



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

**Employer: Plymouth District Library**

### **I. Purpose**

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted in compliance with Michigan Governor Gretchen Whitmer’s Executive Order 2020-77, dated May 7, 2020.

### **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, and Supervisors.

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

### **III. Workplace Considerations**

This employer’s workplace is a public library. Originally the general public was not currently permitted to enter this workplace under EO 2020-77. Thus, the only anticipated exposure at that time to workers is from other workers who are on site to perform critical infrastructure work, minimum basic operations, or necessary government activities under EO 2020-77. The workplace brought additional workers back under subsequent executive orders and reopened to the public on July 29, 2020.

The employer considers its in-person workers, except for Workplace Supervisors to be at “lower exposure risk” under OSHA’s Guidance on Preparing Workplaces for COVID-19 (“OSHA Guidance”), which is defined as follows:

*Lower exposure risk (caution) 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 (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Workplace Supervisors are considered to be at “medium exposure risk” under OSHA’s Guidance on Preparing Workplaces for COVID-10 (“OSHA Guidance because they may frequently come in close contact (i.e., within 6 feet of) the general public.

#### **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 EO 2020-77, which includes keeping workers at least six feet from one another to the maximum extent possible and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business's, operation's, or government agency's critical infrastructure functions or its minimum basic operations.
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.
3. Require workers to stay home if they are sick.
4. Encourage respiratory etiquette, including covering coughs and sneezes.
5. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
6. 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).
7. Direct that face-to-face meetings should be replaced with virtual meetings when possible.
8. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
9. Discontinue nonessential travel for workers.
10. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.

11. Install physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

## **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 under the Families First Coronavirus Response Act.
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 OSHA Guidance for lower exposure risk workers, “workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.” Workers will be provided with face coverings pursuant to EO 2020-77.

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

Updated 07/28/20