



## **COVID-19 PREPAREDNESS & RESPONSE PLAN**

**EMPLOYER: Plymouth District Library**

### **I. Purpose**

This COVID-19 Preparedness and Response Plan ("Plan") is adopted in compliance with the Michigan Occupational Safety and Health Administration Emergency Rules Coronavirus Disease 2019 issued May 24, 2021

### **II. Designated Workplace Supervisors**

The following employee titles are designated workplace supervisors, also known as COVID-19 Supervisors, to implement, monitor and report on the COVID-19 control strategies developed under this Plan:

Library Director, Business and HR Administrator, Marketing and Community Relations Specialist, Head of Information Technology, Coordinators, Supervisors, and Librarians.

A designated workplace supervisor must remain on site at all times when workers are present onsite. An on-site employee may be designated to perform the supervisory role.

### **III. Engineering Controls**

To protect its employees this employer had

- Increased the amount of fresh outdoor air introduced to the building and overall air circulation
- Installed plexiglass barriers at all service desks
- Installed higher efficiency air filters and scheduled replacement of air filters for higher frequency

### **IV. Basic Infection Prevention Measures & Safe Work Practices**

To protect its in-person workers, this employer will:

1. Require in-person workers to comply with the social distancing practices described in MIOSHA Emergency Rules, which includes keeping workers at least six feet from one another to the maximum extent possible.
2. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands. If soap and running water are not

immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol and no more than 80% alcohol

3. Require workers to stay home if they are sick.
4. Encourage respiratory etiquette, including covering coughs and sneezes.
5. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, the employer 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 employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
6. Face-to-face meetings are permitted. Virtual meetings are encouraged
7. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
8. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.

## **V. Identification and Isolation of Ill Workers; Response**

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The employer will implement policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19, which will include asking workers to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The employer may also require workers to take their temperature and record the result in writing before working.
3. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. The worker should wear a face mask until he or she leaves or is transported from the workplace.

4. All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason. Employees must still follow library leave policy.
5. If an in-person worker tests positive for COVID-19, the employer will take additional measures that are reasonable under the circumstances, which may include closing the affected building (or part of the building) to all workers; notifying all workers who interacted with the infected person of the potential exposure; and having the affected building (or part of the building) professionally cleaned and sanitized.

#### **VI. Personal Protective Equipment ("PPE")**

Pursuant to the MIOSHA Emergency Rules this employer will provide face coverings for all employees.

Workers with questions or concerns should contact the Director or Business and HR Administrator.

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