



Genesee District Library COVID-19 Preparedness and Response Plan

Overview

The Genesee District Library (GDL) is committed to providing a safe environment for our staff members and patrons.

To ensure that our buildings remain as safe and healthy as possible, the GDL Administrative Team has developed the following COVID-19 Preparedness & Response Plan. The main goal of this plan is to mitigate the potential transmission of COVID-19 in our buildings and communities. In order to be successful it is imperative we have the full cooperation of our staff and patrons.

Site Supervisors

GDL has 19 locations. Site Supervisors are assigned as follows: Senior Branch Librarians & Branch Librarians are the Site Supervisors while on location. When a Senior Branch Librarian or Branch Librarian is absent, a Library Assistant will be assigned as the Site Supervisor. Site Supervisors are responsible for implementing, monitoring and reporting on all aspects of the plan to the Administrative Team.

Risk Assessment

The Administrative Team has assessed the level of risk to GDL staff using the United States Department of Labor (DOL) Occupational Health and Safety Administration (OSHA) document OSHA 3990-03 2020 (*Guidance on Preparing Workplaces for COVID-19*).

Using the following Occupational Risk Pyramid for COVID-19, it has been determined that frontline staff will fall into the Medium risk exposure level, administrative staff will fall into the Medium to Lower Risk exposure level and all other staff will fall into the Lower Risk exposure level.



Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.

Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).

Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)

Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) 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 international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution)

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.

Health Screening, Leave, and Notification & Training of COVID-19 Procedures

GDL staff have been informed of and instructed to self-monitor for signs and symptoms of COVID-19. All staff are required to report any confirmed or presumed positive COVID-19 tests directly to Jerilyn Klich (GDL's Human Resource Manager). GDL administrative staff will work closely with and defer to the Genesee County Health Department. The following additional procedures have been established and implemented to assess staffs' health status prior to entering library buildings and throughout their shifts.

Health Screening

Workers will assess their own health prior to the start of each shift and provide a report using an approved process, which may include paper or electronic submissions.

If, during the day, a worker starts to feel any symptoms, they should inform their supervisor. If able to transport themselves, they will be sent home immediately. If unable to transport themselves, they will be isolated away from other staff until transportation can be arranged.

Leave

GDL has implemented leave procedures that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees have access to Paid Time Off (PTO), Families First Coronavirus Response Act (FFCRA), and the Family Medical Leave Act (FMLA).

Notification

GDL has developed procedures for informing workers and/or patrons if they have been exposed to a person with COVID-19 at our libraries that may require them to quarantine for an amount of time.

Sample Notification of Possible Exposure (Staff):

- If it has been determined that you may have had close personal contact with an individual at work who has tested positive for the COVID-19 virus.
- If you get sick with COVID-19 symptoms (fever, cough, shortness of breath, new loss of taste or smell, nausea or vomiting), contact a healthcare provider, tell them about your symptoms, and follow all instructions you are given. Most people have mild illness and can recover at home. If you have trouble breathing or think it is an emergency, get medical attention right away.
- If you exhibit symptoms and are tested for COVID-19 please contact Jerilyn Klich (Human Resource Manager) before reporting to work.
- If there is any way GDL can assist you or you have questions during this time, please do not hesitate to contact Jerilyn Klich (Human Resource Manager).

Notification of Possible Exposure (Public):

The Genesee County Health Department(GCHD) Hotline will be contacted. If GCHD decides the general public should be notified, a press release will be issued and information will be posted on our website and on the building in question. The details of the building and times of exposure will be made available.

Under no circumstances will personally identifying information be shared. Any inquiry into the identity of an infected person will be strictly denied.

Personal Protective Equipment (PPE)

PPEs such as face masks, face shields and gloves along with instructions will be provided to all GDL staff. At such a time that volunteers are welcomed back to the buildings PPEs will be made available to them.

All GDL staff are required to wear a mask or facial covering that adequately covers the nose and mouth (unless otherwise excused due to a doctor's order) if they cannot maintain at least 6 feet of separation between themselves and other staff or patrons. Face shields have been provided to staff for an optional higher level of protection when combined with a face covering. Staff are encouraged to wear their own masks for comfort.

Sneeze shields are provided at designated circulation stations to provide a barrier between patrons and staff during checkout transactions.

In compliance with **Michigan Department of Health and Human Services Orders**, all patrons will be required to wear a face covering which covers their nose and mouth. The requirement to wear a face covering does not apply to patrons who:

- Are younger than five years old, though children two years old and older are strongly encouraged to wear a face covering, pursuant to guidance from the Centers for Disease Control and Prevention (“CDC”);
- Cannot medically tolerate a face covering;
- Are communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication;
- Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel.

Cleaning and Disinfecting

Staff have been provided with cleaning/disinfecting solutions in concentrations not lower than 60% alcohol content. The disinfectant will be used for cleaning high-touch surfaces every hour, workstations and in-between computer usage.

Where allowed by local municipality partner, bathrooms will remain open to the public to allow for handwashing. When asked staff will provide access to disinfectant solution by spray bottle or pump to the hands of patrons.

A detailed check-list of surfaces to be cleaned hourly has been developed for each branch location.

In response to a confirmed COVID-19 diagnosis, the employee will be removed immediately from the building. The location(s) where the staff member worked will close for 24 hours and not reopen until a thorough deep cleaning of the building can be completed. All employees who worked in sustained, close proximity to the diagnosed employee will be removed from the building for 14 days. Unless otherwise directed by GCHD.

Social Distancing

- Social distancing protocols will be clearly marked on floors.
- Furniture will be arranged to minimize the potential for patrons from unique households to congregate less than 6 feet from one another.
- Marks outside the library will be made in order to establish clear social distancing lines for when library buildings are at capacity.
- Where possible, workstations will be arranged 6 feet apart.
- Employees will be encouraged to take breaks alternately from one another and outside of the building when possible.
- Employees will be expected to:

- Avoid, when possible, the use of other employees' phones, desks, offices or work equipment.
- Avoid touching their faces with unwashed/sanitized hands.
- Avoid handshakes or other physical contact.
- Avoid close contact with sick people.

Building Limitations

Where possible, and not in violation of the Americans with Disabilities Act, the U.S. Constitution, the State of Michigan Constitution or other Federal or State laws, the library will conform to executive orders issued by the Governor of Michigan. As of the original writing of this plan Michigan Governor's E.O.s dictated that buildings may allow only 25% of maximum occupancy limits as established by local fire marshals. This limit includes staff present in the buildings. Signs displaying this limit are displayed in the buildings and staff are instructed to monitor occupancy numbers and close doors when necessary to mitigate violations. These standards are now enforced under the **MDHHS Epidemic Orders**.

Signage and Messaging

GDL will clearly communicate expectations of staff and patrons by utilizing press releases, signage, email, meetings, website and our internal Staff Page. Electronic and verbal staff-to-patron communication will emphasize steps patrons should take before visiting a branch including health and safety measures. Patrons will be strongly encouraged to wash hands and our use hand sanitizer before and after visiting the library. Signage expressing the importance of face coverings and a request to don them before entering the building will be visible from the exterior of the building.

Workplace considerations for employees affected by COVID-19

Families First Coronavirus Response Act (FFCRA) [Set to expire on December 31, 2020]

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act ("FFCRA").

Under the Emergency Paid Sick Leave Act ("EPSLA"), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;

5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3 above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6 above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to 12 weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining 10 weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA)

Employees may be entitled to unpaid leave under the Family and Medical Leave Act ("FMLA") if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

GDL is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then GDL engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

Unemployment Compensation Benefits

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);

3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

Duration

Elements of this plan are subject to expiration dates and times outside the control of GDL. This plan will remain in effect until such time as COVID-19 is deemed under control by National, State and Local health experts. This plan may be updated when new legislation is enacted, at the direction of State or Genesee County officials, or when applicable CDC and/or OSHA recommendations are made.

Rev. 7-2-20

Rev. 7-13-20

Rev. 8-10-20

Rev. 10-15-20

Rev. 12-4-20

COVID-19 Preparedness & Response Plan For Lower and Medium Exposure Risk Employers

General

The following COVID-19 preparedness & response plan has been established for **Genesee District Library** in accordance with the requirements in the [Executive Orders \(EOs\)](#) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. **Administrative Team** has read these guidance documents carefully, found the safeguards appropriate to **Genesee District Library** based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, the EOs and CDC guidance are periodically updated. **Administrative Team** will be responsible for visiting the EO webpage and CDC guidance webpage regularly (for example, weekly) for the latest information and for revising the plan as necessary. The EOs are found at:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html. The CDC guidance documents are found at: <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>.

This plan reflects the EOs and CDC guidance as of **7-13-20**.

Genesee District Library has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is **the Branch Librarian or designee**. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to employees and labor unions. The plan will be made available via **email, website and internal network**.

Exposure Determination

Genesee District Library has evaluated 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. **Administrative Team** was responsible for the exposure determination.

Genesee District Library has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 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. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent 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. Examples are most jobs at manufacturing plants, construction sites,

schools, high-volume retail settings, and other high-population-density work environments.

Administrative Team verifies that Genesee District Library has no high risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Genesee District Library has categorized its jobs as follows:

(NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.)

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (For Example, No Public Contact, Public Contact)
Branch Librarian	Medium	Public Contact
Librarian	Medium	Public Contact
Library Assistant	Medium	Public Contact
Page	Medium	Public Contact
Computer Operator	Medium	Public Contact
Database Manager	Lower	No Public Contact
IT Manager	Lower	No Public Contact
Finance Manager	Lower	No Public Contact
HR Manager	Lower	No Public Contact
Tech Services- Librarian	Lower	No Public Contact
Tech Services- Library Assistant	Lower	No Public Contact
Administrative Assistant	Lower	No Public Contact
Tech Services- Page	Lower	No Public Contact
CR Manager	Lower	No Public Contact
CR Assistant	Lower	No Public Contact
Processing Assistant	Lower	No Public Contact
Site & Facility Custodian	Lower	No Public Contact
Materials Handler	Lower	No Public Contact
Delivery Driver	Lower	No Public Contact
Branch Operations Manager	Medium	Public Contact
Director	Medium	Public Contact
Tech Services Manager	Medium	Public Contact

Engineering Controls

Genesee District Library has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. 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.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

Administrative Team will be responsible for seeing that the correct engineering controls are chosen,

installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Patron Point of Service (Check-in/Check-out)	Plexiglass Sneeze Shields
Patron line and interaction points	Floor markings installed; barrier tables & Carts
All staff	Face Masks required/ Face Shields available
	75% Reduction in Building Capacity
	Reduced and limited furniture

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Administrative Team will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Genesee District Library :

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
All branches	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Select employees	Promote remote work (telecommuting) to the fullest extent possible.
All branches	Suspend all in branch programing
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All branches	Restrict the number of customers in the establishment at any given time.
All employees	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All branches	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All branches	Require customers and the public to wear cloth face coverings.
All branches	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
All branches	Suspend all Volunteer activities
All branches	Reduce Computer terminals and limit computer time to 1 hour per day
All branches	Reduce tables and chairs
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees	Do not require a healthcare provider's note for employees who are sick

	with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

Administrative Team will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Genesee District Library shall provide employees with antiseptic hand sanitizers or towelettes. Genesee District Library will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

Genesee District Library will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Genesee District Library will make cleaning supplies available to employees upon entry and at the worksite.

Designated Site Supervisors will be responsible for seeing that environmental surface 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-CoV-2. When choosing cleaning chemicals, Genesee District 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.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Desks	60% Alcohol Solution or greater	Hourly
Door knobs & handles	60% Alcohol Solution or greater	Hourly
Computer mice & Keyboards	60% Alcohol Solution or greater	Hourly
Phones	60% Alcohol Solution or greater	Hourly
Photocopiers/Printers	60% Alcohol Solution or greater	Hourly
Self-checkout stations	60% Alcohol Solution or greater	Hourly
Handicap door buttons	60% Alcohol Solution or greater	Hourly
Faucet and toilet handles	60% Alcohol Solution or greater	Hourly
Arm rests and backs of nonporous chairs	60% Alcohol Solution or greater	Hourly
Book cart handles	60% Alcohol Solution or greater	Hourly

Genesee District Library will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Administrative Team will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

(LIST ENHANCED METHODS)

Personal Protective Equipment (PPE)

Genesee District Library will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

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.
- 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.

Genesee District Library will provide non-medical grade face coverings (cloth face coverings) to employees. (Cloth face coverings are technically not considered PPE.) Genesee District Library will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Genesee District Library will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

Job/Task	PPE
All employees	Cloth face masks, face shields, gloves

Health Surveillance

Genesee District 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. Administrative Team will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Genesee District Library will have employees self-screen for COVID-19. Genesee District Library will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. Genesee District Library will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Administrative Team before and during the work shift. Genesee District Library has 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:

(LIST REPORTING INSTRUCTIONS PROVIDED TO EMPLOYEES)

Genesee District 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:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during

their illness.

- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Genesee District Library will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, Administrative Team will notify both the local public health department, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19. When notifying coworkers, contractors, and suppliers, Genesee District Library will not reveal the name or identity of the confirmed case.

Genesee District Library will allow employees 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 CDC.

Training

Administrative Team shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Genesee District Library will train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. 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.
7. How to report unsafe working conditions.

Administrative Team shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

Recordkeeping

Genesee District Library will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.
2. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

HR Manager will ensure that the records are kept.

Remote Work

Wherever possible employees that can complete tasks by working remotely will be provided the hardware and access (if needed) to work remotely. Procedures are in place to identify and approve remote work.

The following staff have been approved for remote work:

Job Title	Qualifying Criteria
Computer Operator	Can remote in to GDL computers to work on them.
Database Administrator	Can remote in to Database to work on them.
IT Manager	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Talking Book Center Librarian	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Technical Services Librarian	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Processing Assistant	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Digital Services Librarian	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Children's Librarian	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
CR Manager	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
HR Manager	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
CR Assistant	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Finance Manager	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Branch Operations Manager	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.
Library Director	(Intermittent approval) Can remote in to complete some tasks. Other tasks require in person work.

FREE ONSITE CONSULTATION SERVICE FOR EMPLOYERS

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers Identify and correct potential safety and health hazards



Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education, and training services
call 517-284-7720

or

visit our website at www.michigan.gov/miosha

www.michigan.gov/leo

LEO is an equal opportunity employer/program.