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Michigan Department of Labor and Economic Opportunity  
Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division

**SARS-CoV-2 Preparedness & Response Plan for  
Low & Medium Risk Employees  
Rawson Memorial Library Cass City, MI  
Updated October 2020**

**General**

The following Preparedness & Response Plan has been established for Rawson Memorial Library in response to the COVID-19 pandemic.

The purpose of this document is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this document shall be provided to employees upon their request. **(NOTE: This document is not appropriate for employees who are high risk or very high risk.)**

**Exposure Determination**

Rawson Memorial 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 Library Director 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).

Rawson Memorial 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 positions/jobs/tasks in the workplace. Likewise, employees may perform tasks that have differing exposure determinations depending on assignment or need.)

<b>Positions/job/task</b>	<b>Determination</b>	<b>Qualifying Factors (i.e. no public contact, public contact, job task description)</b>
Working at the circulation desk.	Medium	Public contact
Handling returned materials	Medium	Contact with items that may have been contaminated
Working at personal work desk	Low	No public contact
Shelving items	Medium	Possible public contact
Cleaning	Higher	Contact with items and surfaces that are touched by many people

### **Engineering controls**

Rawson Memorial 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 plastic sneeze guards.
- Installing a drive-through window for customer service.

Note: Additional engineering controls are not recommended for low exposure risk employees.

The Rawson Library Director 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.

<b>Positions/job/task</b>	<b>Engineering Control</b>
Working at the circulation desk	Clear plastic sneeze guards are installed.
Handling returned materials	Additional drop boxes are placed where patrons can put returned items. These items

	will remain in these boxes overnight. The following day the items will be cleaned with disinfecting wipes and allowed to air dry. The tables for this are located in the Pinney Room, away from staff and the public.
Working at personal desks.	Desks are 6 feet apart.
Shelving	Done when there are no patrons in the building, or when no patrons are in the aisle.
Cleaning	The custodian will thoroughly clean the restrooms (public and staff) three times a week. As much as possible, this will be done in the morning prior to the building being open to the public and staff. Staff will clean high-touch points at the end of each work day. Surfaces will have at least 15 hours to air dry.

### Administrative Controls

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

Additional administrative 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](http://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](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy).
- Keep customers 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 in stores 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 Rawson Memorial Library:

<b>Positions/job/task</b>	<b>Administrative Control Type (workplace distancing, remote work, notifying customers)</b>
In the event a staff member or patron shows signs of COVID-19 symptoms	They will be asked to wear a mask and directed to sit in one of the small study rooms until they are able to leave the building. Once they vacate the room, it will be quarantined and then cleaned after 24 hours using household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.
Staff who are not feeling well	Will be asked to stay at home and be reassured that it is best if they remain home as long as it takes until they are well. If they realize they are not feeling well once at work, they will be asked to wear a mask and directed to sit in one of the small study rooms until they are able to leave the building. Once they vacate the room, it will be quarantined and then cleaned after 24 hours. If they had been working at their desk, it will be cleaned using household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.
During Phases 1 and 2 of service after reopening	Patrons will not be allowed in the building. During Phase 2, Curbside service, items will be placed outside the library in plastic bags on a table set up under the overhang by the front door. Patrons will leave their car and pick up the bag from the table. Staff will not have direct contact with patrons. If the patron needs to have copies made or a fax sent, staff will wear masks while attending to curbside patrons.
During Phase 3 and 4	Patrons will be allowed in the library in limited numbers (Phase 3: 25% capacity; Phase 4: 50% capacity). The Pinney Room and two study rooms will be closed to the public. Seating will be limited to one person at a table, and only every other public computer will be used. Social Distancing will be throughout the library.
Staff Computers All Phases	Staff will use only their own computers, phones, staplers etc.

Circulation Computers All Phases	At the Circulation desk, the person assigned desk duty will use the right circ computer. If a second staff member is needed to work out front, they will use the left circ computer and will clean the keyboard and mouse when they are done working at the circ desk using household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact. When the assigned staff member is done with their circ desk shift, or they leave for lunch, they will clean their keyboard and mouse with the bleach solution.
Public Computers Phases 3 & 4	Staff will wipe off keyboard and mouse after each patron's use using household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact. This includes the children's, adult, and catalog computers.
Copier and Fax Machine All Phases	Only staff will use the copier. They will wipe off the keypad after each use using a Clorox wipe.

### **Hand Hygiene & Disinfection of Environmental Surfaces**

The Rawson Library Director will be responsible for seeing that adequate hand washing facilities are available in the workplace and that regular hand washing is required. Frequency of such hand washing 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 hand washing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

All staff members will be responsible for seeing that environmental surfaces in the workplace are 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, Rawson Memorial 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. The Rawson Library Director 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:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Staff desks and equipment (Computer keyboard, mouse, phone, desk surface). All phases.	Spray/wipe with household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.	Each staff member will take care of their own desk at the end of each day they work.
Patron Keyboards, Mice (Adult, children's, catalog) Phase 3 and following	Spray/wipe with household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.	After each patron's use. Primarily by the person working on the circ desk, but others may need to help.
MConsole Computer Phase 3 and following	Patrons will be directed to use hand sanitizer prior to using the keyboard to log in to the system.	Every patron. At the end of the day a staff member will spray/wipe with household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.
Circulation counter top. All phases.	Spray/wipe with household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.	At the end of the day. A staff member will be assigned this each day.
Door handles: inside/outside main door, inner lobby door, green doors, basement, Pinney Room, restrooms (staff and public), Janitor's closet, and elevator. Other high-touch items such as the circulation phone, cash register keypad and fax keypad. All phases.	Spray/wipe with household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.	At the end of the day. A staff member will be assigned this each day.
Tables used by the public (in the magazine area, YA area, and Children's area) Phases 3 and after.	Spray/wipe with household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water) allow 1 minute of contact.	At the end of the day. A staff member will be assigned this each day.
Counters where the public computers are located.	Spray/wipe with household bleach solution (4 tsp bleach	At the end of the day. A staff member will be

Phases 3 and after.	per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.	assigned this each day.
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The following methods will be used for enhanced cleaning and disinfection:

The custodian will clean, with a bleach solution, the public and staff restrooms, and the lobby floors three times a week (M, W, F mornings). She will also clean the sneeze guards that are located at the circulation desk. See also, CDC document [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

Best practices that employees should follow to be vigilant in protecting themselves from exposure to COVID-19:

- Wash hands regularly for at least 20 seconds with soap and water,
- Limit contact with others by remaining six feet apart,
- Clean and disinfect frequently touched surfaces and tools routinely,
- Stay home if you or someone in your household is sick,
- Avoid touching your eyes, nose or mouth, and
- Practice self-screenings to check for any abnormal/new symptoms.

### **Personal Protective Equipment (PPE)**

Rawson Memorial 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.

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

<b>Positions/job/task</b>	<b>PPE</b>
Working at the Circulation Desk	Face masks. Gloves are optional. Sneeze guard.
Handling returned materials	Face masks and gloves are required.
Working in the staff area	Face masks are optional as long as separated by at least 6 feet.
Working in the public areas of the library (once patrons are allowed back in the building)	Face masks are required.
Curbside service	Face masks are required.

### **Health Surveillance**

Rawson Memorial 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. The Library Director will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each work shift Rawson Memorial Library will screen employees for signs and symptoms COVID-19 as required. Employees are directed to promptly report any signs and symptoms of COVID-19 to the Library Director before and during the work shift and have provided employees with instructions for how to make such a report to the employer.

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

Staff will complete a Daily Staff Health form each day they work stating if they have any symptoms. (A copy of the form is attached at the end of this document.) If they are ill, they will be asked to wear a mask, and have a seat in one of the small meeting rooms until they are able to leave the building. A Staff Screening Form (attached at the end of this document) will be completed by the Director or Assistant Director regarding the incident. An employee sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19.

Once they've returned the remainder of the Staff Screening Form will be completed and kept in their employee file.

Rawson Memorial 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 to a location (for example, 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.

### **Training**

The Rawson Library Director shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:

- A. Routes by which the virus causing COVID-19 is transmitted from person to person.
- B. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- C. Symptoms of COVID-19.
- D. 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.
- E. 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 EO.
- F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

Note: Staff members will complete and sign the Training and Document Acknowledgement form (attached) stating that they've received training. This will be placed in their employee file.

### **Recordkeeping**

The Rawson Library Director shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements.

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.

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## Training and Document Acknowledgement Form

Name: \_\_\_\_\_

I have received a copy of the Rawson Memorial Library SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk Employees. I have read this document and have been trained in PPE and the procedures that are contained in this document. If I have any questions or concerns I will speak with the Library Director or the Library Board Chairman.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

## Daily Staff Health Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills, Cough, Shortness of breath or difficulty breathing, , Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea.

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

If you have any of these symptoms, please let Ruth or Jesika know.

I verify that I do not have these symptoms at the beginning of my shift. \_\_\_\_\_ (Initial)

## Employee Screening Sheet

Employee name: \_\_\_\_\_

Date	Body temperature	Respiratory symptoms? (Y/N)	Screened by

**If an employee's body temperature is at or above 100.4 degrees Fahrenheit, the employee must be sent home immediately and the following completed:**

Date the employee was sent home: \_\_\_\_\_

Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present?  Yes  No

An employee sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Date the employee returned to work: \_\_\_\_\_

## How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

### Person-to-person spread

**The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

### The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

**The virus that causes COVID-19 is spreading very easily and sustainably between people.** Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

### The virus may be spread in other ways

It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

### Spread between animals and people

- At this time, the risk of COVID-19 spreading **from animals to people** is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- It appears that the virus that causes COVID-19 can spread **from people to animals** in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

### Protect yourself and others

**The best way to prevent illness is to avoid being exposed to this virus.** You can take steps to slow the spread.

- Maintain good social distance (about 6 feet). This is very important in preventing the spread of COVID-19.
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect frequently touched surfaces.
- Cover your mouth and nose with a cloth face covering when around others.

Learn more about what you can do to protect yourself and others.

## Symptoms of Coronavirus

### What you need to know

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

### Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion

- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.