

## Opening Policy and Procedures - updated 11-10-2020

### **Purpose**

The purpose of this policy is to illustrate the procedures surrounding opening the library after an epidemic/pandemic where the library was forced to close partially or completely to help prevent the spread of the disease.

### **Guidance on use and maintenance of this policy**

This policy is approved as a whole by the Hopkins Library Board. It will be updated regularly as this is a fluid situation, and new recommendations may be added or removed. The library director is given the prerogative to move between stages as the situation improves or deteriorates within guidelines provided by state and local government agencies, the Centers for Disease Control and Prevention, or the Allegan County Health Department.

### **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: the Library Director.

### ***Requirements During All Phases.***

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- E. The Library Director shall determine the cleaning protocols for all stages.

### **Phasing**

The library will open back up in phases which are informed by state and local government agencies, the CDC, and ACHD recommendations.

1. Phase One - Staff only

2. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
  - A. Inform and train staff on health and safety precautions
    - a. Walk staff through the “Covid-19 Workplace Health Screening” form which they will be required to walk through before each work day. See Appendix A for ACHD’s recommended screening form.
      1. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory symptoms
      2. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
      3. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
      4. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
      5. If an in-person worker tests positive for COVID-19, the director 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) cleaned and sanitized in a manner that is CDC compliant;
        - c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person or the potential exposure; and
        - d. Notifying the local public health department.
    - b. 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. Appropriate cleaning procedures.
6. How to manage symptomatic members of the public upon entry or in any public building.

C. All employees will be required to wear a non-medical face covering when in the workplace.

1. In person training will be provided on the first day in the workplace.
2. Guidelines for proper use will also be posted in employee areas

B. Thorough cleaning of all areas and a new look at what areas are usable under potentially new restrictions

C. Remove all toys for the time being

D. Take measures to promote social distancing in spacing between computers, chairs, lounge areas, etc.

E. Post signage on floors and doors to detail safe interacting procedures

- a. Door signage includes a number of documents provided from the CDC and the Allegan County Health Department
- b. Signage includes requirements for staff and public to self evaluate for symptoms before entering our building
- c. Signage includes notice for EO requirements for mask wearing

F. Order personal protection supplies and sanitizing supplies

- a. Designate cleaning responsibilities and times
- b. Rework and orient opening and closing procedures and daily routines to allow for cleaning and sanitizing to happen multiple times a day

G. Quarantine returned books and create quarantine spaces

- a. Each day's books are quarantined for the recommended time (CDC, Allegan County Health Department, studies)
- b. Quarantined books are stored in designated areas and labeled containers
- c. Staff wear masks and gloves when filling and unfilling these containers
- d. Create quarantine areas for those showing symptoms of being sick until they can go home if they cannot immediately do so

H. Prepare for curbside

- e. Provide designated parking spots and block of spots to maintain social distance

- f. Designate hours for curbside pickup and post these times on sign and on doors
      - 1. These hours will be Tuesdays and Wednesdays from 12-6pm but may be changed by the library director as needed.
    - g. Create a scheduling document that we can use for hold pickups
    - h. Assign curbside tasks to staff
- 3. Phase 2 - Limited opening
  - A. Continue use of the "Covid-19 Workplace Health Screening" form daily upon entering the workplace. (Appendix A)
    - a. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory s
    - b. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
    - c. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
    - d. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
  - B. Curbside for hold pickups
    - a. Scheduled pickups during designated times
    - b. No returns for this interaction. Returns must be returned through dropbox.
  - C. Curbside for limited services, like printing and faxing
    - a. 10 page/day limitation
    - b. No contact donation jar only
  - D. Curbside for summer reading and take/make crafts
    - a. Allow for scheduled pickups of summer reading materials and take/make crafts and activities
  - E. No donations accepted at this time.
  - F. All curbside policies and times posted to the library website, Facebook, and doors. These hours will be Tuesdays and Wednesdays from 12-6pm but may be changed by the library director as needed.
- 4. Phase 3 - Full opening with restrictions
  - A. Continue use of the "Covid-19 Workplace Health Screening" form daily upon entering the workplace. (Appendix A)

- a. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory s
  - b. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
  - c. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
  - d. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
- B. All employees will be required to wear a non-medical face covering when in the workplace.
- a. In person training will be provided on the first day in the workplace.
  - b. Guidelines for proper use will also be posted in employee areas.
- C. Continue curbside for an appropriate amount of time
- D. Continued scheduled limited interactions
- E. Open the library to the public
- a. If space limitations are required, limit the amount of people entering the library.
  - b. Designate a staff member to keep track of this number.
  - c. Require public to wear face coverings according to MiOSHA and health department guidelines. Provide the appropriate notification to the public that this will be required.
  - d. *“Traffic” Directions.* The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
  - e. *Computer Terminals.* Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
  - f. *Food and Beverage.* Food and beverage is not permitted unless necessary for medical reasons.
  - g. The library will maintain signage that patrons should not enter the building if they have been recently sick.
- F. No toys or computer in the kids area.
- G. Regular sanitizing taking place
- a. This will be part of staff’s daily routine.

- b. Schedules may be moved to accommodate time for this during the day.
  - H. Limited cash transactions.
  - I. Allow for limited computer use.
    - a. Keyboard and mouse sanitized after each use
    - b. Enforcement of time limits if at capacity. Reduction of time limits if significant use makes it necessary.
  - J. Limit group gathering in the library.
  - K. Conduct summer reading virtually this year. Paper copies will be provided in packets upon request.
  - L. Suspend physical programming for the time being.
  - M. No donations accepted at this time.
  - N. Hours of Operation adjusted to make necessary changes for having multiple on staff for certain services.
- 4. Phase 4 - Full opening without restrictions
  - A. The need for daily screening is no longer necessary.
  - B. Return seating to normal.
  - C. Remove social distance requirements (i.e. marked spaces for waiting, quarantine spaces, etc.)
  - D. Stop quarantining of returned materials.
  - E. Return toys and computer to the children's area.
  - F. Return to normal cleaning schedules.
  - G. Begin in library programming in limited or full capacity.
  - H. Return the computer spacing to normal and reinstate policies regarding time limits and guidelines from before restrictions were placed.
  - I. Accept book donations.

## Appendix A

This appendix contains required and optional materials provided by the ACHD and CDC for the information of staff and public related to Covid-19.

## Appendix B

This appendix provides a number of links that helped inform the creation of this opening document. These were not the only information referenced in it's creation, and the fluidity of this situation means that these resources may be replaced or updated with new information that creates a stronger and more meaningful policy. Again, this is not a complete list.

1. Allegan County Health Department. May 2020. "COVID-19 Health Screening Tools."  
<http://cms.allegancounty.org/sites/Office/Health/SitePages/COVID19.aspx>
2. Allegan County Health Department. May 2020. "COVID-19 Workplace Toolkit."  
<http://cms.allegancounty.org/sites/Office/Health/SitePages/COVID19.aspx>
3. American Library Association. "Handling Library Materials and Collections During a Pandemic." <http://www.ala.org/alcts/preservationweek/resources/pandemic>
4. Berendes, Dr. David and Dr. Catherine Rasberry. April 02, 2020. "Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections." Webinar.  
<https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>
5. Centers for Disease Control and Prevention. May 2020. "Cleaning and Disinfecting Your Facility."  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
6. Navsaria, Dipesh. May 13, 2020. "COVID-19: Safety Tips for Reopening Your Library." Webinar. <https://bit.ly/363UCUk>
7. Peet, Lisa. April 08, 2020. "IMLS, CDC: On Staff Safety, Handling Paper In COVID-19 Pandemic."  
<https://www.libraryjournal.com/?detailStory=ims-cdc-on-staff-safety-handling-paper-in-covid-19-pandemic>
8. Streigel, Mary. March 25, 2020. "Covid-19 Basics: Disinfecting Cultural Resources." Webinar.  
<https://www.ncptt.nps.gov/blog/covid-19-basics-disinfecting-cultural-resources/>
9. U.S. Department of Labor Occupational Safety and Health Administration. March 2020. "OSHA 3990-03 2020: Guidance on Preparing Workplaces for COVID-19."  
<https://www.osha.gov/Publications/OSHA3990.pdf>
10. Whitmer, Gretchen. May 07, 2020. "Governor Whitmer's MI Safe Start Plan."  
[https://www.michigan.gov/documents/whitmer/MI\\_SAFE\\_START\\_PLAN\\_689875\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)



