

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Employer: Saugatuck-Douglas District Library

I. Purpose

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted in compliance with Michigan Governor Gretchen Whitmer's Executive Order 2020-92, dated May 18, 2020, and EO 2020-97, dated May 21, 2020.

II. Designated Supervisors

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan: Marlee Alexander, Ingrid Boyer, Lori Hotary, Kim Martinson, Hannah Nendick-Mason, Virginia Oakley and Kathy Winter. A designated 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. The general public is not currently permitted to enter this workplace under EO 2020-69 and EO 2020-92. Thus, the only anticipated exposure to workers is from other workers who are on site to perform critical infrastructure work, minimum basic operations, necessary government activities, or resumed activities under EO 2020-92 or subsequent executive orders. The employer considers its in-person workers 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.

IV. Training

The employer will provide COVID-19 training to employees that covers, at a minimum, all of the following:

1. Workplace infection-control practices.
2. The proper use of personal protective equipment.
3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

4. How to report unsafe working conditions.

5. Basic Infection Prevention Measures & Safe Work Practices

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

1. Comply with all workplace safeguards set forth in EO 2020-97 and subsequent executive orders.
2. Require in-person workers to comply with the social distancing practices described in EO 2020-97, which includes keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate to the workplace) and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business's permitted operations.
3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require workers to stay home if they are sick.
5. Encourage respiratory etiquette, including covering coughs and sneezes.
6. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). 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).
8. Direct that face-to-face meetings should be replaced with virtual meetings.
9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.

10. Discontinue nonessential travel for workers.
11. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
12. Promote remote work to the fullest extent possible.
13. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

6. 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 conduct a daily entry self-screening protocol, which will include asking workers entering the workplace 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. Workers will enter the workplace at dedicated entry points.
3. Notwithstanding anything in the employer's employment policies, no written note from a physician is required for workers who are staying home from work due to illness, nor is a written note required for an employee to return to work.
4. 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. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.
5. 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.
6. If an in-person worker tests positive for COVID-19, the employer will take the following additional measures:
 - a. Closing the affected building (or part of the building) to all workers;
 - b. Having the affected building (or part of the building) professionally cleaned and sanitized;

- c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and
 - d. Notifying the local public health department.
7. The employer will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”).

7. Personal Protective Equipment (“PPE”)

Pursuant to EO 2020-97, the employer will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Workers with questions or concerns should contact their supervisor.

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