

Berrien Springs Community Library Preparedness and Response Plan

General

Berrien Springs Community Library takes the health and safety of employees and patrons very seriously and will remain vigilant in efforts to mitigate workplace exposure to the Covid-19 virus. This plan was developed in accordance with Governor Whitmer's Executive Orders, the Michigan Occupational Safety and Health Administration and recommendations of the Centers for Disease Control and Prevention.

Exposure Determination

Berrien Springs Community Library will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Director will be responsible for seeing that exposure determination is performed.

Lower exposure risk jobs. These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor have frequent close contact with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

- Maintenance—No public contact, very little interaction with Library staff

Medium exposure risk jobs. These jobs include those that require frequent and/or close contact with people who may be infected with SARS-CoV-2, 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 locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers.

- Director—Public interaction/co-worker interaction
- Assistant Director—Public interaction/co-worker interaction
- Cataloger—Public interaction/co-worker interaction
- Children's Librarian—Public interaction/co-worker interaction
- Adult/Teen Services Librarian—Public interaction/co-worker interaction
- Circulation Assistant—Public interaction/co-worker interaction
- Page—Public interaction/co-worker interaction

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Engineering controls

Berrien Springs Community Library will make every effort to implement feasible engineering controls within the library building to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards.

Engineering controls for SARS-CoV-2 include:

- Install clear barrier around Circulation Desk

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Director will be responsible for seeing that the correct administrative controls are chosen, implemented and maintain effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Administrative controls for SARS-CoV-2 in medium risk group include:

- Anyone who is sick, patron or staff member, is asked to stay home and not enter the Library
- Patrons may be required to wear masks upon entering the Library. Disposable face masks may be available to Library patrons upon entering the building
- Patrons will be asked to bring the fewest number of family members into the Library during visit
- Restriction on how long patrons are in the Library may be in place
- Signs will be posted in public areas and public restrooms of the Library informing patrons of COVID-19 symptoms, social distancing guidelines, and health and hygiene etiquette
- Capacity limits for patrons may be in place
- Access to certain public areas of the Library may be restricted
- Furniture and computer terminals may be rearranged or removed to allow for social distancing
- Traffic control designations may be used to indicate waiting areas, direction patterns for entering and exiting the Library, and one-way travel in certain areas of the Library
- Telework for staff members who can complete their tasks and duties at home

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will be implemented

- Staff desks in the workroom will be arranged to allow 6 feet of distance between workers
- Staff members will practice social distancing as much as possible
- Staff members will wear cloth face masks when unable to consistently maintain 6 feet of social distancing
- Face shields will be available whenever 3 feet of distance cannot be consistently maintained
- Staff members will frequently wash hands with soap and water for 20 seconds
 - When you arrive at work
 - Before and after breaks
 - When you are switching tasks (working at your desk to working at the Circulation Desk)
 - After being in public areas of the Library (patron computers, Children's Department, Magazine Room, etc.)
 - After using the restroom
 - After coughing or sneezing
 - Before leaving work
- Staff members will disinfect communal work equipment after use (examples: phone, writing implements, copy machine, fax machine, etc.)

COVID-19

- COVID-19 is caused by a coronavirus called SARS-CoV-2
- COVID-19 transmission
 - Mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or speaks
 - Spread is more likely when people are in close contact with one another (within about 6 feet)
 - Touching surfaces that have been coughed or sneezed on by someone infected with the virus and then touching your eyes, nose, or mouth
 - The CDC recommends maintaining 6 feet of social distancing to help prevent the spread of the COVID-19
- COVID-19 can survive on surfaces:
 - Up to 72 hours on plastic and stainless steel
 - Less than 4 hours on copper

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- Less than 24 hours on cardboard
- COVID-19 symptoms—People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. While it is possible for someone infected with SARS-CoV-2 to be asymptomatic (show no symptoms), for those who do develop symptoms, these may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- When to seek emergency medical attention
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face

General Health Guidelines and Practices

All Berrien Springs Community Library employees must review and follow these guidelines and practices whenever they are working in the library building.

The Library Director will be the Library's worksite supervisor to implement, monitor and report on the COVID-19 control strategies. The supervisor must remain on-site at all times when employees are present on-site. If the Director is unable to be on-site he/she will designate an employee to perform this supervisory role.

The Library will provide supplies such as hand soap, hand sanitizer, gloves, tissues, reusable face masks, and face shields.

- Frequently wash your hands with soap and water for at least 20 seconds
- When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol

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- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid touching the front of your mask
- Wear gloves when handling large amounts of library materials, such as when emptying the book drop
- Practice good respiratory etiquette, including covering coughs and sneezes with a tissue or the inside of your elbow. Throw tissue away and wash your hands immediately with soap and water for 20 seconds
- If medically able, wear a mask while in the building
- While in close proximity with patrons (less than 3 feet), wear a mask and face shield. Afterward, wash hands with soap and water 20 seconds, or use hand sanitizer
- Review and use proper practices in removing your face mask: be careful not to touch your eyes, nose, or mouth when removing the face covering and wash your hands with soap and water for 20 seconds immediately after removing it
- Practice social distancing with other staff members and the public, staying at least 6 feet apart when possible
- Do not consume food in public spaces or communal work areas
- Staff members who travel internationally will be asked to self-quarantine for 14 days upon their return
- Use staff entrance for entering and exiting the building

Keeping Employees Safe

- Self-monitor for COVID-19 symptoms each day using the Michigan Department of Health and Human Services MI Symptoms App for self-assessment. The Library provides a touchless contactless thermometer for staff use.
- Staff should not report to work if the MI Symptoms App indicates you may be at risk for COVID-19. You should call and notify the Director of this result.
- STAY HOME when sick. It is very important to stay home when you are not feeling well. Please speak with the Director if you are concerned about available sick time.
- If you develop symptoms of respiratory or other illness while at work, you will be asked to go home. Staff exhibiting symptoms and unable to leave the building immediately will be asked to self-quarantine in the Staff Break Room.
- Anyone exhibiting symptoms of COVID-19, or who has been diagnosed with COVID-19, should not return to work until:

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- At least 3 days (72 hours) without fever, without the use of fever-reducing medications, **AND**
- Improvement in respiratory symptoms (coughing/shortness of breath)
AND
- At least 7 days have passed since symptoms first appeared, or since the first positive COVID-19 test, if tested.
- If a staff member tests positive for COVID-19:
 - **The staff member must report their diagnosis to the Director immediately**
 - The Director will report the positive diagnosis to the Berrien County Health Department immediately
 - The Director will immediately report the positive diagnosis to any co-workers who may have come in contact with the infected individual
 - The Library will not disclose the individual's name
 - If an employee tests positive, the library may need to close for 24-72 hours to clean workspaces. Method of cleaning will depend on where in the library that person has recently worked. The library will contact the local health department for cleaning and sanitizing recommendations
 - The Library will notify New Image Building Services/Great Lakes Cleaning of a positive diagnosis for COVID-19, so proper cleaning and sanitizing may be performed.
- If a staff member has been in close contact with someone who has tested positive for COVID-19, that staff member must report the diagnosis to the Director immediately so safe and appropriate action may be determined.

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COVID-19 Workplace Health Screening

Name: _____

Date: _____ Time: _____

In the last 24 hours, have you experienced:

Had a fever or felt feverish:	___ Yes	___ No
Shortness of breath:	___ Yes	___ No
Headache:	___ Yes	___ No
New or worsening cough:	___ Yes	___ No
Chills:	___ Yes	___ No
New loss of smell or taste:	___ Yes	___ No
Sore Throat	___ Yes	___ No
Muscle aches:	___ Yes	___ No
Have you been in close contact with someone exhibiting symptoms of COVID-19	___ Yes	___ No
Have you been in close contact with someone diagnosed with COVID-19	___ Yes	___ No
Do you have a fever greater than 100°	___ Yes	___ No

If you have answered “**yes**” to any of the above questions exit the building immediately.

Personal Protective Equipment

The Library will provide employees with masks, gloves, and face shields. If medically able, staff should wear masks when 6 feet of distance cannot be consistently maintained between staff members or between staff and patrons.

A mask should be worn while performing the following tasks

- Working at the Circulation Desk
- Working at your desk if unable to consistently maintain 6 feet of distance from another staff member
- In-person programming
- Working out in the public areas of the Library if 6 feet of distance from patron can be maintained

A mask and gloves should be worn while performing the following tasks

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- Emptying the exterior book drop
- Disinfecting public restrooms

A mask and face shield should be worn while interacting with patrons in the public areas of the library and a minimum distance of 3 feet cannot be consistently maintained (for example, assisting a patron at a public internet workstation)

- Pages should wear a mask and face shield while shelving books

General Cleaning Guidelines and Practices

In addition to the **General Health Guidelines and Practices**, all Berrien Springs Community Library employees must review and follow these guidelines and practices whenever they are working in the library building.

The Library will provide supplies such as sanitizing wipes, disinfecting spray, disinfecting solutions, and paper towels.

- Sanitize communal phones after each use, entire receiver and base. Other phones should be wiped down throughout the day and at the end of the day
- Refrain from using the desk of another staff member. If this cannot be avoided, sanitize the items on the desk when you finished using it (desk surface, keyboard, mouse, monitor, chair arms, and writing implements
- Staff should sanitize their desk areas (desk surface, keyboard, mouse, monitor, chair arms, and writing implements) halfway through their shift and at the end of their shift
- After use of the staff restroom, sanitize the light switch, faucet, push lever on soap dispenser, doorknob and toilet handle
- All workroom equipment (paper cutters, fax machine, printer (if touching buttons or drawers/trays), writing implements, scissors, cabinet door handles, etc.) should be sanitized after each use
- Doorknobs and light switches within the workroom should be sanitized throughout the day and at the end of the day.
 - Cleaning schedule: Noon, 2:00 pm, 4:00 pm, 6:00 pm
- In the Staff Break Room, sanitize communal surfaces that you have touched (faucet, stove knobs and handles, table, refrigerator/freezer handles, cabinet and drawer handles, etc.)

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- After eating, wash, dry, and store all utensils, cups, cookware, and plates you have used. Do not leave items sitting in sink or drain board
- At the Circulation Desk, all surfaces should be sanitized at the end of your desk shift. Restroom keys and implements (writing implements, scissors, stapler, etc.) used by patrons should be sanitized after each use
- Patron computers should be sanitized after each use
- The buttons and other surfaces patrons touch on the copy machine should be sanitized after each use
- High touch surfaces throughout the public areas of the library should be sanitized throughout the day when open to the public
 - Cleaning schedule: Noon, 2:00 pm, 4:00 pm, 6:00 pm
- Public restroom door handles, restroom faucets, restroom soap dispenser, and towel dispenser should be sanitized throughout the day when open to the public
 - Cleaning schedule: Noon, 2:00 pm, 4:00 pm, 6:00 pm
- During phases 3-5 of the **Reopening Plan**, Great Lakes Cleaning will clean after the workday ends, Monday through Friday
- In the event a person suspected of having COVID-19 was in the Library, the Library will contact the Berrien County Health Department for guidance and direction
- In the event a person diagnosed with COVID-19 was in the Library, the Library will close for 24 hours
 - The Library will contact the Berrien County Health Department
 - The Library will notify the Great Lakes Cleaning (cleaning service) of the event
 - After a minimum of 24 hours, New Image will clean the designated areas

Training

The Director shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:

- Routes by which the virus causing COVID-19 is transmitted from person to person

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- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces
- Symptoms of COVID-19
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO
- Rules that the worker must follow in order to prevent exposure to and spread of the virus
- The use of personal protective equipment, including the proper steps for putting it on and taking it off

Recordkeeping

The Director shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

- Required training
- A record of 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

Rights to a Safe Workplace

All Berrien Springs Community Library staff members have the right to raise safety or health concerns with the Director or MIOSHA.

How to file a complaint with MIOSHA

- **By phone:** 800-866-4674
- **Online:** <https://safetyhealthhazards.apps.lara.state.mi.us/>

Additional information regarding employee rights may be found at:

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https://www.michigan.gov/ag/0,4534,7-359-98784_98791_99174---,00.html

Employees are protected from retaliation for reporting violations by Michigan and Federal law.

Safe Handling of Library Materials

Library materials are not generally considered a high risk material for transmission of a virus. However, studies have shown that quarantining returned materials significantly reduces the likelihood of virus viability for transmission. Staff should review and follow these procedures when handling returned library materials.

Exterior Book Drop

- Staff members emptying the exterior book drop must wear a disposable KN95 mask and gloves
- The book drop will be emptied on the following schedule Monday-Friday: 10 am, noon, 2 pm, 5 pm. Volume of returned material will be monitored and the schedule adjusted accordingly
- One staff member will be responsible for emptying the book drop
- Prepping for emptying the book drop should be done prior to removing books from the book drop, for example: turn on the laptop and ready the room for checking in books, prop open the door from the community room to the hall open so you don't have to open the door after handling books
- A dedicated cart will be used for emptying the exterior book drop and books will be quarantined in the community room
- Returned library materials will be quarantined in the community room for 72 hours
- Materials will be checked into "quarantine" in the Apollo system using a laptop
- After this quarantine period, the materials will be checked in from "quarantine", organized on book carts, and reshelfed
- Do not use cleaning products directly on the item unless there is visible evidence of contamination
- Book truck, laptop, scanner, and processing area should be wiped down after each time the book drop is emptied

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- After handling materials, staff should remove and discard their gloves and immediately wash their hands with soap and water for at least 20 seconds.
- After exiting the community room, staff should dispose of the KN95 mask, wash their hands with soap and water for at least 20 seconds , put cloth face mask back on, and immediately wash their hands with soap and water for at least 20 seconds
- The exterior opening for the book drop, handles on the entry doors, and book drop receptacle will be sanitized after the books have been moved into the community room

Curbside Pickup

In an effort to provide services to Library patrons while the Library remains closed to the public, the Berrien Springs Community Library will offer contactless pickup service.

PREPARING REQUESTS FOR CURBSIDE PICKUP

- Patrons may request books for curbside pickup by placing a reserve using the online catalog, by phone, or by email. Up to 20 items may be requested.
 - For requests by phone or email, patrons must provide library account number.
- Staff must wash hands for 20 seconds with soap and water before collecting books for a patron's request.
- Staff must wear a face mask while processing a patron's request for Curbside Pickup. If you just put on your mask, wash your hands again for 20 seconds with soap and water.
 - If during any part of this process you touch your face mask or cough or sneeze, you must wash your hands for 20 seconds with soap and water before continuing to fill the request.
- Once requested items have been gathered, check them out onto the patrons account.
 - Verify all parts of AV material are with the item.
 - Stamp each item with the correct date due.
 - Place all items in the appropriate size grocery bag (there are two sizes small and large).
 - Fold the bag closed.
 - On the outside of the bag with a black Sharpie write:
 - Patron's name.

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- Patron's account number.
- Due date of books/Audiobooks example: **Books due 7/1/2020**
- Due date of DVDs, music CDs, or magazines example: **DVDs due 7/1/2020.**
- Place package by the inside entry doors (on the table by the Book Sale)
- Wash hands for 20 seconds with soap and water.
- For patrons who called or emailed their request, please notify the patron that their items are ready for pick up. Please relay the following information to the patron:
 - If they are sick or have a fever, wait until healthy to pick up items
 - They must bring their library card or driver's license.
 - Park in one of the spots marked for Curbside Pickup, open their trunk.
 - Call 269-471-7074 (the Library) to notify staff he/she is in the parking lot.
 - Once we receive the call, a staff member will bring out the package, verify their card/license, and deposit the package in the trunk. **PATRONS SHOULD REMAIN IN THE CAR WITH WINDOW CLOSED.**
 - Let the patron know the due date of their material. The due date will remain the same whether he/she picks up the material on the day it was requested to three days from the day it was requested.
 - Also, staff will not accept returned materials during Curbside Pickup. It is the patron's responsibility to return material to the exterior book drop.

DELIVERING ITEMS DURING CURBSIDE PICKUP

- When you receive a call that a patron has arrived to pick up materials ask:
 - Last name on the Library account the books were checked out under.
 - Which Curbside Pickup spot the patron is using.
 - Ask patron to open trunk.
 - Ask patron to keep window closed and to remain in their car.
 - Let patron know you will be out in a few minutes with their material.
- Staff must wash hands for 20 seconds before taking out package.
- Staff must wear a face mask while taking out package.
- Select the correct bag and take items out to the patron.
- Once finished, wash your hands for 20 seconds with soap and water.
- Disinfect door handles.