



Michigan Library Association

COVID-19 Exposure Prevention, Preparedness and Response Plan

June 7, 2020

The Michigan Library Association (MLA) takes the health and safety of employees 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 Order 2020-77, the Department of Labor Occupational Safety and Health Administration (OSHA) Guidance on Preparing Workplaces for Covid-19 (OSHA 3390-03-2020), recommendations of the Centers for Disease Control (CDC) and Ingham County Department of Health. It is also acknowledged that the Covid-19 Pandemic is an evolving situation as more is learned about the virus. As a result, these guidelines are subject to change and modification pursuant to legal requirements. The provisions of this Exposure Prevention, Preparedness and Response Plan shall apply to all employees and any person entering or providing services to MLA facilities. The Plan will remain in effect until rescinded by the MLA Executive Director.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the Sars-CoV- 2 virus. It is considered highly contagious. To mitigate the impact of COVID-19, provisions have been put in place to reduce exposure to employees and citizens. It is important to understand how COVID-19 spreads. The virus is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within about six (6) feet);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- It may also be possible to contract COVID-19 by touching a surface or object that has COVID-19 on it and then touching your mouth, nose, or eyes.

Responsibilities of Executive Director: It is the responsibility of the MLA Executive Director to create, update and be knowledgeable of the COVID-19 Exposure Prevention, Preparedness and Response Plan; to implement the plan within the organization; to be aware of the specific risk level of employees based on their job responsibilities and to implement measures to mitigate that risk; and to be available to answer questions and concerns from employees. It is expected that the Executive Director shall set a good example and follow this Plan at all

times. This includes practicing good personal hygiene and job site safety practices to prevent the spread of the virus.

The Executive Director is designated to perform in a supervisory role when any staff is present. If the Executive Director is not present, another staff member will be designated to perform the supervisory role.

Responsibilities of Employees: It is a condition of employment for all employees to comply with the requirements of the MLA COVID-19 Exposure Prevention, Preparedness and Response Plan. As set out in this plan, MLA has instituted various housekeeping, social distancing, requirements for personal protection equipment, and other best practices to reduce exposure to COVID-19. Employees are required to comply with the following provisions: Remain home if sick and notify the Executive Director accordingly. Employees exhibiting signs of illness will be sent home.

- Report to the Executive Director if they are experiencing any signs or symptoms of Covid-19 or if a member of their household has been diagnosed with Covid-19. Signs and symptoms of COVID-19 include coughing, fever, shortness of breath, difficulty breathing, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, loss of sense of smell or taste, and profound fatigue.
- Employees must practice good hygiene which includes frequently washing hands with soap and water for at least 20 second. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Follow appropriate respiratory etiquette which includes covering your nose and mouth with a tissue or the inside of your elbow when you cough or sneeze. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Whenever possible and unless required by your job, avoid close contact with people that are sick.
- Follow the social distancing and personal protection equipment guidelines contained in this plan.
- Regularly clean and maintain personal protective equipment.
- Regularly clean and sanitize work areas, tools, and equipment as provided for in this plan.

Training: Prior to returning to the office, MLA will provide training to all employees on the following:

- Workplace Infection Control Practices
- Proper use of Personal Protection Equipment
- How to Report Unsafe Working Conditions

Workplace Protective Measures: The following measures shall be implemented at the MLA office and adhered to by all employees.

- Any employee showing symptoms of COVID-19 will be asked to leave the workplace and will not be allowed to return until symptom free for a minimum of three consecutive days or until the employee can document that they are experiencing a non-contagious medical condition.
- MLA will implement a COVID-19 screening process which may include temperature checks and questions about any symptom's employees are experiencing and potential contact with any persons diagnosed with COVID-19.
- Whenever possible, MLA business shall be conducted electronically via e-mail, phone or through meeting platforms such as Zoom. If an in-person meeting is required, participants must observe social distancing measures and the meeting room must be sanitized at the conclusion of the meeting.
- Employees must avoid physical contact with others and shall direct others, including co-workers, citizens, and contractors, to maintain social distancing standards where possible.
- To the extent possible, sharing of tools and equipment shall be prohibited. If sharing is necessary, the tools and equipment should be cleaned with alcohol-based wipes before and after each use. Employees should consult with manufacturing recommendations for the proper cleaning techniques and restrictions.
- Employees shall be required to wear face masks in shared spaces and in areas where social distancing is not possible. Face masks will also be required in restrooms, hallways and entry areas. For purposes of this policy, shared space shall mean any area in which social distancing cannot be achieved. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties. Private offices and work areas are not considered shared spaces unless other individuals enter the office and social distancing cannot be achieved.

Employee Illness or Exposure to Covid-19:

- **Illness:** Employees that are ill are **required** to stay home and seek appropriate medical attention. Said employees must notify the Executive Director as soon as possible of the illness via phone, text message or e-mail. Employees reporting to work ill shall be sent home. During the pandemic event, full-time and regular part-time employees that become ill with COVID-19 will be compensated for their regular wages/shifts for the first fourteen calendar days. If their illness extends beyond the initial fourteen calendar days, the employee shall use accumulated paid leave time and if available, applicable short-term disability benefits. Once all leave time benefits are exhausted, the employee may take unpaid leave. Before returning to work, employees with COVID-19 must be symptom free for at least three (3) consecutive days or be cleared to return to work by their physician.
- **Notification of Exposure:** MLA will notify employees within 24 hours of any known

exposure to COVID-19. Employees are required to comply with any quarantine recommendations after being exposed to the pandemic event. MLA must also immediately notify the local public health department if any employees contract COVID-19.

- **Exposure & Quarantine:** This will apply to all employees that have been exposed to an infected or quarantined individual and are advised by their medical provider to stay home and self-quarantine. During the quarantine period, MLA will compensate full-time and regular part-time employees for their regular wages for the first fourteen (14) calendar days of the quarantine. If the quarantine extends beyond fourteen (14) calendar days, the employee may use any accumulated paid leave time to continue their regular compensation during the quarantine event. Before returning to work after a quarantine, employees may be required to obtain clearance to return to work by a designated medical provider of MLA's choice.

Social Distancing: Social distance shall be observed at the MLA office until otherwise determined by the County, State, or Federal government. Social distancing requires that each employee:

- maintain a distance of at least six (6) feet from other people;
- do not gather in groups;
- stay within individual workspaces as much as possible except when entering/leaving the building, using restrooms, kitchen/copy room or to complete a job task;
- only one person allowed to be in and use the kitchen/copy room at a time;
- whenever possible refrain from traveling through the work areas of other employees;
- while this plan is in place, no attending or hosting of in-person meetings.

Personal Protective Equipment & Work Practice Controls: To mitigate the exposure risk to COVID-19, MLA will provide the following personal protective equipment. The specifications of this equipment shall be determined by the nature of the job performed.

- **Face Masks:** Disposable facemasks will be available to all employees. At this time all employees have agreed to wear their own personal reusable washable face masks. Employees shall be required to wear face masks in public spaces and in areas where social distancing is not possible. Employees who must enter private offices or the workspace of other employees will be required to wear face masks. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties.

Workplace Modifications: MLA will evaluate and determine risk exposure and modifications that should be implemented to mitigate this risk. These modifications will include:

- installation of barrier/sneeze guard at the front desk
- removal of all publications, information, fliers, etc. at the front desk
- Installation of signage to direct guests on social distancing requirements, hand sanitizing stations, etc.

- Restructuring of the shared work area to ensure social distancing measures are possible.
- No-contact sanitizers will be mounted to the walls by the front door and in the copy room/kitchen.

Workplace Cleaning & Disinfecting: The MLA office, including the shared work area, will be properly cleaned and sanitized prior to reintroducing staff to the facility. All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities as described below.

All common areas will be cleaned and sanitized at least two times daily by the Administrative Assistant utilizing products identified by OSHA and the CDC as effective for eliminating Covid-19. Common areas include, but are not limited to, the following:

- o doors
- o doorknobs, push bars, handles, and panels
- o light switches
- o conference rooms including tables and chairs
- o kitchen/copy room to include microwaves, refrigerators and coffee machine
- o Plexiglas barriers/sneeze guards
- o Countertops
- o Shared office equipment such as copiers
- o Carpets will be vacuumed weekly

Employee Cleaning & Sanitizing Responsibilities: Employees shall be responsible for cleaning and sanitizing their personal work areas as per the following:

- Clean personal workspaces on a regular basis. Specifically, the following surface areas should be cleaned at least daily and more frequently if shared:
 - o phone
 - o computer keyboard & mouse
 - o desk surface and drawers
 - o chairs
 - o For employees with their own offices: light switches, doors, and door handles.
- Workspace carpets will be vacuumed once a week by employee
- Avoid using other employee's supplies, equipment, phones, etc. If it is necessary to share equipment, clean before and after each use.
- Clean common areas after each use.
- When using copy machine, wipe down before and after each use.
- If utilizing the kitchen, wipe down all surfaces used (countertop, microwave buttons, fridge handle, etc.). Do not provide communal food and beverages and refrain from sharing serving utensils

Cleaning and Disinfecting if Someone is Symptomatic: If an employee has developed symptoms of Covid-19, the areas used by the employee must be cleaned and disinfected prior

to being used again. Access to the area(s) should be closed off until the disinfecting has been completed. Clean and disinfect all areas used by the symptomatic person including offices, restrooms, common areas, shared electronic equipment, etc.

Reintroduction of Employees and the Public into the MLA Office:

The Executive Director shall determine when employees return to the worksite and when the MLA office is reopened to members and guests. It is anticipated that the return to work will be achieved in stages based on State and Federal mandates and the ability to achieve social distancing requirements.

Prior to employees returning to work, any necessary measures to reduce risk exposure shall be implemented. Prior to commencing work, employees returning to work, shall clean and sanitize all work areas and equipment. Employees will be advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure. These measures may include staggered shifts, continuation of remote work arrangements, and other strategies to limit the number of employees working together.

Before allowing access to members and guests, the MLA office shall implement the following measures:

- Post signage with social distancing requirements and directions including the requirement to wear masks.
- Installation of plexiglass barrier at the front desk.

Once the MLA office is reopened to guests, face masks will be required to enter as long as social distancing measures are required. In addition, the following measures may also be required:

- Screening of guests through observation of Covid-19 symptoms. All concerns regarding symptomatic visitors or unsafe behavior shall be reported to Executive Director.
- Requiring temperature checks of guests entering the facility.
- Limiting/regulating the number of guests permitted to enter. The number of individuals permitted to enter could change periodically based upon the incidents of Covid-19 in the community and on changes in recommended practices

On-site Meetings: Whenever possible, MLA business shall be conducted via e-mail, phone and electronic meeting platforms. When on-site meetings are required, social distancing measures shall be strictly enforced. The number of persons allowed at an on-site meeting shall be determined by State social distancing measures in effect at the time of the meeting. Meeting sites shall be cleaned and sanitized before and after the meeting and hand sanitizer shall be made available to all in attendance.

Offsite Meetings & Business Travel: Unless specifically authorized by the Executive Director, no off-site meetings or business travel shall be allowed while this Plan is required. When

offsite meetings and business travel are deemed necessary, the employee shall observe social distancing measures.

Conclusion

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via e-mail prior to returning to work. Any questions regarding any provisions of the plan should be directed to the Executive Director.

I have read the Exposure Prevention, Preparedness and Response Plan and agree to abide by the guidelines addressed to protect myself and others from the spread of COVID-19.

Signature

Date