Willard Library Safety Management System		Initial Issue Date:	05/26/2020
SARS-CoV-2 Preparedness & Response Plan		Revision Date:	09/08/2020
Program's Responsibility:	Director of Information Technology and Facilities	Page Number	1

SARS-CoV-2 Preparedness & Response Plan

General

The following SARS-CoV-2 Preparedness & Response Plan has been established for Willard Library in accordance with the requirements in the most recent executive order concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with *Guidance on Preparing Workplaces for COVID-19*.

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request. Refer to the most recent executive order and referenced *Guidance on Preparing Workplaces for COVID-19* therein for specific requirements.

Exposure Determination

Willard 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 of Information Technology and Facilities will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

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 (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Medium exposure risk jobs. These jobs include those that require frequent and/or close contact (for example, within six feet) 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 (for example, schools, high-population-density work environments, high-volume retail settings).

Willard Library has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

NOTE: Some employers may have more than one type of exposure determination in the workplace depending on the evaluation of each position/job/task in the workplace. Likewise, employees may perform tasks that have differing exposure determinations depending on assignment or need.

Positions/job/task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
Librarians	Medium Exposure Risk	Frequent and/or close contact
Support Staff	Medium Exposure Risk	Frequent and/or close contact
Department Heads	Medium Exposure Risk	Frequent and/or close contact
Computer Systems Supervisor	Medium Exposure Risk	Frequent and/or close contact
Custodians	Medium Exposure Risk	Frequent and/or close contact
Administrative Staff	Medium Exposure Risk	Frequent and/or close contact

Engineering controls

Willard Library has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. 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.

Engineering controls for SARS-CoV-2 include:

- Installing physical barriers, such as clear point of contact guards at all active public desk
- Sneeze guards on media computers
- Access to self checks
- Move staff offices according to occupancy guidelines set by the State of Michigan

NOTE: Additional engineering controls are not recommended for low exposure risk employees. Director of Information Technology and Facilities will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented. (Example: specify the engineering control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)

Positions/job/task	Engineering Control
All onsite staff	Point of contact guards and sneeze guards separating media computers

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Director of Information Technology and Facilities will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectively in order to minimize or eliminate employee exposure to SARS-CoV-2.

Additional engineering controls are not recommended for workers in the lower exposure risk group. Low exposure risk group employers should monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.

Examples of administrative controls for SARS-CoV-2 in medium risk groups include:
● Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able 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. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
● Keep guest 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 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, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
● Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
● Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

The following administrative controls have been established for Willard Library.

(Example: specify the Administrative control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)
All staff	● Offering face mask for all employees and sick guest ● Signage in both staff and public areas regarding symptoms of COVID-19 ● Work that is able to be performed remotely will be performed remotely. ● Communicate worker health resources to staff ● Screening for symptoms of COVID-19

Hand Hygiene & Disinfection of Environmental Surfaces

The Director of Information Technology and Facilities will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular hand washing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employee's hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

The Director of Information Technology and Facilities will be responsible for seeing that the environmental surface in the workplace is cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV2-19. When choosing cleaning chemicals, Willard Library will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. Director of Information Technology and Facilities will be responsible for seeing that such a cleaning and disinfection is performed as required.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Public Service Desk ● High touch areas	● Re-Juv-Nal / Clorox Wipes ● Clorox Total 360	● Every 3 hours when open ● Every night cleaning
Staff Shared Areas: ● Conference room ● Breakroom ● Restrooms ● Public Desk Area	● Re-Juv-Nal / Clorox Wipes ● Re-Juv-Nal / Clorox Wipes ● Clorox Total 360 ● Re-Juv-Nal / Clorox Wipes	● After use, every night cleaning ● After use, every night cleaning ● Every night cleaning ● Before the start of each shift
Shared Work Tools: ● Phones ● Keyboard/Mouse ● Office tools	● Re-Juv-Nal / Clorox Wipes ● Re-Juv-Nal / Clorox Wipes ● Re-Juv-Nal / Clorox Wipes	● Before the start of each shift ● Before the start of each shift ● After use
Public use areas: ● Computers ● Tables ● Restrooms ● Elevator buttons ● Handrails	● HandyClean Steridol Wipes ● Re-Juv-Nal / Clorox Wipes ● Re-Juv-Nal ● Re-Juv-Nal / Clorox Wipes ● Re-Juv-Nal / Clorox Wipes	● Guest can clean before use ● Every 3 hours when open ● Every 3 hours when open ● Every 3 hours when open ● Every 3 hours when open

Personal Protective Equipment (PPE)

Willard Library will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with the most recent executive order.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Require masks to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.

The construction industry must provide specific instructions for the distribution of personal protective equipment and designate on-site locations for soiled masks.

The following type(s) of PPE have been selected for use:

Positions/job/task	PPE
Public Service Desk	- Mask are provided and required - Face shields are provided and are highly recommended when you can not consistently maintain three feet of separation
Handling of materials Non quarantine materials	- Gloves are provided for safe handling of quarantine materials - Gloves are required
Shared Spaces	- Mask are required when you can not consistently maintain six feet of separation
General	- Gloves, masks and face shields are available for all employees

Health Surveillance

Willard Library has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. Director of Information Technology and Facilities will be responsible for ensuring that all required health surveillance provisions are performed as required.

An hour before reporting onsite to work Willard Library will screen employees for signs and symptoms of COVID-19 via COVID19 Symptom Checker website. Employees must complete the symptom checker one hour before their work shift and must complete it offsite of Willard Library. Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Director or Director of Circulation & Branch Services Senior Manager before and during the work shift and have been provided with instructions for how to make such a report to the employer.

Contractors must also complete the screening tool prior to arriving on-site.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- Do not report to work for your scheduled shift today
- Please report your absence following normal procedures using the Library's scheduling software
- After submitting your time off request, please contact Cathy Lucas at 269-968-8166 ext 526 or Amanda Paffhausen at 269-968-8166 ext 537 to determine the next steps for your situation.

Willard Library will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:
    a) Not allowing known or suspected cases to report to or remain at their work location.
    b) Sending known or suspected cases home where they are self-isolating during their illness.
    c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Willard Library will monitor federal, state, and local sources, including but not limited to, State Executive Orders, MIOSHA, OSHA, Centers for Disease Control and Prevention, World Health Organization, and public health authorities for guidance, safety plans, and procedures to ensure compliance with measures to protect the public and employees. This information will be used to determine the phase at which the Library is operating as defined in the Willard Library Reopening and COVID-19 Preparedness & Response Plan.

Training

Director of Information Technology and Facilities 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 executive order.
- 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

Director of Information Technology and Facilities shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent executive order.

The following records are required to be maintained:

1. Required training.
2. 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.
3. When an employee is identified with a confirmed case of COVID-19.