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

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

## General

The following COVID-19 preparedness & response plan has been established for  Oscoda County 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. Oscoda County Library Board  has read these guidance documents carefully, found the safeguards appropriate to Oscoda County 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. Library Director Knepp 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 July 20, 2020 and replaces all previous preparedness ad response plans.

Oscoda County 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 Amy Knepp and Beth Barron. 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 if applicable. The plan will be made available via website:http://www.oscoda.lib.mi.us

## Exposure Determination

Oscoda County 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. Amy Knepp, Library Director was responsible for the exposure determination.

Oscoda County 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.

Amy Knepp, Library Director verifies that Oscoda County 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.

Oscoda County 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) |
|---|---|---|
| Programming Clerk | Medium | Public Contact |
| Cataloging Clerk | Lower | No Public Contact |
| Library Aide | Medium | Public Contact |
| Branch Clerk | Medium | Public Contact |
| Information Technology Clerk | Lower/Medium | Minimal Public Contact |
| Library Director | Medium | Public Contact |

## Engineering Controls

Oscoda County 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.

Library Director 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 |
|---|---|
| Workers at the circulation desk | Installing physical barriers, such as clear plastic sneeze guards. |
| HVAC System | Installing high-efficiency air filters |
|  |  |
|  |  |
|  |  |
|  |  |

# Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Library Director 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 Oscoda County Library:

| 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 employees | Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others. |
| All employees | Promote remote work (telecommuting) to the fullest extent possible. |
| All employees | Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time. |
| All employees | Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time. |
| All employees | Restrict business-related travel for employees to essential travel only. |
| Library Board, all employees, Cancel use of community room | Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing. |
| All employees | Restrict the number of customers in the establishment at any given time. |
| All employees | Minimize the sharing of tools, equipment, and items. |
| Library board/library director | Provide employees with non-medical grade face coverings (cloth face coverings). |
| All employees | Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. |
| Anyone entering the building | Require customers and the public to wear cloth face coverings. |
| All employees | Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery. |
| Library Director | Provide customers and the public with tissues and trash receptacles. |
| All employees | Encourage customers to place orders for merchandise or services through the phone or web. |
| All employees | Promote curbside and home delivery to minimize contact with customers. |
| 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. |
| Library Board | 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

Library Director 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, Oscoda County Library shall provide employees with antiseptic hand sanitizers or towelettes. Oscoda County Library will provide time for employees to wash hands frequently and to use hand sanitizer.

## Disinfection of Environmental Surfaces

Oscoda County 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). Oscoda County Library will make cleaning supplies available to employees upon entry and at the worksite.

Library Director or Programming Clerk 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, Oscoda County 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 |
| --- | --- | --- |
| Computer Keyboards and mice | Alcohol pads | After each use |
| Telephones | Alcohol pads | After each use |
| Desk counters | Array disinfectant cleaner | At 12:00 pm and 5:30 pm |
| Bathrooms, including all surfaces | Array disinfectant cleaner, or alcohol in a spray bottle | At 10:00 am, 12:00 pm, 2:00 pm, 4:00pm and 5:30pm |
| Door knobs/handles | Alcohol pads | At 12:00 pm and5:30 pm |
|  |  |  |

Shine Inc. 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.  Amy Knepp, Library Director will be responsible for seeing that this protocol is followed.

## Personal Protective Equipment (PPE)

Oscoda County 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.

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

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

| Job/Task | PPE |
|---|---|
| Curbside | Mask and rubber gloves |
| Circulation desk | Mask and rubber gloves |
| Shared public and/or staff spaces | Mask |
| Cleaning | Mask, face shield and gloves |
|  |  |
|  |  |

## Health Surveillance

Oscoda County 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. Amy Knepp, Library Director 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, Oscoda County Library will have employees self-screen for COVID-19. Oscoda County 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 using MI Symptoms: https://misymptomapp.state.mi.us/login. When obtainable, a no-touch thermometer will be used for temperature screening of employees. Oscoda County 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 Library Director before and during the work shift. Oscoda County 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:

*Employees are to immediately notify the Library Director by her cell phone if symptoms develop outside of work. If an employee is at work and presenting symptoms they are to quarantine in the Community Room and call the Library Director on her cell phone for further direction/instruction.*

Oscoda County 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.

Oscoda County 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, Library Director 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, Oscoda County Library will not reveal the name or identity of the confirmed case.

Oscoda County 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 and/or have a negative COVID-19 test.

## Training

Library Director shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Oscoda County 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.

Library Director 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

Oscoda County 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.

Library Director will ensure that the records are kept.

# 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.