as of March 24, 2020, and continuing through April 13, 2020, all Michigan businesses and operations to temporarily suspend in-person operations that are not necessary to sustain or protect life and further directed individuals to stay in their homes unless they are part of the critical infrastructure workforce or necessary to conduct minimum basic operations. On April 1, 2020, the Governor issued Executive Order 2020-33 rescinding and replacing the original declaration of a state of emergency in Executive Order 2020-4, declaring the state of emergency and state of disaster will terminate when emergency and disaster conditions no longer exist. On April 7, 2020 the Michigan Legislature approved the Governor's extension of the state of emergency and state of disaster through April 30, 2020. On April 30, 2020, the Governor issued Executive Order 2020-69 (the "Extended Stay at Home Order"), which replaces the Stay at Home Order, Executive Order 2020-43, and extends the requirement to suspend in-person operations that are not necessary to sustain or protect life and instructs individuals to stay in their homes unless they are part of the critical infrastructure workforce or necessary to conduct minimum basic operations through May 28, 2020. Pursuant to Section 11(a) of Executive Order 2020-77, businesses that continue in-person work must adhere to sound social distancing practices and measures, including the development of a COVID-19 preparedness and response plan, consistent with recommendations in "Guidance on Preparing Workplaces for COVID-19," developed by the Occupational Health and Safety Administration (the "OSHA Guidance"). On June 1, 2020, Executive Order 2020-110 lifted the stay-at-home order which means that libraries are legally allowed to offer limited service beginning on June 8, 2020.

This COVID-19 Preparedness and Response Plan (this "Plan") has been developed by the Portage District Library (the "Library") in response to that requirement. While this Plan has been developed to ensure the health and safety of all Library employees, the Library will remain proactive while continuing to respond to the threat of COVID-19 in a calm and rational manner. The Library will continue to review and incorporate best practices as they are further provided by the Centers for Disease Control and Prevention ("CDC"), Occupational Safety and Health Administration ("OSHA"), and other governmental entities, and we will respond to new developments accordingly. The actions the Library has taken, and will continue to take in the upcoming days, are necessary to ensure the health and safety of our employees while slowing the spread of the COVID-19 virus. Please do not hesitate to reach out to Robert Foti, Business Manager, (rfoti@portagelibrary.info) should you have any questions regarding this Plan. Thank you, and stay safe and healthy.

Sincerely,

Christy Klien, Library Director (cklien@portagelibrary.info / 269-585-8721)

GENERAL INTRODUCTION

I. CRITICAL INFRASTRUCTURE WORKERS

Section 5(a) of the Extended Stay at Home Order permits the Library to designate certain workers as critical infrastructure workers. Pursuant to Section 8, 9 and 10 of the Extended Stay at Home Order, the Library employs workers in sectors that have been designated as "critical infrastructure workers" under the U.S. Cybersecurity and Infrastructure Security Agency's "Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response," dated March 19, 2020. Therefore, the in-person presence of such workers is crucial to public health and safety, community resilience and continuity of essential functions during the COVID-19 pandemic.

II. WORKERS NECESSARY TO CONDUCT MINIMUM BASIC OPERATIONS

Section 4(b) of the Extended Stay at Home Order permits the Library to designate certain workers as necessary to conduct "minimum basic operations." Specifically, workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely. Therefore, the in-person presence of such workers is similarly crucial to public health and safety, community resilience and continuity of essential functions during the COVID-19 pandemic.

STEPS THE LIBRARY IS TAKING TO REDUCE RISK OF EMPLOYEE EXPOSURE

Consistent with the Extended Stay at Home Order, the Library has supplied written designations only to those employees that are appropriately deemed to be critical infrastructure workers or necessary to conduct minimum basic operations. All other employees whose in-person presence is not required have been requested to work from home. Additionally, the Library is adhering to social distancing and exposure reducing practices and measures including, but not limited to:

A. Restricting the number of workers present on premises to no more than is strictly necessary to perform the business' critical infrastructure functions or its minimum basic operations.

B. Promoting remote work to the fullest extent possible.

C. Keeping workers and patrons who are on premises at least six feet from one another to the maximum extent possible.

D. Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

E. Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

Furthermore, during the COVID-19 pandemic, the Library has adopted the following health guidelines as set forth by the Michigan Department of Health and Human Services, CDC and OSHA:

1. Wash hands with soap and water for at least 20 seconds. If available, the Library will provided alcohol-based hand rubs containing at least 60% alcohol.
2. Cover mouth and nose when coughing or sneezing.
3. Avoid touching eyes, nose, and mouth.
4. Avoid close contact with people who are sick.
5. Stay home if sick and contact health care provider.
6. Clean and disinfect touched objects and surfaces.
7. Provide customers and the public with tissues and trash receptacles.
8. Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible.
9. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

DEVELOPMENT OF INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

The Library has developed and implemented this Plan in accordance with the OSHA Guidance. As such, the Library will:

A. Stay abreast of guidance from federal, state, and local health agencies, and actively consider how to incorporate those recommendations and resources into workplace-specific plans.

B. Analyze the level(s) of risk associated with the Library's worksite(s) and the job tasks performed by the Library's workers at those sites. That analysis will be based on the following   considerations:

1. Where, how, and to what sources of COVID-19 might workers be exposed, including:

   a. The general public, customers, and co-workers; and
   b. Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19).

2. Non-occupational risk factors at home and in community settings.

3. Workers' individual risk factors (e.g., older age; presence of chronic medical conditions; pregnancy).

4. Controls necessary to address those risks.

C. Incorporate (to the extent reasonable and applicable to the Library's business) federal, state, and local recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:

1. Increased rates of worker absenteeism.

2. The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.

3. Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.

4. Interrupted supply chains or delayed delivery.

DEVELOPMENT, IMPLEMENTATION, AND COMMUNICATION ABOUT WORKPLACE FLEXIBILITIES AND PROTECTIONS

The Library is actively working to develop, implement, and communicate with its employees regarding workplace flexibilities and protections including, but not limited to, the following:

A. Actively encouraging sick employees to stay home.

B. Ensuring that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

C. Talking with companies that provide the Library's business with contract or temporary employees about the importance of sick employees staying home and encouraging them to develop non-punitive leave policies.

D. Not requiring healthcare provider notes for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider officers and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

E. Maintain flexible policies that permit employees to stay home to care for a sick family member. The Library is aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

F. The Library is working to become aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. The Library is

seeking to provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of workplace controls. The Library recognizes that informed workers who feel safe at work are less likely to be unnecessarily absent.

G. The Library is working with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

PROCEDURE FOR PROMPT IDENTIFICATION AND ISOLATION OF SICK EMPLOYEES

A. Employees should self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

B. Where an employee reports signs or symptoms of COVID-19, the employee should not show up to conduct in-person work and should notify their direct supervisor immediately.

C. If an employee is diagnosed with COVID-19, he or she should notify Mr. Foti immediately.

D. Mr. Foti will then inquire into the following areas of the employee's situation:

    1. Ask about current health status.
    2. Ask about emotional state.
    3. Answer health insurance questions.
    4. Answer other benefits-related questions.
    5. Ask about other resources or assistance the Library can provide.
    6. Ask for information about when and where the employee had been in the past several days and for a list of other personnel with whom he/she has had contact.

E. The Library will then notify all relevant personnel, including employees, customers, vendors, etc., with whom the diagnosed employee has come in close contact. The Library will request all personnel who have been in close contact with the employee to self-quarantine for 14 days.

F. The Library will then notify all employees of the fact that an employee (who shall remain anonymous) has tested positive for COVID-19. This message shall include the following:

    1. Remind all employees of CDC and local health department testing guidelines.
    2. Remind employees of all policies and procedures that have been put in place to combat the spread of COVID-19.
    3. Acknowledge the emotional impact this news, and all COVID-19 news, is having on all members of the Library's organization, and encourage employees to contact their supervisors with any questions or concerns.

G. The Library will then arrange for a thorough cleaning of the areas of the Library's facilities that the employee inhabited. Such cleaning should follow all applicable CDC guidelines and cleaning standards.

CLASSIFYING WORKER EXPOSURE BASED ON JOB

The Library recognizes that occupational exposure to COVID-19 during the outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within six feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19. Pursuant to the OSHA Guidance, there are four risk exposure levels: very high, high, medium, and lower risk. **Based on the OSHA Guidance, the Library has determined its business does not currently employ workers with *very high or high* risk exposure levels, meaning employees are at a *medium or low* risk of exposure.**

The Library now sets forth these four categories of exposure, along with the methods used to protect workers in these various categories of exposure.

A. **VERY HIGH RISK**

1. DEFINITION OF VERY HIGH RISK

   Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include: (a) healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients; (b) healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients); and (c) morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

2. METHODS USED TO PROTECT WORKERS

   In workplaces where workers have very high exposure risks, the Library should implement site specific engineering controls, administrative controls, and safe work practices to ensure the health and safety of all workers conducting in-person work in this setting.

   Engineering controls involve isolating employees from work-related hazards. 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. Examples of engineering controls for COVID-19 include:

a. Installing high-efficiency air filters;
b. Increasing ventilation rates in the work environment;
c. Installing physical barriers, such as clear plastic sneeze guards;
d. Installing a drive-through window for customer service; and
e. Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

Administrative controls require action by the Library or the Library's employees. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for COVID-19 include:

a. Encouraging sick workers to stay at home;
b. Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible;
c. Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week;
d. Discontinuing non-essential travel to locations with ongoing COVID-19 outbreaks, regularly checking with CDC travel warning levels.
e. Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible;
f. Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE); and
g. Training workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for COVID-19 include:

a. Providing resources and a work environment that promotes personal hygiene. For example, providing tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol,

disinfectants, and disposable towels for workers to clean their work surfaces;

b. Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE; and

c. Post hand washing signs in restrooms.

B. HIGH RISK

1. DEFINITION OF HIGH RISK

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: (a) healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients; (b) medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles; and (c) mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

2. METHODS USED TO PROTECT WORKERS

In workplaces where workers have high exposure risks, the Library should implement site specific engineering controls, administrative controls, and safe work practices to ensure the health and safety of all workers conducting in-person work in this setting. See above for examples of appropriate engineering controls, administrative controls, and safe work practices under the "Very High Risk – Methods Used to Protect Workers" section.

C. MEDIUM RISK

1. DEFINITION OF MEDIUM RISK

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

2. METHODS USED TO PROTECT WORKERS

For workers who have medium exposure risk, the Library should adhere to the CDC and OSHA control measures describe formerly in this Plan. The Library should also

consider installing physical barriers, such as clear plastic sneeze guards, where feasible. Additionally, the Library should consider offering face masks to ill employees and patrons to contain respiratory secretions until they are able to leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. Additionally, the Library should keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up. Where appropriate the Library should limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas, while also considering strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework), and communicate the availability of medical screening or other worker health resources.

D. **LOWER RISK**

1. DEFINITION OF LOWER RISK

   Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contract with (i.e., within six feet of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

2. METHODS USED TO PROTECT WORKERS

   For workers who do not have frequent contact with the general public, the Library should adhere to the CDC and OSHA control measures described formerly in this Plan. The Library should monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. The Library should also collaborate with workers to designate effective means of communicating important COVID-19 information.

INTERNATIONAL TRAVEL

A. To the extent the Library employs workers living and/or working abroad on international business, the Library will work with those employees specifically to implement policies and procedures appropriate to ensure the health and safety of those employees. Notably, as the COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. Government's ability to assist Americans in these countries.

OTHER MISCELLANEOUS COMPLIANCE INFORMATION

A. PERSONAL PROTECTIVE EQUIPMENT (PPE)

While correctly using PPE can help prevent some exposures to COVID-19, it should not take the place of other prevention strategies. Therefore, the Library will continue to monitor whether or not PPE is appropriate for the Library's employees, and the Library will make such determination in accordance with OSHA and CDC guidance. Notably, such recommendations may be specific to certain occupations or job tasks and may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Notably, if the Library does choose to implement the use of PPE in the workplace, the Library will provide such PPE and ensure the following with respect to the PPE:

1. Selection based upon the hazard to the worker;
2. Properly fitted and periodically refitted, as applicable (e.g. respirators);
3. Consistently and properly worn when required;
4. Regularly inspected, maintained, and replaced, as necessary;
5. Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

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