

The Paw Paw District Library

COVID-19 Pandemic Plan

Adopted May 18, 2020

Plan Overview

This plan describes a staged plan for library operations during the COVID-19 pandemic, from building closure to the restoration of all services. It describes how the library will protect the health and safety of its staff and patrons. Recommendations in this plan come from the Michigan Governor, Michigan Occupational Safety and Health Administration, the county health department, and the Center for Disease Control and are subject to change.

Stage 0 -- The library is closed to the public and staff either by executive order, by motion of the Library Board, or by the Library Director pursuant to the COVID-19 Pandemic Policy.

Employees: Only essential personnel, as determined by the director, may enter the building to perform work critical to the operations of the library. Most staff will perform remote work. Staff will be paid for their regular pre-pandemic hours unless the Library Board determines furloughs or reductions in hours are necessary.

Library Services and Activities:

All room reservations and onsite programming are canceled

Patrons are asked to hold checked out material

Social media postings increase

COVID-19 resources are added to the website

Digital resources are promoted

Online programming and card sign-ups are offered

Reference questions are answered by phone and email

Safety Protocols:

Access to the building is limited, anyone who has been exposed to COVID-19 has symptoms, or fever is discouraged from entering

Social distancing is maintained, and masks are worn

Employees wash hands before and after handling returned material and several times while they are in the building

Material that is placed on returned carts and shelf is left for 72 hours before being touched by another staff member.

Hours of Operation: The Library has no public hours. Limited services are available through email, the library's website and social media 7 days a week

Stage 1 -- Staff returns when it has been deemed safe for them to do so by the Library Director acting on health authorities' recommendations. This stage will take at least one week.

Employees: All staff is permitted to return to work according to the schedule set by the Library Director. Most staff will continue to work some of their regular pre-pandemic hours remotely.

Library Services and Activities:

Announce in multiple outlets that the Library is accepting returns but no donations

Announce in multiple outlets when the Library will offer curbside service (Addendum 3) Begin testing curbside procedures.

Set up material quarantine area and test safe material handling procedures (Addendum 2)

Prepare the building for the public's return

Place signage to direct behavior and encourage social distancing

Move some furniture to encourage social distancing

Remove or cover any toys in Children's Section, mark AWEs out-of-service

Remove newspapers from shelf and plastic sleeves from magazines

Make adjustments to ILS settings

Install Plexiglas shields

Set up patron computer use procedure that includes appointment scheduling, time limits, social distancing, cleaning after each use, limits on staff assistance.

Check in and shelf returned material

Create content and continue online programming

Catch up on collection work (cataloging, processing, ordering)

Offer reference service by phone or email

Safety Protocols:

Limited staff in the building, staggered shifts and start times

Staff follows Safe Workplaces Guidelines (Addendum 1)

Hours of Operation: The Library has no public hours.

Stage 2 – Library open to the public with limited services.

Employees: All staff is permitted to return to work according to the schedule set by the Library Director. Most staff will continue to work some of their regular pre-pandemic hours remotely.

Library Services and Activities:

Curbside service continues

Patrons may enter the library but will be restricted to certain areas

Patrons will have limited access to computers

Children under 14 years of age must be accompanied by an adult guardian
Patrons will be able to select and checkout material
In-person reference may be offered provided that social distancing is maintained
Library meeting rooms, local history room, and in-person programming is still suspended
Online and passive programming continues
Fees for printing, copying and faxing are temporarily suspended
Staff continues to catch up on collection work (cataloging, processing, circulation, weeding)

Safety Protocols:

Patrons required to wear masks and maintain six feet of social distance
Limited staff in the building, staggered shifts and start times
Staff follows Safe Workplace Guidelines (Addendum 1)
Staff follows procedures for Safe Handling for Returned Material (Addendum 2)
Patrons are asked to follow current preventative measures ordered by public health officials for libraries
Hand sanitizer is available throughout the building
One staff member monitors the door to ensure 30 person occupancies is not exceeded
Staff cleans shared workspaces and frequently touched surfaces (including OPACs) every two hours
Staff cleans computer screens, keyboards, and mice after each patron use

Hours of Operation: Library is open to the public Mon-Thur 11 am -6 pm, Fri 11 am – 4 pm, Sat 11 am – 3 pm.

Stage 3 – Library open to the public with conditions.

Employees: Staff resumes a pre-pandemic schedule that may be modified by library needs.

Library Service and Activities:

All previously authorized activities, including curbside service, continue.
All furniture is returned to the library floor but may be configured to allow for distance between patrons (toys are not returned to children's area)
Reference desk and Local History Room reopen
Library meeting and programming rooms reopen for small groups
Some in-person programming is offered for small groups
Newspapers and plastic magazine covers return to the shelf
Restrictions on computer use are lifted

Safety Protocols:

All previously authorized safety guidelines and procedures as required by law
Patrons required to wear masks and maintain six feet of social distance
Hand sanitizer is available throughout the building
Wipes are provided to patrons to clean keyboards and mice between use
Staff cleans frequently touched surfaces at mid-day and at closing

Hours of Operation: Library resumes pre-pandemic open hours.

Stage 4 – Library open for regular business. All library services can resume without restriction.

Addendum 1 Safe workplace guidelines

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

Prevention efforts and administrative controls:

The Library will implement policies and procedures to reduce employees' risk of exposure. It will increase the frequency and intensity of library cleaning and provide access to products approved by the EPA to kill the coronavirus. The Library will limit the number of people in the building, promote remote work, and suspend some library services until such time that they can be offered safely.

The Library Director, or designee, is the coordinator of the library's COVID-19 response and is responsible for implementing, monitoring, and reporting on the COVID-19 control strategies developed under this Plan.

Employee Responsibilities:

Avoid touching eyes, nose, or mouth with unwashed hands

Wash hands frequently throughout the day with soap and water for 20 seconds, scrubbing all hand surfaces

Use hand sanitizer when soap and water are unavailable

Cover coughs and sneezes with a tissue or your sleeve

Unless medically unable, wear a mask, your own or one provided by the library

Wear gloves while handling returned items, wash hands after removing gloves

Keep six feet apart from others whenever possible

Take breaks at your desk or outside

Use the staff lunch room one at a time, disinfect surfaces after use

Avoid, when possible, the use of other employees' phones, desk, or other equipment

Participate in meetings remotely, no in-person meetings are allowed without the consent of the director

Stay home if you feel unwell or have been exposed to COVID-19

Participate in health screening before each shift

General Cleaning Procedures:

The library will be cleaned and disinfected Monday – Saturday.

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs but removes them. To clean, use a soap and water solution.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but kills germs on a surface after cleaning.

The library will use the following disinfectants:

Bleach solution using 1/3 cup per gallon of water or 4 teaspoons per quart or 32 ounces CONTACT TIME 5 MINUTES

70% alcohol CONTACT TIME 5 MINUTES

Frequently touched surfaces will be cleaned at least twice a day by library staff and the library's cleaning service.

Disinfect with bleach solution

Doorknobs

All counters with particular emphasis on Circulation Desk & Processing Desk

Staff work stations

Tables

Chair backs and armrests

Faucets

Toilets

Sinks

Disinfect with alcohol

OPACS

Computer Stations

Phones

To ensure that the proper products in the proper ratios are used. Library staff will prepare solutions for the cleaning service's use.

Health Screening:

The library requires staff to self-screen for COVID-19 symptoms using the MI Symptoms app or a paper survey provided at the door.

Each staff member will set up an individual account. The Library Director receives a daily report on employees' use of the app.

If an employee exhibits COVID-19 symptoms or fails the health screening, they will be sent home and asked to contact a health care provider and self-quarantine for 10 days from the time their symptoms appeared **and** 24 hours with no fever without fever-reducing medicine **and** symptoms have improved or according to current CDC guidelines. The Library Director will notify the employee in writing that they cannot be disciplined or retaliated against for quarantining, and of their options for remote work, and the benefits available to them.

COVID-19 Exposure:

If an employee lives with someone who has a positive diagnosis, travels to a “hot” location of COVID-19 infection, or is notified that they have been exposed to someone who has tested positive, the following actions will be taken:

The employee will be notified that they must self-quarantine for 14 days or as recommended in the current CDC guidelines. The employee will be notified in writing that they cannot be disciplined or retaliated against for quarantining, and of their options for remote work, and the benefits available to them.

Confirmed Positive Case

Employees who received a positive COVID-19 diagnosis must immediately notify the Library Director, contact a health care provider, and follow current CDC guidelines for self-quarantine. The Library Director will notify the health department, and within 24 hours, notify any co-workers or contractors who may have had prolonged contact (15 minutes) with the person with a confirmed case of COVID-19. The employee’s work station will be closed-off. The library may shut down for 1-3 days for deep cleaning. The Library Director will notify the employee in writing that they cannot be disciplined or retaliated against for quarantining, and of their options for remote work, and the benefits available to them.

Returning to Work

Employees with no exposure who were sent home due to closing for deep-cleaning may return 24 hours after the deep-cleaning provided they are asymptomatic and not considered “exposed” to the virus by the local health department.

An employee with exposure but no symptoms may return to work 14 days after the initial exposure or notification of exposure, and with the approval of the local health department. The employee must contact the Library Director at least 24 hours before their planned return.

An employee who has received a positive diagnosis may return to work in accordance with the current CDC Guidance for Discontinuation of Home Isolation, provided the employee has documentation from their health provider and local health department that they can safely return to work. The employee must contact the Library Director at least 24 hours before their planned return. Upon their return to work, the employee should be prepared to discuss any accommodations they may require to resume work.

Employee Rights:

All workers have the right to raise a health or safety concern with their employer or file a complaint with MIOSHA. An employer cannot retaliate against an employee for complaining about health and safety conditions in the workplace or for refusing to do an allegedly imminently dangerous job/task.

Addendum 2 Procedure for handling returned items

Put on gloves before emptying the book drop

Pull out book drop carts and wheel into the programming room

If possible, only take carts to programming room when patrons are not in the library
Put items in carts onto tables marked with the current day of the week and one week quarantine schedule.

After items have been stacked on the appropriate table, wheel cart back to dropbox

Dispose of gloves and wash hands

Items will remain in quarantine for 168 hours

After 168 hours, put items on a shelving cart

Wash hands

Follow normal check in procedure

Flip through items, check the condition, wear and tear, etc.

Check the items in and put them on the second check in cart

Second check and shelf as normal

Wash hands

Addendum 3 Procedures for curbside service

Patron places a hold by phone or through the library's catalog

Staff may have to assist with readers advisory and item selection

Staff pulls the hold and contacts patron

Staff gives the patron a pick-up time, notes the time on daily log, and patron car & phone and explains curbside procedures: when to arrive, route, no returns, etc.

Staff readies the patron's order and places it on the pick-up station in the break room

Patron drives up to the break room exit door (entrance and stop point marked with signs)

Staff puts bagged order in patron's trunk or back seat

If a patron misses their appointment, their item(s) will be held on the curbside prep table for five days.

A patron may pick up the item in the library or schedule another pick-up time before the five days

After the five days, the patron's item will be returned to circulation

Staff will make every effort to accommodate a patron's requested pick-up time

Addendum 4 Potential Benefits for Employees Affected by COVID-19

Staff members may be eligible for paid and unpaid leaves of absence.

The Library provides paid sick leave for all full and part-time employees.

FFCRA

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (FFCRA).

EPSLA (Emergency Paid Sick Leave Act) allows two weeks of pay/partial pay for qualifying reasons (six total) under the Act.

The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. (100% pay)

A health care provider has advised the employee to self-quarantine due to concerns related to COVID-19. (100% pay)

The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. (100% pay)

The employee is caring for an individual who is subject to either number 1 or 2 above. (2/3 pay)

The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable due to COVID-19 precautions. (2/3 pay)

The employee is 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. (2/3 pay)

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 capped at \$200/day.

EFMLA (Emergency FMLA) allows up to twelve weeks partial pay for qualifying reason #5 only. 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 capped at \$200/day.

Contact the Library Director to request leave. You will be asked to fill out a request form and provide documentation to support your request.