

## Reopening after a Pandemic Policy

The COVID-19 virus has had an unprecedented impact on libraries and the communities they serve. Person-to-person contact and airborne pathogens are thought to be major modes of contracting the virus. Objects and surfaces that have been touched and breathing in a common space where sneezing or coughing may occur could also be a source of contamination. These concerns have been taken into consideration in developing SDL’s Reopening Policy with the intention of protecting our patrons and staff and preventing the continued spread or a resurgence of the virus while still exploring ways to provide some form of library service.

This plan provides reopening phases with incremental easing of safety measures. Each phase is dependent on factors such as orders from the state government and recommendations by health agencies. Safety procedures and requirements may change as new science emerges and more information becomes available.

It is the role of the Library Board to adopt the policies which govern the operation of SDL. It is the responsibility of the Library Director to develop procedures to accomplish and enforce those policies. This Reopening After Pandemic Policy combines both. The Library Board authorizes the Library Director to have on the fly decision making in order to make changes/tweaks to policies/procedures as needed and as emergency situations change.

The Closure and Reopening Policies are specific to pandemic circumstances. The Pandemic Policies supersede conflicts with pre-existing SDL policies and are in effect until the pandemic conditions are alleviated.

### Cleaning & Disinfecting Guidelines During All Phases

Definitions:

Cleaning refers to the elimination of dirt from surfaces using soap and water. Cleaning removes but may not kill germs. New evidence shows that this is effective in reducing germs.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or removes germs but kills germs on a surface after cleaning.

Common Disinfectants:

- Bleach solution: 1/3 cup bleach per one gallon of water.
- 70% alcohol solution
- Common products (not inclusive): Clorox wipes, Windex, Comet, Scrubbing Bubbles, Lysol

The building will be cleaned and sanitized using disposable disinfectant wipes or cleanser in accordance with CDC guidelines: common surfaces, high-traffic areas, restrooms and break/kitchen areas. The checklist below divides areas of the building in two sections. Staff will clean these areas before opening and several times throughout the day.

Section A	Section B
<ul style="list-style-type: none"> <li>• Door handles plus above &amp; below</li> <li>• Chairs: tops/backs</li> <li>• PACs: mice, keyboard, headphones, counter</li> <li>• Dewey: mouse, keyboard, counter.</li> <li>• Table tops.</li> <li>• Own work area.</li> <li>• Restroom: handles (faucets, toilet, doors), light switch, paper towel holder, soap top.</li> <li>• Any touchable surface</li> </ul>	<ul style="list-style-type: none"> <li>• Circ Desk: counter, Computers: monitors, keyboard, barcode reader, mice</li> <li>• Copy machine</li> <li>• Book cart handles</li> <li>• Own work area.</li> <li>• Workroom table.</li> <li>• Kitchenette counter &amp; handles</li> <li>• Any touchable surface</li> </ul>

# **Reopening after a Pandemic Policy**

## **Treatment of Returned Library Materials**

Material management is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects. Libraries are very different from retail outlets when providing curbside pickup or drop-off. Library items are borrowed and returned, over and over again. Different material types may require different handling.

SDL will base its treatment of returned materials procedure on recommendations from the following sources: Centers for Disease Control and Prevention (CDC), American Library Association (ALA), Institute of Museum and Library Services (IMLS), Michigan Library Association (MLA), the National Center for Preservation Technology and Training (NCPTT) and REALM: Reopening Archives, Libraries and Museums: a COVID-19 Research Project. REALM is sponsored by OCLC, the Institute of Museum and Library Services and Battelle to conduct research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. The project will draw on the research to produce authoritative, science-based information on how—or if—materials can be handled to mitigate exposure to staff and visitors.

New studies from REALM indicate that after six days of quarantine the SARS-CoV-2 virus was still detected on all five materials tested. When compared to Test 1, which resulted in non-detectable virus after three days on an unstacked hardcover book, softcover book, plastic protective cover and DVD case, the results of Test 4 highlight the effect of stacking and its ability to prolong the survivability of the SARS-CoV-2 virus.

Based on the above results, all returned library materials will be isolated for one week or more.

The NDCC recommends that library staff wear gloves to transport returned items into quarantine and remove them immediately after to avoid transferring the virus to other surfaces. Staff should also wear masks when working with quarantined materials and wash their hands for at least 20 seconds after handling materials, as per CDC guidelines.

A specific area, book cart or table will be established for returned items for the required quarantine period. Items will be labeled with the date they were placed in isolation, separated by the return date and isolated from items returned on other days. Surfaces that have been touched by returned items will be disinfected thoroughly between transfer of materials.

The purpose of the quarantine time is to eliminate the need for disinfecting, as the virus should no longer live on the surface of those materials. As an extra precaution, books with Mylar covers, audio book and DVD discs and cases will be cleaned using disinfectants after the quarantine period before re-shelving. These procedures were developed to mitigate possible contamination in the event that library materials were returned by a patron who tested positive for the virus.

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## Positive Case Protocol

Closing/notification procedure if a Covid-19 infection is reported on site.

If a patron or employee becomes sick while inside the library:

- The sick person and all other patrons will be asked to immediately vacate the building following SDL's Patron Conduct Policy.
- Library staff will secure the facility, post a notice on the front door and leave.
- The facility will be under quarantine for 48 hours.
- After 48 hours, cleaning and disinfecting procedures will be followed before reopening.
- Library staff on duty during the incident *may* be quarantined for up to two-weeks before returning to work. This decision will be made by the library director based on health department guidelines.

If an employee who was on duty contracts the virus:

- It is assumed that all staff who worked with that person during the two-week incubation period before symptoms became known have been exposed to the virus.
- SDL may be closed completely for the two-week incubation period or revert to Phase 2.
- Notice of the closure will be posted on SDL's website and front door stating that an employee (no name will be given) has tested positive for the virus.
- Phase 0 steps may be followed.

## Michigan Contact Tracing

Michigan Contact Tracing protocol violates the Library Privacy Act. SDL will not divulge any patron information protected by the MI Right To Privacy Act unless required to do so by court order. Any requests for such information from any source must be submitted to the Library Director.

A notice may be posted on SDL's website or front door warning that an unnamed person who has tested positive for the virus had been inside the facility on the specific date.

## Reopening Phases

There are no timelines for any of the phases as these may be contingent on national, state, or local government orders and/or recommendation of other agencies. Closures and reopening may also depend upon the severity, virulence and duration of local health conditions and availability of SDL employees. Phases may not always proceed in order and may backtrack at any time. Public notification of all service changes will be posted on SDL's website. The Library Director will communicate changes to library staff and board members.

# Reopening after a Pandemic Policy

## Phase 0: Full Closure

### Criteria:

1. Government orders, health agencies and/or the SDL Board have closed the facility due to emergency conditions.
2. The library facility is closed to the public and library staff may not report to work.
3. The Library Director performs administrative duties as required from home and inside the facility as necessary. See SDL's Emergency Closing Due To Pandemic Policy.

### Services:

- All in-person services are suspended.
- All in-person programs are cancelled.
- Digital services are offered via SDL's website.
- A Digital Services Library Card application will be available on SDL's website. This card will allow any resident of SDL's service area access to digital services. This type of card may not be used to borrow physical items. A Digital Services Card may be upgraded to full services after the emergency or health crisis following SDL's Library Card Application Policy.
- Wireless internet access is available outside the library facility.

### The Drop Box

The drop box may be locked during Phase 0 as material returns are considered non-essential travel or library staff are not available to empty it. If so, a notice will be posted on the front door and website requesting patrons to keep all library items at their homes until SDL resumes normal services.

During the closure and reopening phases, the drop box will be emptied by a staff person wearing a mask and gloves. The goal is simply to clear the drop box so that it does not overflow. All returned items will be quarantined before check-in.

## Phase 1: Facility Closed To The Public

### Criteria:

1. **Government orders allow staff return to work.**
2. No public interaction is allowed.
3. Social distancing between staff is required.
4. The healthcare system has the capacity to withstand a moderate outbreak.
5. SDL has access to necessary personal protection equipment for library staff.

**Before Building Occupancy:** The Library Director will:

- Determine employee safety procedures referring to LEO, MDHHS, MiOSHA and other agencies.
- Prepare and recommend policy changes/updates to be adopted by the Library Board.
- Inform SDL staff of any policy changes.
- Order and replenish PPE as necessary. If PPE is unavailable, SDL may be closed.
- Post CDC signage procedures/information in staff and public areas.

# Reopening after a Pandemic Policy

## Phase 2: Facility Closed To The Public – Curb Service Offered

### Criteria:

1. Government orders, health agencies and/or the SDL Board allow ‘no contact’ services.
2. There is a Reopening Policy adopted by the Library Board.
3. Reopening procedures have been developed by the Library Director.
4. Curb Service has been approved by the Library Board.
5. Curb Service procedures have been developed by the Library Director.

### Services:

- See Curb Service on page 10.
- Staff scheduling may be limited to those required to provide Curb Service.
- All in-person programs are cancelled.
- Updates to service changes and information will be maintained on SDL’s website.
- Digital services continue via SDL’s website.
- A Digital Services Library Card application will continue to be available on SDL’s website.
- Wireless internet access continues to be available outside the library facility.
- Library staff may be available by telephone at specific times to answer questions or help people connect with digital services.
- Library staff will monitor and respond to email from patrons.
- Technology help may be available over the phone or by email.
- Procedures for treatment of returned items will be followed.
- Donated materials will not be accepted from the public during and for several weeks after the health emergency.
- Fax and Copy services *may* be offered. Patrons may arrange to Fax or have copies made by calling SDL. Patrons may put the papers to be copied or faxed into the drop box along with the fee. Staff will retrieve the items wearing gloves and a mask. Patrons will be asked to return to their vehicle. Staff will either return the papers following curb service guidelines or place them on the bench in front of the building for the patron to retrieve after the staff member has returned inside.

### Preparation:

- Hours of service will be determined.
- Notification of Curb Service will be posted on SDL’s website, FaceBook, the announcement sign and the front door.
- Curb Service instructions will be posted SDL’s website, FaceBook and printed as bookmarks.
- A script describing pick-up procedures will be prepared for staff to email or read over the phone to patrons when items are requested.
- An intake, isolation and storage system for returned items will be implemented.
- Clear backlog of quarantined items and return to conventional turnaround on shelving items.
- Reset circulation system changes to due dates and calendar closing days.

## **Reopening after a Pandemic Policy**

### **Phase 3: Curb Service Plus Limited Library Access**

SDL's first priority is employee safety. Library services cannot be offered if library staff are sick and cannot report to work. The safety of our patrons is equally important. Every effort will be made to mitigate contamination between staff, staff to patron, patron to staff and patron to patron. SDL encourages patrons to stay home if they are ill, have been exposed to anyone who is sick and anyone with an underlying health condition that weakens their immune system. Recommendations for safety precautions made by the CDC and other agencies will be followed. However, as a public space, SDL is not a sterile environment and cannot guarantee germ-free physical materials.

#### **Criteria:**

1. Emergency orders preventing inside gatherings have been canceled.
2. The SDL Board has approved opening the facility to limited access.
3. Social distancing recommendations remain in place.
4. Gatherings are limited to less than ten people.
5. Confirmed cases within SDL's service area are at a low level. Zip Codes: 48401, 48419, 48469.
6. The healthcare system has the capacity to withstand a moderate outbreak.
7. SDL has access to necessary personal protection equipment for library staff.
8. SDL has the materials to administer essential services.
9. SDL has adequate staff to provide services.

#### **Masks Are Required**

A mask, face shield or face covering made from any material that provides a barrier from the top of the bridge of the nose to the chin is required to be worn by anyone entering the library facility.

- A notice will be posted on the front door and on SDL's website.
- Persons without a face covering will not be allowed to enter the building.
- Patrons without a mask will be offered Curb Service.
- If a patron is unable to wear a mask for medical reasons, Curb Service will be offered.
- Patrons who do not comply will be considered in violation of SDL Policy.
- Any person who acts in a confrontational, contentious or threatening manner will be asked to leave library premises. Any person who refuses to comply will be considered as trespassing and the police will be called to have the person removed. At this point, SDL is not asking police to enforce the mask policy. The issue is about noncompliance with library policy.
- Patrons who do not agree with this policy may file a complaint using the Grievance Form available on SDL's website.

#### **Other Safety Measures During Phase 3**

- A notice will be posted on the front door asking patrons not to enter if they are ill or have been exposed to anyone with COVID-19.
- Patrons must distance themselves from other people by 6 feet.
- Stacks are limited to 1 person at a time.
- Directional markers on aisles & between stacks may be used.
- Floor markers will be placed in front of Circulation Desk delineating 6 feet spacing.
- A temporary acrylic barrier will be installed around the Circulation Desk.
- Public seating will not be available.
- The facility may be closed at any time without notice to allow for cleaning between users.
- Shared supplies such as staplers and pens are not available to patrons.
- The catalog computer is not available.

## Reopening after a Pandemic Policy

### Services During Phase 3:

- Grab & Go inside service is intended for quick browsing.
- Curb Service continues.
- Appointments are required for entrance.
- Inside service is limited to residents of SDL's service area and current card holders.
- SDL days of operation and hours may be reduced or changed.
- The number of patrons allowed inside the building at the same time is limited to five.
- Patrons are limited to one appointment per person per day.
- Staff will monitor entrance.
- Patrons are limited to thirty minute appointments in order to allow maximum access to others.
- Reserved hours based on age or vulnerability will not be offered because of ADA and discrimination issues.
- Library cards may be issued to SDL residents. Nonresident cards will not be issued.
- Newspapers are not available.
- Patrons are asked to place 'browsed' library materials on a table after viewing. Library staff will isolate and disinfect them before re-shelving.
- There is no public seating. Chairs are removed.
- The Computer Room is closed.
- Computers in the south wing will be moved to allow for social distancing.
- Computer use is by appointment for thirty-minute time slots. Keyboards, mice, monitors and workstation areas will be cleaned after every use. Mylar will be used to cover monitors.
- Technology help requires patrons and staff to be at close quarters and will not be provided except in cases where social distancing can be maintained.
- WiFi use is only available outside of the facility from the comfort of patron vehicles.
- The Children's Room will be open to one family group at a time. Children must be accompanied by a parent/legal guardian and must remain in the Children's Room. Children over the age of two (3 and older) are required to wear a mask.
- Interlibrary loan services through MelCat and OCLC may not be available according to their policies.
- Fax and Copying: Patrons may arrange to Fax or have copies made by appointment either via Curb Service or inside the facility. Staff will perform the service wearing gloves and a mask.
- All in-person programs are cancelled.

### Phase 3 Preparation:

- The Library Director will determine and establish any entrance modifications for patrons:
  - one at a time monitored entry and 6' spacing outside for line/waiting area
- The Library Director will determine any building modifications necessary to mitigate Covid-19:
  - Plastic barriers
  - Reconfiguring staff areas and rearrangement of public computers
  - Social distancing markers on the floor & reordering traffic flow
  - Signage
  - Blocking areas not initially available to public
  - Storage of children's' toys such as Legos, puppets & maker space items
  - Determine and order necessary supplies for the purposes above
  - Windows may be open to provide increased ventilation.

# Reopening after a Pandemic Policy

## Phase 4: Facility Open - Less Restrictive Limitations

### Masks Are Requested

After orders or recommendations requiring masks in enclosed spaces expire, SDL will *request* the patrons wear a mask during Reopen Phases 4 & 6:

- To protect library staff.
- In consideration of other library users who may have compromised health.
- To help prevent a resurgence of the virus.
- Masks will *not* be required for entrance.
- A notice will be posted at the entrance and on SDL's website.
- Library staff will continue to wear a mask or face shield.

### **Criteria:**

1. Orders from public health agencies allow an increased number of people to gather.
2. The SDL Board has approved extending services to Phase 4.
3. SDL is able to maintain the social distancing recommendations for each section of the facility.
4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The healthcare system has the capacity to withstand a moderate outbreak.
6. SDL has access to the necessary materials to administer critical services.
7. SDL has adequate staff to provide services.
8. Phase 3 Safety Measures continue.

### **Possible Services During Phase 4**

- Curb Service continues.
- Phase 3 services continue with the addition of the following:
  - 10 people will be allowed inside the facility at the same time for thirty minutes.
  - Limited public seating: one person per table or reading area. Tables and chairs will be rearranged to allow for social distancing.
  - The Computer Room will be open. Appointments are required for computer use. One appointment per person per day. Patrons may be asked to wait in their car until library staff call to notify them when the room is ready for their use. Computers will be rearranged to allow for social distancing. Barriers may be installed between computers and plastic shields placed over monitors. Only 2 people may be in the computer room at the same time. Computer time will be limited to 60 minutes to allow opportunity for more users. There will be a 30-minute space between users for cleaning.
  - Technology help requires patrons and staff to be at close quarters and will not be provided except in cases where social distancing can be maintained.
  - The Children's Room will be open. Only 2 users or all members of one household may enter at a time. After patrons exit, staff will clean surfaces before other patrons may enter.
  - Windows may be open to provide increased ventilation.
  - All in-person programs are cancelled.
  - Limited or restricted interlibrary loan services through MelCat and OCLC may be available according to their policies.



# Reopening after a Pandemic Policy

## Phase 5: Normal Services

### Criteria:

1. Local, state and/or national health officials have canceled social distancing and gathering recommendations.
2. The SDL Board approves reopening without restrictions.
3. Sustained reduction in new COVID 19 cases within the community for at least 14 days.
4. The healthcare system has the capacity to withstand a moderate outbreak.
5. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
6. SDL has access to the necessary materials to maintain high hygiene standards.
7. SDL has access to enough staff provide all core operations.

### Services:

- A resumption of SDL services with an increased emphasis on hygiene.
- Normal service hours are reinstated.
- The library facility is open to the public without restrictions.
- In-person programs such as SDL Book Discussion Group, Wigglers and Toddler Time resume.
- Interlibrary loan services via MelCat and OCLC may be available according to their policies.

### Preparation

- Restore computers that have been removed to accommodate social distancing.
- Schedule staff for all operations.
- Determine how virtual programs fit into the spectrum of services going forward.

## Phase 6: Revert To A Previous Phase or Closure

### Criteria

1. Local, federal, state government or health agencies or the SDL Board recommend or mandate increased safety precautions and/or closures as described in Phases 0 – 4.
2. There is a sustained increase in community spread.
3. Local hospitals are no longer able to safely treat all patients requiring hospitalization.
4. Effective testing is not available.
5. SDL is unable to maintain the hygiene or staffing necessary to operate.
6. SDL patrons do not comply to restrictions during Phases 3 & 4.

### Services:

- Services are dependent upon the restrictions inherent to any recommendation. SDL could return to Phase 1 - 4 or revert to a full-scale closure as appropriate.

# Reopening after a Pandemic Policy

## Curb Service

Curb Service may be offered during an emergency closing. Curb Service is only available to residents of SDL's library service area and valid SDL card holders. The decision to implement Curb Service will be determined using the following criteria:

1. The library facility has been closed to the public.
  2. Restrictions imposed by mandates allow such services.
  3. Contagion has not reached the local community and there seems to be a low risk for exposure.
  4. A minimum number of staff are available to work and PPE is available.
  5. This service may also be provided if there are other causes for a facility closure such as road construction, weather, damage and/or repair of the building etc.
- SDL hours and days of operation may be reduced or changed.
  - Patrons will be asked when ordering and/or at pick-up to identify themselves by name, address, the last five digits of their library card number or their driver's license number.
  - No contact restrictions may be required. Safety measures may be increased or reduced depending upon CDC guidelines.
  - Staff will wear a mask and gloves for each curbside interaction.
  - Items will be placed in a new plastic bag and delivered to the patron's vehicle.
  - People will be requested to remain inside their vehicle and not approach library staff or the library entrance in order to maintain social distancing.
  - The library doors will be kept closed and locked. If a patron comes to the door, staff will talk to them through the glass. The door will not be opened. If staff need to go out and a person is standing there, the person will be asked to stand back at least 6 ft.
  - WiFi printing may be available following procedures for Fax and copies described in Phase 2.
  - **How to order:**
    - Patrons may email or call in requests for items.
    - Specific titles or subjects may be requested or library staff may select materials for the patron.
    - Patrons may place reserves on items through their VERSO account via the internet.
    - Family packs may be offered with multiple titles for children.
    - It may take some time for staff to gather the requested items.
  - **How to pick-up an order:**
    - Library staff will notify the patron when items are ready to pick up.
    - An appointment will be made with the patron to pick-up their order to control the number of people gathered.
    - Patrons are asked to call when they are in the parking lot or at the curb in front of the building.
    - Patrons are asked to specify the location in their vehicle where their order should be deposited: 1) open the front passenger side of the vehicle if no one is seated there 2) a rear window or 3) the trunk.
    - A staff member will deliver items to their car.
    - If a person arrives on foot, riding a bike or motorcycle, staff will place the items on the pavement six feet away for the patron to pick up after staff have retreated.
  - **How to return items during Curb Service:** Patrons will be asked to put items in a bag and set the bag outside of their vehicle for staff to pick up. Items may also be returned to the Drop Box at any time.

# **Reopening after a Pandemic Policy**

## **Required Employee Safety Procedures**

Procedures for work places recommended or required by the CDC, MIOSHA or other governmental or health agencies will be followed. These procedures may change as new science emerges. SDL's first priority is staff safety. Library services cannot be offered if library employees are sick and cannot report to work. Every effort will be made to mitigate contamination between staff, staff to patron, patron to staff and patron to patron. Employees are encouraged to express any concerns about workplace safety with the Library Director.

### **Employees are responsible for following CDC Hygiene Etiquette**

- Avoid touching eyes, nose or mouth with unwashed hands.
- Wash hands often using soap and water for 20 seconds scrubbing all hand surfaces: between the fingers, thumbs, backs of hand and fingernails.
- Use hand sanitizer when hand washing is not available
- Do not cough and sneeze into hands but use a tissue, elbow or inside a shirt. Wash hands immediately before touching any surface.

### **Personal Protection Equipment (PPE)**

SDL will purchase PPE such as facemasks, face shields, gloves, hand sanitizer, disinfecting wipes, cleanser and/or other required safety equipment. If PPE items are not available to purchase, this is sufficient reason to close the library or delay opening.

During Phases 1 – 4: library staff are required to wear a mask which must be worn before entry. Face shields may be worn in lieu of a mask. Refusal to wear a mask or face shield will result in termination. PPE will be stored in the staff room. Employees are responsible for getting a mask in preparation for the next day's work. Employees may remove their mask if working alone in an office area or working in an area with social distancing from other staff and no public are present. Social distancing of six or more feet from other staff members and from patrons is required.

Staff are discouraged from sharing a common phone or equipment. Employees are required to clean and disinfect their dedicated workstation (phones, keyboards, mice, counter surface) with sanitizer or disinfectant before and between uses.

Employees are required to use specific PPE for work activities as described in the Reopening Phases which includes:

- Wearing gloves and a mask when emptying the drop box and when touching returned items.
- Wearing gloves and masks when taking books to people's cars, printing or faxing.
- Other PPE which may be recommended by the CDC as more information emerges.

Staff training will be offered about correct PPE usage, appropriate hand washing, sanitizing methods, discarding mask and glove practices. This training is required and proof of attendance given to the Library Director.

### **Work Schedules During Reopening Phases**

Work hours may be changed or reduced depending on service hours and need. Employee arrival time may be altered to avoid more than one person at the entry. Library staff schedules may be rotated to limit exposure.

It may be necessary to lay off or furlough some staff. If Curb Services are offered to the public, staff will be given the option to perform these services based on their own health circumstances and risk of exposure.

## **Reopening after a Pandemic Policy**

If possible, some work accommodations may be made for staff vulnerable to Covid-19. However, an employee will not be paid if they choose not to work due to fear of contracting the virus. As Michigan is an 'at will' state, employment with this employee may be terminated.

### **Minimum Staffing Level**

The SDL Board of Trustees establishes a Minimum Staffing Level of two persons. The work schedule is determined by the Library Director. Inability to meet this staffing minimum shall be deemed sufficient criterion for closing the library.

### **Employee Sickness**

During a pandemic, epidemic or public health crisis, library staff are not to report to work if they are sick, someone in their household is sick or if they have been exposed to anyone who has the virus. The requirement for a doctor's notification of respiratory type illness during the height of any pandemic, epidemic or public health emergency is waived. Employees are asked to contact the Library Director as soon as the sickness is known.

Since SDL is not a health facility and library staff are not trained in medical procedures, SDL will not require or perform onsite testing of employees. Library staff are required to test themselves prior to reporting to work each day using the Self Screening Questionnaire as a guideline. Due to ADA and the MI Right To Privacy Act, these forms will not be retained at SDL.

Library employees will be required to go home if sickness develops during working hours. In such cases, possible containment of portions or the entire facility may be required. Areas where the staff member worked will be sanitized. SDL may be closed for a period of two weeks or revert to Phase 2. See Positive Case Protocol.

During the Pandemic, employees who become sick with the virus, are unable to work because someone in their household has contracted the virus or are required to be quarantined due to exposure to the virus will be compensated for their regular work hours.

CDC requirements before returning to work after COVID-19:

- At least 3 days without a fever (without the use of fever reducing medication)
- AND improvement of respiratory symptoms: shortness of breath, and coughing
- AND at least 10 days have passed since symptoms first appeared

### **Quarantine Advisory Policy**

SDL has adopted a Quarantine Advisory Policy. In accordance with CDC guidelines, SDL requires employees who have knowingly been in close contact with someone who has COVID-19 to contact the Library Director as soon as the sickness is known and are required to quarantine from work. Additionally, all library staff are asked to help keep their fellow employees safe by making responsible decisions. An employee may be asked to quarantine from work if it is determined by the Library Director that his/her actions, including noncompliance with Michigan's mandated emergency orders and/or participation in irresponsible travel and recreational activities puts the staff and patrons at risk. All SDL staff are asked to report any concerns to the Library Director.

# Reopening after a Pandemic Policy

## CDC Guidelines For Quarantine

The CDC recommends that anyone who has been in close contact with someone who has COVID-19 should be quarantined for 14 days. Definition for close contact:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you.

Adopted 8/18/2020

## SDL Coronavirus Disease (COVID-19) Health Screening

Review this questionnaire *every morning before coming to work*. Keep an ongoing list of the dates that you work on this form and initial it every time you review the list. You may be asked to show this form to the Director or Health Department as confirmation that you are checking every work day.

**If you answer yes to any question below, please do not report to work. Contact the Director.**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

<b>In the past 24 hours, have you:</b>		
Been sick with COVID type symptom's?	Yes	No
Had someone in your household become sick?	Yes	No
Been exposed to anyone who has the virus?	Yes	No
Had a fever, chills or felt feverish?	Yes	No
Had a new or worsening cough?	Yes	No
Had shortness of breath or difficulty breathing?	Yes	No
Had a sore throat?	Yes	No
Intestinal Problems?	Yes	No
Nausea or vomiting?	Yes	No
Experienced new loss of taste or smell?	Yes	No
Had congestion or runny nose?	Yes	No
Had a headache?	Yes	No
Had new or more severe muscle or body aches?	Yes	No
Experienced fatigue?	Yes	No
Current temperature: Please list if above 98.6		

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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## Sources

- AIHA: Protecting Worker Health: reopening Guidance For Libraries
- ala.org
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