

Rights to a Safe Workplace

All Eau Claire District 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:

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.

Exposure Determination

Eau Claire District 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 frequent close contact with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

- Seasonal 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.

- Programming—Interaction with patrons,
- Circulation—Interaction with patrons
- Interlibrary Loan—Interaction with patrons
- Shelving—Working out in various departments where patrons are allowed.

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Engineering controls

Eau Claire District 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:

- If possible, use high efficiency air filters
- If possible, increase ventilation rates
- Install clear barrier at 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:

- Telework for staff members who can complete their tasks and duties at home will be implemented
- Staff desks in the workroom will arranged to allow 6 feet of distance between workers
- Staff members will practice social distancing as much as possible
- Staff members will wear cloth faces 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

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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.)
- Patrons will be encouraged to wear face masks

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
- Interacting with patrons in public areas of the Library (patron computers, Children's Department, Magazine Area, etc.)

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

- Emptying the exterior book drop
- Disinfecting public restrooms

A mask and face shield should be worn while when 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)

General Health Guidelines and Practices

All Eau Claire District Library employees must review and follow these guidelines and practices whenever they are working in the library building.

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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, a reusable face masks, and face shield.

- 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.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- 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. Wash hands with soap and water, or use hand sanitizer, for 20 seconds.
- 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 to notify the Director of this result.

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- 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 Kitchen.
- Anyone exhibiting symptoms of COVID-19, or that has been diagnosed with COVID-19, should not return to work until:
 - 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, depending 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 contact a cleaning service if a positive diagnosis for COVID-19 is made, 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 for Contract Workers

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

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

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 mask and gloves.
- Prepping for emptying the book drop should be done prior to removing books from the book drop, for example: turn on the circulation computer and readying

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the room for checking in books, prop open the door from the Library to the hall and to the Community Room 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.
- 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, and processing area should be wiped down after each time the book drop is emptied.
- 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 face mask and immediately wash their hands with soap and water for at least 20 seconds.

General Cleaning Guidelines and Practices

In addition to the **General Health Guidelines and Practices**, all Eau Claire District 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 another staff members' desk. 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.

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- After use of the staff restroom, sanitize the 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 use.
- Doorknobs and light switches within the workroom should be sanitized during the day and at the end of the day.
 - Cleaning schedule: 2:00 PM; 6:00 PM
- In the kitchen/breakroom, sanitize communal surfaces that you have touched (faucet, stove knobs and handles, refrigerator/freezer handles, cabinet and drawer handles, etc.)
- After eating, all utensils, cups, cookware, and plates you have used should be washed, rinsed, dried and put away **OR** rinsed and placed in the dishwasher. 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. Any 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 of the copy machine, and other surfaces that are touched, should be sanitized after each use.
- High touch surfaces throughout the public areas of the library should be sanitized during the day when open to the public.
 - Cleaning schedule: 2:00 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; 3:00 PM; 6:00 PM
- During phases 2-5 of the **Reopening Plan**, our cleaning service will clean once a week.
- 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 Berrien County Health Department.
 - The Library will notify a cleaning service of the event.
 - After a minimum of 24 hours, a cleaning service will clean the designated areas.

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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.
- 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.

NOTE: It is recommended that records of employee training be maintained that at a minimum document the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

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.

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- When an employee is identified with a confirmed case of COVID-19.

Curbside Pickup

In an effort to provide services to Library patrons while the Library remains closed to the public, the Eau Claire District Library will offer curbside pickup service.

- Patrons may call or email their requests for material or reserve items through the Library's online catalog.
 - When calling in or emailing requests, patron must provide his/her library card number
- Staff will wear masks while collecting material and during the pickup process.
- Materials will be checked out and packaged in a paper bag; patron's last name is to be written on the outside of the bag.
- Patron will be notified when his/her request is ready for pickup.
 - Pickup hours are Monday-Friday 11 AM-6 PM
 - Patrons will be informed on the pickup protocol.
 - Patron will be requested to wear a mask.
 - If patron is sick or has a fever, request he/she pick up the items when they are healthy.
 - Upon arriving at the Library, the patron should remain in his/her car and call the Library to let staff know they are here. If they do not have a cell phone, the patron should call the library before leaving his/her house and tell staff when they will arrive.
 - Once staff is notified of the patron's arrival, the patron's book package will be placed in the trunk or back seat of the patron's car.
- Items for pickup will be staged in the office of the Library.
- Follow protocol listed above for patron pickup.