

Briggs District Library

COVID-19 Preparedness and Response Plan

Implemented: June 18, 2020

Briggs District Library has prepared the following COVID-19 Preparedness and Response Plan to provide guidance for library staff for getting back to work in the “new normal”. It includes protocols in accordance with relevant state and local orders related to COVID-19 and provides a structure for safely and efficiently re-opening Briggs District Library to all employees and the general public.

The Briggs District Library Director serves as the COVID-19 Workplace Coordinator. The Director will update this Plan as needed and ensure that important messages are communicated to employees and the general public. In the absence of the Director, this roll will be delegated to the Assistant Director. This role may be assigned to either the Program Librarian or Outreach/Community Engagement Librarian in the absence of both the Director and Assistant Director. The Library Director in conjunction with the Assistant Director and other members of the Administrative Team will work to maintain adequate staffing levels to perform essential functions. In the event that there is a disruption to the supply chain for critical goods, the Director and Administrative Team will identify alternate sources. The Administrative Team will work to maintain library services and communication channels to the extent that they are allowed under state and local orders related to COVID-19.

This Plan will remain in effect until further notice and may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

SECTION 1: BRIGGS DISTRICT LIBRARY STATUS FROM MARCH 16, 2020 THROUGH JUNE 8, 2020

Under Executive Order 2020-5 the Governor decided to close schools on March 16, 2020. The Briggs District Library Board made the decision to close the Library to the public effective that same date. Since March 24, 2020, Governor Gretchen Whitmer issued numerous Executive Orders addressing Michigan residents, businesses and places of public accommodation concerning COVID-19. Order 2020-20, 2020-43, 2020-69 address places of public accommodation which the libraries are considered to be a part of under the EO. The remaining orders prohibits businesses or operations to operate a business or conduct operations that require workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations.

Under the Executive Orders, workers who are necessary to conduct minimum basic operations are "those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely."

Only "critical infrastructure workers" or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order.

On Monday June 1, 2020, Governor Whitmer issued EO 2020-110 lifting the Stay Home Stay Safe Order and allowing public libraries to begin reopening on June 8, 2020 following guidelines laid out in EO 2020-97 and later 2020-114.

1.2 Library Hours

The Library is closed to the general public.

1.3 Visitors

No visitors are allowed in the library unless they are deemed essential to address an emergency related to maintaining the library facility or inventory. All visitors entering the building shall be screened before entering the building. A screening questionnaire, attached as Appendix D, should be utilized to decide if the visitor can enter the building. A visitor who presents with symptoms of COVID-19 or answers yes to any of the screening questions will not be allowed into the building. Provide the visitor with the Center for Disease Control's fact sheet "Prevent the Spread of COVID-19 if you are Sick" attached in Appendix F. Forward the completed questionnaire to the Director for record keeping.

1.4 Adherence to Protective Measures

At all times while at work, employees must adhere to the protective measures listed in Section 3.

SECTION 2: BRIGGS DISTRICT LIBRARY STATUS BEGINNING JUNE 8, 2020

In accordance with the Library Reopening Policy, the library has made the decision to follow a phased reopening plan detailed in Appendix A. Hours and employee work schedules will vary based on which phase the library is on. The following determinations will come into play as the library moves through the phases:

2.1 General Public Access to the Facility

When the Library opens to the general public, social distancing guidance and signs that illustrate COVID-19 symptoms and prevention will be posted for public viewing. The number of public individuals present at one time may be limited per state or local orders. See Appendix A for additional details.

2.2 Return to Work, Employee Compensation and Work Schedules

Administrative employees have been performing essential functions since the March 16th closure and working remotely. They are tentatively scheduled enter the facility June 2, 2020 to begin preparing to implement the Phased Reopening Plan. Remote work may continue with the approval of the Director and a Remote Work Agreement must be executed - See Appendix E. Administrative employees may continue to take advantage to the State of Michigan Work Share Program until work levels increase enough to warrant terminating the program.

Hourly employees were furloughed effective May 3, 2020. They will be brought back according to the Phased Reopening Plan. Library may explore putting them on the State of Michigan Work Share Program in order to make up the difference between the hours the Library is able to work them and their pre-virus schedule. Modifications may be made as the Library moves through the Phased Reopening Plan. Certain functions or duties may be able to be performed remotely. The primary reason for doing this would be to limit the number of individuals in the facility and/or allow social distancing in the staff area. Prior to remote work occurring a Remote Work Agreement must be executed - See Appendix E.

Should the employee not be able to return to work for reasons other than as required by law or refuse to work, their employment situation, including pay, will be addressed in accordance with Library Policies.

2.3 Adherence to Protective Measures

At all times while at work, employees must adhere to the protective measures listed in Section 3 and the COVID Staff Procedures Document, Appendix D.

SECTION 3: PROTECTIVE SAFETY MEASURES

The following protective safety measures must be adhered to by all employees:

3.1 Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. However, it is critical that employees do not report to work while they are experiencing symptoms such as fever, cough, shortness of breath, sore throat, or vomiting/diarrhea. Compensation for time off due to illness will be in accordance with Library Policies.

3.2 Employee Screening BEFORE Entering the Workplace

Employees are encouraged to complete the Mid-Michigan Workplace Health Screening form before coming to work. They will be required to bring the form with them and turn it in to a designated location or email it to the Director. If one forgets, is unable to complete the form at home or does not have access to a thermometer, forms and thermometer will be available in the mechanical room near the staff entrance. If an employee answers yes to any of the questions on the screening form or their temperature is 100 F or greater they should not come to work and contact the Director or Assistant Director. If they screened in the mechanical room, they should immediately exit the facility and then call administrative staff. The Mid-Michigan Workplace Health Screening form is attached as Appendix B.

The employee's return to work will be based on guidance from the Mid-Michigan District Health Department and Center of Disease Control; such requirements are explained in detail in the Return to Work Plan, attached as Appendix C and Staff Procedures document.

3.3 Employee Self-Monitoring

Employees are encouraged to self-monitor throughout the day. For further guidance on self-monitoring is attached in Appendix F.

3.4 Enhanced Social Distancing

Social distancing is a simple and effective mechanism to help prevent the transmission of COVID-19. Implementing the following efforts into your workday will help to protect you and your co-workers:

- Reasonably avoid coming within 6 (six) feet of other individuals
- Watch for visual cues that reinforce distancing in common areas

- No handshaking or embracing co-workers or visitors
- Avoid anyone who appears to be sick or who is coughing or sneezing
- Avoid touching surfaces by others to the extent feasible
- Respect barriers and distances between workstations
- Avoid shared use of work space, desks, telephones and tools/equipment to the extent possible and disinfect between uses
- Limit the number of employees at one time in small areas such as break room, offices, staff work area, hallways and behind the circulation desk etc.
- Be aware of distances in the stacks, staff area, at and around the circulation desk and hallways.
- If you bring lunch and eat away from others
 - Meetings should be conducted virtually, via phone or outdoors (weather permitting) when possible

Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six (6) feet of members of the public will be provided with appropriate personal protective equipment. See attached Staff Procedures Document for more detailed expectations.

3.5 Wearing Face Covering at Work

Wearing a face covering is highly recommended unless there is an Executive Order in place which mandates it then it is required.

All employees are expected/encouraged to wear a face covering at work as follows:

- When providing curbside pickup (in cases where contact cannot be avoided), cleaning/disinfecting communally touched surfaces, handling returned materials or interloan items that have yet to be disinfected or quarantined.
- When working with the public on the main floor or in one of the small rooms.
- When walking through the staff area.
- If someone enters your workspace, both parties should wear a face covering
- During in-person meetings with co-workers

It is not necessary to wear face covering at one's work station/space or in one's office. If an employee wants to wear a face covering in those locations they should feel free to do so.

3.6 Remote Work

Some tasks that were being done remotely during the shutdown may continue to occur remotely upon the execution of a Remote Work Agreement. Other duties that were not occurring during the shutdown but can be done remotely may occur that way once a Remote Work Agreement has been set up. - See Appendix E.

3.9 Travel

Non-essential travel on library business is not recommended at this time. Should an employee engage in domestic or international travel for personal reasons, they will be required to follow the Employee Return to Work Plan attached as Appendix C. Questions or concerns should be addressed with the Director or Assistant Director.

3.10 Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with a tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or access to hand sanitizer. Employees will also be provided with access to tissues and places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Handshaking is also prohibited to ensure good hand hygiene. Please refer to the Center for Disease Control's Fact Sheets on Handwashing, Preventing the Spread of Germs and Stop the Spread of Germs attached in Appendix F.

3.11 Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment outside office areas will be performed regularly using products containing EPA-approved disinfectants. Staff will be responsible for cleaning commonly touched public surfaces and their work areas, including but not limited to, frequently wiping down surfaces with disinfectant spray or wipes that are provided. If an employee that has been in the workplace in the past fourteen (14) days tests positive for COVID-19, the Library will increase cleaning measures following the CDC's Cleaning and Disinfecting Your Facility protocols see link in Appendix F.

3.12 Visitors

It is highly recommended that visitors (patrons, delivery personnel, contractors, etc) wear a face covering unless there is an Executive Order in place which mandates it then it is required. Visitors should maintain six (6) feet between themselves, library staff and patrons who are not part of their immediate household. Visitors will not be permitted in the staff work area. The exception being if they are there to work on the library facility or equipment. It is expected that delivery personnel, contractors, etc. are being screened by their employer. If a delivery personnel, contractors, etc. present with symptoms of COVID-19 they will not be allowed further entry in the building/staff area and will be asked to leave the facility immediately. Per the Reopening Policy patrons should not enter the library with symptoms of an infectious disease.

3.14 Volunteers

The use of volunteers is limited on an as-needed basis. Should staff require the use of volunteers to provide critical services to the public, volunteers must adhere to all protective safety measures as listed in this Plan.

3.15 Personal Protective Equipment

Personal protective equipment related to COVID-19 will be supplied through the Library. PPE includes, but is not limited to, a face covering, cleaning supplies, gloves, etc.

SECTION 4: EMPLOYEE BENEFITS

4.1 Emergency Paid Sick Leave

Employees who have symptoms of fever, cough, shortness of breath, sore throat or diarrhea will be sent home and may return to work following this Plan. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the Library's applicable paid time off policies.

4.2 Extended Family Medical Leave

Employees who have been employed with the Library for at least 30 (thirty) days and are unable to work or remote work due to the need to care for their child when the school or place of care has been closed are permitted to take Extended Family Medical Leave consistent with the Families First Coronavirus Response Act and the Library's paid time off policies.

SECTION 5: EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES

5.1 Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

They are experiencing any of the following COVID-19 symptoms:

- Fever or felt feverish;
- Cough;
- Shortness of breath/difficulty breathing;
- Sore throat;
- Diarrhea;
- Chills;
- Muscle pain;
- New loss of taste or smell
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last fourteen (14) days, the employee came in close contact (being within approximately six (6) feet for a prolonged period of time) with someone who has tested positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

Immediately notify the Director or in her absence the Assistant Director.

If an employee qualifies as a Suspected Case, then the Library will:

- Notify all employees who may have come into close contact (being within approximately six (6) feet for a prolonged period of time) with the employee in the past fourteen (14) days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

5.2 Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past fourteen (14) days and that person tested positive for COVID-19.

If an employee believes that they qualify as a Confirmed Case (as described above), they must:

- Immediately notify the Director or in her absence the Assistant Director of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the Library will:

- Notify all employees who may have come into close contact with the employee (being within approximately six (6) feet for a prolonged period of time) in the past fourteen (14) days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire Library is thoroughly cleaned and disinfected by a professional cleaning service;
- If necessary, close the library, until all necessary cleaning and disinfecting is completed; and
- Communicate with affected employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the library will reopen.

Appendix A:

Briggs District Phased Reopening Plan: (Less detailed version is part of Reopening Policy)

Note: Moving through the levels will be based on the guidelines or orders put out by state and local officials. Based on their guidelines or orders some levels may be moved through quickly and others more slowly. Some may be skipped or not used based on what they are recommending or requiring. Administration may choose to implement a level for a short period of time even if it is not required just to help get staff back up to speed and have time to prepare the facility for public use at a more unrestrictive step. The Library may also go back a level or more if the state or local government tightens things back up.

Stage 1A. Closed to the Public. (Stay Home Order has been lifted)

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director. Staffing will be limited to the four full time employees.
- B. Activities Permitted:
 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
 2. Inside maintenance activities may also resume if permitted by executive order.
 3. The Library can continue providing WIFI in the parking lot areas.
 4. Continuing essential functions.
- C. Social Distancing and Safety Protocols.
 1. The Library Director will take steps to implement social distancing protocols.
 2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
 3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Removing or rearranging chairs and tables.
 - b. Assessing what computer terminals may be used.
 - c. Blocking off areas/furniture.
 - d. Adding plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 1B. Staff Returning; Patron In-Person Services Still Suspended.

1. A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director but every attempt will be made to limit staffing to the four full time employees. Staff in the building at any given time will be limited to the number of staff needed to provide limited services to public including virtual programming, those needed to process limited new materials, work on special projects, maintain collection, clean/disinfect library and administrative duties. Working remotely when possible will be encouraged and onsite work will require social distancing measures. Protective measures like a face covering and gloves are required when cleaning facility or caring for recently returned materials. A face covering and gloves are not required at individual work stations that are at least 6ft from a co-workers station. A face covering are highly recommended if working on the main floor of the library and required in cases where social distancing cannot be maintained. All staff entering the facility will complete a Health Department Assessment Form.
- B. Activities Permitted:
 1. Updating collections.
 2. Updating patron databases.
 3. Shelving books.
 4. Transferring materials to Library databases to the extent they were stored separately while at home.
 5. Answer phones and respond to patrons' reference questions.
 6. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
 7. Programs: No in library programs. All programming for youth and adults done virtually.
 8. Technology assistance: By phone, email, or virtual meeting.
 9. Resume the interlibrary loan process (if practical or possible).
 10. Material Returns: All items quarantined for 72 hours.
 11. Material Spending: Limited to digital resources and best sellers/high demand titles only.
 12. Assess whether the Library has adequate face covers, gloves, and hand sanitizer to serve the public and staff.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2: Curbside Pick Up and Limited Patron Services. Library Building Still Closed to the Public. (Stage 1 for Public)

1. A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director but every attempt will be made to limit staffing to the four full time

employees. If volume of work is high enough one or two part time employees may be called back to assist. Shifts will be staggered as much as possible to limit number of employees in building and work stations would be assigned, sharing of tools highly discouraged and disinfecting of work stations, shared tools and phones required at end of each employee's shift especially if it is a station to be used by another employee the following shift/day.

The Library will limit staffing to the minimum number necessary to operate. Working remotely when possible will be encouraged and onsite work will require social distancing measures. Protective measures from Stage 1B Employees remain in place. All staff entering the facility will complete a Health Department Assessment Form.

B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:

2. Curbside pickup of materials is permitted. (No in library access to materials available.)
3. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material. All items will be quarantined for 72 hours before being checked in and shelved. This may be modified if governmental orders/recommendations are changed or updated.
4. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
5. Computer use, copying, faxing and notary services by appointment only appointment only following social distancing guidelines. Wifi available outside 24/7, inside by appointment only. Hot Spots available for circulation via curbside pickup.
6. All programming will occur virtually.
7. Reference services: By phone, email or virtual meeting only.
8. Technology assistance: By phone, email, virtual meeting or in person only if social distancing can be maintained.

C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:

1. Patrons and staff must remain six (6) feet apart, and the Library must design activities for curbside pickup to maintain this distance.
2. Patrons are required to wear a face covering when engaging in curbside pickup.
3. The Library will mark waiting areas for cars and other curbside pickup issues.
4. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
5. The Library Director will establish cleaning and sanitizing protocols for "high touch" areas or surfaces.

6. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons.
 7. If required by Executive Order, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
- D. Hours of Operation. Reduced hours of operation as set by the Library Board but this may be modified by the Library Director.

Stage 3: Limited Opening (Stage 2 for Public)

1. A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. The Library will limit staffing to the minimum number necessary to operate permitted activities. Shifts will be different from pre virus schedule, all staff will be required to assist with cleaning and not all pre virus duties will be performed. Shifts will be staggered as much as possible to limit number of employees in building and staff area. Work stations will be assigned, sharing of tools highly discouraged and disinfecting of work stations, shared tools and phones required at end of each employee's shift especially if it is a station to be used by another employee the following shift/day.

Working remotely when possible will still be encouraged and onsite work will require social distancing measures. Protective measures from Stage 1B Employees remain in place. All staff entering the facility will complete a Health Department Assessment Form.

- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 1. Patrons may enter the Library. Some public areas may be restricted.
 2. Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Protocols are followed.
 3. The computers will be open for limited public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance. Wifi available inside and outside facility. Hot Spots available for circulation.
 4. Majority of programming will occur virtually. Library may offer programs outdoors for a limited number of registrants.
 5. Copying, faxing and notary services available.
 6. Individuals can resume coming in the library to pick out and pickup materials. Encourage public to use self-checkout station and follow recommended/posted guidelines for retrieving materials from stacks. Resume some regular desk duties including checkout. Protective measures recommend are that staff wear a face covering, wash or sanitize hands frequently, and make use of any installed protective shields. Library will continue to provide curbside pickup for concerned individuals and vulnerable populations.
 7. Reference services: By phone, email, virtual meeting or in person only if social distancing can be maintained.

8. Technology assistance: By phone, email, virtual meeting or in person only if social distancing can be maintained.
9. Other Service: Printing, copies, faxing, scanning, test proctoring and notary services available by appointment or access is restricted based on the limited numbers allowed in the building and ability to practice social distancing measures.
10. Material Spending: Continued spending on digital resources. Start to increase spending on physical materials beyond just high demand or popular titles/authors.

C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,

1. Face covering: Patrons will be required to wear a face covering [if required by Executive Order]; the Library will provide a face covering if supplies are available.
2. *Social Distancing*: Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines to regulate entry in accordance with Section 4 below, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting. The Library Director should also explore alternatives to lines, including by allowing patrons to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
3. *“Traffic” Directions*. The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
4. *Occupancy*: Only the number of people (including employees) equal to 25 % of the total occupancy limits established by the State Fire Marshall or local fire Marshall will be permitted in the Library at a time, and all others must wait outside the Library.
5. *Limit Groups*. Patrons will use their best efforts to come to the Library with the least number of people.
6. *Computer Terminals*. Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
7. *Food and Beverage*. Food and beverage is not permitted unless necessary for medical reasons.
8. *Signs*. The Library shall create a sign or pamphlet to inform patrons of the following:
 - a. The Library’s practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing the patrons of their legal obligation to wear a face covering when inside the Library [as long as a face covering is required by an Executive Order].
 - c. Informing patrons not to enter if they are or have recently been sick.

9. **Training.** In addition to training required by previous states, the Library shall train employees regarding how to manage symptomatic patrons upon entry or in the library.
- D. **Hours of Operation.** Reduced hours of operation as set by the Library Board but this may be modified by the Library Director.

Stage 4: Less Limited Opening (Stage 3 for Public)

1. A. **Employees.** All staff are permitted to return to work according to the schedule adopted by the Library Director. Library will continue to bring back part time employees. The number will be determined based on desk coverage and cleaning needs. Shifts will continue to be different from pre virus schedule, all staff will be required to assist with cleaning and not all pre virus duties will be performed. Shifts will be staggered as much as possible to limit number of employees in building and staff area. Work stations will be assigned, sharing of tools highly discouraged and disinfecting of work stations, shared tools and phones required at end of each employee's shift especially if it is a station to be used by another employee the following shift/day.

Remote work may still be recommended and onsite work will require compliance with current social distancing measures. Protective measures from Stage 1B Employees remain in place. All staff entering the facility will complete a Health Department Assessment Form.
- B. **Activities Permitted.** In addition to previously authorized activities, the Library may open for additional activities:
 1. Programming that is in-person and occurs in the facility. Library may continue to offer virtual programming options. Special attention will be paid to following any social distancing recommendations. That may be reflected in registration requirements and number of attendees. Staff may opt to hold some programs outside the reduced schedule of hours to help limit the number of individuals in the facility at any given time.
 2. Meeting room use for Library only sponsored events.
 3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance. The library may begin checking out public laptops for in house use if the current social distancing guidelines can be maintained.
 4. The Library Director may open up additional parts the library building for public use.
- C. **Social Distancing and Safety Protocols.** The protocols for the prior stages will remain in place. Occupancy limited may be reviewed and modified.
- D. **Hours of Operation.** Reduced hours of operation as set by the Library Board but this may be modified by the Library Director.

Stage 5: Library Open for Regular Business. (Stage 4 for Public) At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

Note: Any or all of these stages may be modified, moved between based on current executive orders or local government orders/recommendations.

Appendix B

**Coronavirus Disease
(COVID-19) Workplace
Health Screening**



Company Name: _____

Employee Name: _____

Date: _____ Time In: _____

IN THE PAST 14 DAYS, HAVE YOU HAD ANY OF THE FOLLOWING SYMPTOMS DEVELOP OR WORSEN WITH NO OTHER KNOWN CAUSE:

Fever or felt feverish:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath/difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature exceeds acceptable limit of 100 F.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer “**yes**” to any of the symptoms listed at left, or your temperature is **100.4°F or higher** (100° if working as a health care provider), do not go into work. Self-isolate (stay) at home and contact your health care provider for direction.

- You should self-isolate (stay) at home as directed by your health care provider or health department. This is typically for 10 days after your symptoms started and after you have gone 3 days without a fever and 3 days with improving respiratory symptoms.

IN THE PAST 14 DAYS, HAVE YOU:

Had close contact with an individual diagnosed with COVID-19? Yes No

Traveled internationally or taken a cruise? Yes No

If you answer “**yes**” to either of these questions, do not go into work. Self-quarantine at home for 14 days or as directed by the health department.

For questions, visit www.mmdhd.org or contact Mid-Michigan District Health Department at:

Clinton County: 989-224-2195, in Gratiot County: 989-875-3681 and in Montcalm County: 989-831-5237.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who display one or more of the principal symptoms of COVID-19 (fever or felt feverish, cough, shortness of breath/difficulty breathing, sore throat, vomiting/diarrhea, chills, muscle pain or new loss of taste or smell) will not be permitted to return to work until either:

- Both three (3) days have passed since their symptoms have resolved and seven (7) days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
- They receive a negative COVID-19 test.
- Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever or felt feverish, cough, shortness of breath/difficulty breathing, sore throat, vomiting/diarrhea, chills, muscle pain or new loss of taste or smell) will not be permitted to return to work until either:
 - Both seven (7) days after symptoms first started and seventy-two (72) hours after a fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer; or
 - They receive a negative COVID-19 test.
- Employees who have been in "close contact"* (being within approximately six (6) feet for a prolonged period of time) with an individual who tests positive for COVID-19 will not be permitted to return to work until either:
 - Fourteen (14) days have passed since the last close contact with the sick individual; or
 - The individual receives a negative COVID-19 test, whichever occurs first

Appendix D COVID-19: Staff Procedures

Entry Procedures:

Employees are encouraged to complete the Mid-Michigan Workplace Health Screening form before coming to work. They will be required to bring the form with them and turn it in to a designated location or email it to the Director. If one forgets, is unable to complete the form at home or does not have access to a thermometer, forms and thermometer will be available in the mechanical room near the staff entrance. If an employee answers yes to any of the questions on the screening form or their temperature is 100 F or greater they should not come to work and contact the Director or Assistant Director. If they screened in the mechanical room, they should immediately exit the facility and then call administrative staff.

Safety Procedures:

1. The library will provide all employees with a minimum of two cloth face coverings for their use during work hours. It is the employee's responsibility to make sure the face covering(s) are properly cleaned/disinfected. Wearing a face covering is highly recommended unless there is an Executive Order in place which mandates it then it is required. If for some reason your face covering needs to be disposed of, it needs to go into a trash bag, seal the bag and dispose of the bag in the dumpster behind the library.
2. Staff are encouraged to wear gloves when handling returned materials that have yet to be quarantined and when cleaning surfaces/equipment as outlined in the Cleaning Protocols. Disposable gloves should be placed in a bag, sealed and placed in the dumpster. Reusable gloves should be disinfected after each use with an EPA approved disinfectant.
3. Staff should avoid sharing tools, phones, work space and computer equipment as much as possible. In the case of shared equipment/tools, copy machine or computer equipment, the staff member will disinfect when they are done using the item or at the close of their shift. It is strongly encouraged that each staff member locate a container that they label with their name to store items like writing utensils and scissors in. Please let administrative staff know if additional tools of this nature need to be purchased so each employee has their own. Please understand staff will need to share processing supplies like barcodes, laminate and tape. Work stations may be assigned to limit the number of individuals touching each individual station/desk.
4. Staff should use social distancing practices maintaining a 6ft separation whenever possible between themselves, co-workers and the public.
5. Staff will be responsible for cleaning commonly touched once the public is allowed back in the facility. This will vary based on which stage of the plan and how many hours the facility is open.
6. The work schedule in the back staff area will be modified to limit the number of individual back there at any given time and maintain social distancing measures as much as possible.
7. Only one person should be in the staff break area at a time.
8. Staff who have tasks that can be done remotely will be encourage to do so. A remote work plan agreement will be executed.
9. While it goes against our normal customer service standards, during this time employees should not go with a patron(s) to the stacks to retrieve materials. Either offer to retrieve materials for them while they wait (may want to designate a spot so they are not in a high traffic flow area) or write down necessary information for them and then direct them to the area of the library they will need to go to the retrieve the items they are looking for.

Sick Employees:

1. All employees will be expected to stay home if they are ill. If they suspect they or an individual they have been in contact with has COVID-19, they will be required to stay home for the length of time recommended by local, state or federal health officials. Currently it is 14 days for exposure to an individual diagnosed with COVID-19. If an employee present symptoms it is a minimum of 7 days after symptoms first appear and 3 days without fevers (this is without using medicine to control the temperature) and improvement in respiratory symptoms. Per the Families First Coronavirus Response Act, the library will pay employees for their regularly scheduled hours for two weeks if they are quarantined or are experiencing COVID-19 symptoms. Documentation from a healthcare provider may be required. The library will pay employees 2/3 of their regularly scheduled hours for two weeks if they are required to care for an immediate family member who is diagnosed with COVID-19 or they lack child care due to COVID-19. Employees may elect to substitute any accrued vacation leave, personal leave, or sick leave for the first two weeks of partial paid leave. If employees need to take additional time off they will be expected to use their personal leave for hourly employees and sick time, vacation time and personal days for full time employees to cover the absence. Employees are eligible to apply for FMLA leave. The first two weeks are unpaid and then the next 10 weeks are covered. Amount of coverage is based on which factor the employee is using as their reason for needing coverage. No employee will lose their position at the library for taking a leave of absence due to being diagnosed with COVID-19, to care for an immediate family member diagnosed with COVID-19 or because they elected to take FMLA.
 - Note currently the FFCRA is in effect until December 31, 2020. These measures will be reevaluated at that time based on status of the FFCRA or legislation that supersedes it.

APPENDIX E

Briggs District Library

Remote Work Policy

The Briggs District Library understands that under certain conditions it is beneficial to the library and/or employee to work remotely, public health emergencies, pandemics, natural disasters, etc. Given that the library's primary focus is serving the public there are a limited number of tasks that can be done off site. In a situation where the library is forced to close, the library does not have enough tasks that can be done remotely to keep all its employees busy for their regularly scheduled hours. Preference will be given to full time employees and those employees who are trained to do tasks that can be completed remotely. The Director or Assistant Director will dialog with employees about what specific tasks can be completed remotely, make arrangements for any necessary equipment or training, determine how often employee(s) will check in and in what fashion and set up completion expectations. Employees are expected to track/log their time, document what projects they worked on, meet deadlines, not work beyond the hours agreed upon. No one is to go over 40 hours a week without express approval of the Director or in her absence the Assistant Director. Policies in the Briggs District Library Policy Manual and Personnel Handbook apply when working remotely. Should an employee not work all the hours agreed upon they will be required to take leave time according to the policies outline in the Personnel Handbook. Falsifying hours worked remotely is grounds for dismissal. Briggs District Library may require employee(s) to return to work at the library at any time and should be prepared daily for such notification.

Briggs District Library
Remote Work Policy Agreement

I agree to the terms and conditions as outlined in the attached Remote Work Policy and understand the expectations for documenting hours worked, time off and requesting additional time if needed.

I will abide by Library policies in the Briggs District Library Policy Manual and Personnel Handbooks when working remotely. _____

Upon discussion with the Director/Assistant Director it has been agreed up that I will begin working remotely on _____ for _____ hours a week. This will be reviewed on _____ to determine whether an extension is warranted, hours need to be revised or a date set to returning to physically working at the Library.

I have been provided with the following equipment by the Library to facilitate remote work. I understand that I am responsible for returning it to the Library in good condition when I am finished working remotely.

Upon discussion with the Director/Assistant Director the following are the library tasks to be worked on remotely with deadlines if applicable. _____

I agree to communicate / touch base with the Director/Assistant Director on a weekly basis and attend any required meetings either virtually or in person. _____

Employee Signature: _____

Print Name & Title: _____

Date: _____

Approved by: _____

Print Name & Title: _____

Date: _____

APPENDIX F (links to CDC resources)

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf>

CDC Handwashing Fact Sheet: <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet Preventing the Spread of Germs: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>

CDC Cleaning and Disinfecting Your Facility: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

How to Safely Wear and Take Off a Cloth Face Covering: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Wash Your Hands: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>