

COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

✓ General

The following COVID-19 preparedness & response plan has been established for Houghton Lake Public Library in accordance with MIOsha Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Director Jamie Paille has read these emergency rules carefully, developed the safeguards appropriate to Houghton Lake Public Library based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Houghton Lake Public 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) are Director Jamie Paille and Facility Manager Debra Jeske. At least one of the supervisors 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 our employees and their representatives. The plan will be made available via internal network and hard copy.

✓ Exposure Determination

Houghton Lake Public 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. Director Jamie Paille was responsible for the exposure determination.

Houghton Lake Public 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.

Director Jamie Paille verifies that Houghton Lake Public 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.

Houghton Lake Public 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 (Ex. No Public Contact, Public Contact)
Library Clerk Front Desk	Medium	Public Contact
Library Clerk Col. Devlp.	Low	Min. Public Contact
IT Coordinator	Low	Min. Public Contact
Finance/Facility Manager	Low	Min. Public Contact
Youth Serv. Librarian	Medium	Public Contact with schools
Library Director	Low	Min. Public Contact

✓ Engineering Controls

Houghton Lake Public 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.
- Offering curbside pickup for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of outdoor programs available.

Director Jamie Paille 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
Material circulation desk	Plastic sneeze guards and sanitizer spray
Returned material shelving	Sanitizer wipes and latex gloves
Programs and events with school	Switched to virtual when possible
Assisting patrons at computer stations	Plastic sneeze guards and sanitizer spray

✓ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Director Jamie Paille 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 Houghton Lake Public 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 public areas	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
IT Coordinator / Youth Services Librarian / Library Director	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	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 employees	Restrict the number of customers in the establishment at any given time.
All employees	Minimize the sharing of tools, equipment, and items.
All employees and public patrons in need	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.
All employees	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.
All employees and public areas	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.
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

Facility Manager Debra Jeske 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, Houghton Lake Public Library shall provide employees with antiseptic hand sanitizers or towelettes. Houghton Lake Public Library will provide time for employees to wash hands frequently and to use hand sanitizer.

Houghton Lake Public Library shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

✓ Disinfection of Environmental Surfaces

Houghton Lake Public 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). Houghton Lake Public Library will make cleaning supplies available to employees upon entry and at the worksite.

Facility Manager Debra Jeske will be responsible for seeing that environmental surfaces

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, Houghton Lake Public 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
Public computers	Liquid sanitizer spray	Every time a patron leaves
Public doors	Liquid sanitizer spray	Every 30 minutes
Bathrooms	Liquid sanitizer spray	Every 30 minutes
High touched surfaces	Liquid sanitizer spray	Every 30 minutes
Entire Building	Bleach/cleaning sprays/mop	Every weekday night M-F

Houghton Lake Public 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. Director Jamie Paille will be responsible for seeing that this protocol is followed.

Personal Protective Equipment (PPE)

Houghton Lake Public Library will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

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.

Houghton Lake Public Library will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Houghton Lake Public Library will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Houghton Lake Public 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 coverings
All employees	Lysol wipes and liquid sanitizer spray
All employees	Sanitization station
All employees	Rubber or Latex gloves
All employees	Face shields

Health Surveillance

Houghton Lake Public Library will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. Director Jamie Paille 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, Houghton Lake Public Library will have employees self-screen for COVID-19. Houghton Lake Public 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. Houghton Lake Public Library will similarly screen contractors, suppliers, and any other non-patron individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Director Jamie Paille before and during the work shift. Houghton Lake Public

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:

To call Director Jamie Paille and leave the building quickly. If employee has yet to report to work they need to call Director Jamie Paille as soon as possible before their work shift begins and wait for direction if they are in the workplace parking lot.

Houghton Lake Public 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.

Houghton Lake Public 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, Director Jamie Paille will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, Houghton Lake Public Library will not reveal the name or identity of the confirmed case.

Houghton Lake Public 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

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

Houghton Lake Public Library will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- 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.
- How to report unsafe working conditions.

Director Jamie Paille shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Recordkeeping

Houghton Lake Public Library will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when 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.

Director Jamie Paille 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.

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