

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Employer: BRIDGMAN PUBLIC LIBRARY (BPL)

I. Purpose:

This COVID-19 Preparedness and Response Plan ("Plan") is adopted in compliance with (MI) The MDHHS Epidemic Order issued on October 9, 2020.

BPL intends to protect its workforce by enacting all appropriate prevention efforts. BPL is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

II. Designated Supervisors:

BPL will designate **workplace supervisors** to implement, monitor, and report on the COVID-19 management and control strategies under this Plan. A Designated Supervisor must be onsite at all times when workers are present on site. **Onsite employees** are designated to perform this role. Designated Supervisors: **Dennis Kreps, Denise Malevitis, Kay O'Brien**

III. Workplace Considerations

This employer's workplace is a public Library. The employer considers its in-person workers to be at "lower exposure risk" under OSHA's Guidance on Preparing Workplaces for COVID-19 ("OSHA Guidance"), which is defined as follows:

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

IV. Training

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

- Workplace infection-control practices.
- The proper use of personal protective equipment (PPE).
- Required steps for (an) employee in notifying the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

V. Infection Prevention Measures & Safe Work Practices

To protect its employees, this employer will do the following:

1. Comply with all workplace safeguards set forth in The MDHHS Epidemic Order and subsequent orders.
2. Require in-person workers to comply with the social distancing practices described in the MDHHS Epidemic Order of October 9, 2020, which includes keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate to the workplace); and limiting the number of workers present in the workplace to only those necessary to perform the business's permitted operations.

3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require workers to stay home if they are sick.
5. Encourage respiratory etiquette, including covering coughs and sneezes.
6. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). When choosing cleaning chemicals, the employer will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
8. Direct that face-to-face meetings replaced with virtual meetings, unless allowed or indicated otherwise by MDHHS Epidemic Orders, Governor's Executive Orders, legislative mandate. and/or additional recommendations by health officials.
9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
10. Discontinue nonessential travel for workers.
11. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
12. Promote remote work to the extent possible.
13. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

VI. Identification and Isolation of Ill Workers; Response

1. BPL directs in-person workers to monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness, and will subsequently contact the Director.
2. BPL employees conduct a health screening prior to arrival, by completing the **BPL COVID-19 Health Screening Form**. Employees are asked to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel prior to arrival at the workplace; employees must take own temperatures and document such on the **form**. Workers will enter the workplace through the rear entrance.

3. Unless indicated otherwise by current employment policies, written notification from a physician will not be required for workers who are staying home from work due to illness, nor is such required for an employee to return to work.
 4. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until s/he leaves, or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.
 5. Employees are afforded leave time as permitted under the federal Families First Coronavirus Response Act (FFCRA) if presenting with a qualifying reason.
 6. If an in-person worker tests positive for COVID-19, the employer will take the following measures:
 - The Building will be closed to all workers and the public, for a minimum of 48 hours, and until the Building can be professionally cleaned and sanitized, **unless directed otherwise by local (Berrien County) or state Health authorities.**
 - All workers (including contractors and suppliers) who may have come into contact with the infected person or the potential exposure; and
 - Notifying the Berrien County Health Department.
 7. Employees with a confirmed case of COVID-19 may return to work after:

At least 10 days have passed since symptoms first appeared and at least 24 hours have passed since the last fever, without use of fever reducing medications and symptoms have improved
 8. Employees may return to work after experiencing a CLOSE CONTACT* after quarantine of 14 days after last exposure contact
- *Close Contact is currently defined as being within 6 feet of someone who has COVID-19 for 15 minutes accumulated over a 24-hour period

VII. Personal Protective Equipment (PPE)

Pursuant to the MDHHS Epidemic Order, the employer will provide non-medical grade face coverings to all on-site employees and require them to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace.

The employer will also consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Workers with questions or concerns should contact their supervisor.