

Rochester Hills Public Library COVID-19 Preparedness & Response Plan

What You Can Expect

The Rochester Hills Public Library is committed to the safety of staff and will follow all local, state, and federal requirements for maintaining a safe work environment. The library will proceed in a cautious and controlled manner in order to provide access library services according to our phase of operation. This document will be subject to version updates as new guidelines and information is made available from the following trusted agencies:

- The Center for Disease Control (CDC) provides guidance for mitigating the spread of communicable disease.
- The Occupational Health and Safety Administration (OHSA) and specifically the MIOSHA agency provides compliance standards for safe work environments.
- The Department of Labor (DOL) provides information on employer and employee rights.
- The MI Safe Start Opening Plan¹ provides specific guidelines for workplaces resuming limited and/or general business while mitigating COVID-19.
- The Michigan Department of Health and Human Services (MDHHS) provides guidance for mitigating the community spread of a communicable disease in the state.
- Oakland County may provide additional requirements for employers and the public.
- The library profession may also devise guidelines and recommendations unique to library operations.

All staff and volunteers will be trained on the RHPL COVID-19 Preparedness & Response. Supervisors will maintain records for members of their department who have completed training before working on-site.

What We Know

COVID-19 is a contagious virus that has reached pandemic status across the world.

¹ https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf

Methods of Transmission²

Person to Person

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

The virus is thought to spread mainly from person-to-person in the following manner:

- Between people who are in close contact with one another (within about 6 feet) either for 15 minutes of a sustained period, or for multiple points of contact that add up to 15 minutes within a 24-hour timeframe.
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

Surfaces, Vectors, and other Contaminants

It is unlikely that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Maintaining Employee & Volunteer Health

Only healthy employees and volunteers are permitted to work on premises at the Rochester Hills Public Library (including the grounds), on a vehicle owned by the Rochester Hills Public Library, offsite at a Rochester Hills Public Library event, or offsite while representing Rochester Hills Public Library at a professional development event.

The following controls are employed to help maintain staff safety (ordered from the most effective to least effective):

1. Promoting and encouraging all staff to get vaccinated;
2. Offering upgraded face masks for staff and requiring masks among staff and volunteers when community transmission is high;
3. Increasing ventilation of the building to maximum fresh air circulation;
4. Upgrading air filters to MERV 13 (highest level of filtration);
5. Adding wipes stations and hand sanitizer stations;
6. Offering free facemasks coverings for the public;
7. Signs communicating frequent washing of hands or hand sanitizer (extra PPE such as gloves and face shields are also available for staff).

² <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

8. Installing in-room air purifiers for each department or staff workspace;
9. Encouraging 6ft distance from one another and from members of the public;
10. Wiping down shared surfaces with 70% alcohol;
11. Plexi Shields to catch direct dissemination of germs at certain public service desks.

All employees and volunteers should employ the following hygiene and preventative steps to maintain health (regardless of vaccination status):

- Wear a facemask in public areas of the library regardless of one's vaccination status during “high” community levels of COVID-19 as defined by the CDC.
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 70% alcohol if soap and water are not available.
- Avoid touching eyes, nose and mouth with unwashed hands.

Screening for Employee & Volunteer Health

The library director serves as the COVID Coordinator and Safety Supervisor in Charge for the library. In absence of the library director, the senior most staff member within the established department will be designated as the Safety Supervisor In Charge for each shift and will be in charge of overseeing workplace safety during open hours for that day (See On-Site Work section for additional details).

Self-monitoring

Employees and volunteers will need to assess their temperature and overall wellness before arriving at work. Employees and volunteers exhibiting the following symptoms (or combination of symptoms) should not report to work or should leave once symptoms begin to occur:

- Fever (of 100.4 Fahrenheit or above)
- Cough
- shortness of breath/difficulty breathing
- or at least 2 of the following:
 - Chills
 - muscle pain
 - Headache
 - sore throat
 - loss of taste/smell
 - Diarrhea
 - extreme fatigue

Exposure to and Confirmation of COVID-19 Virus

If an employee or volunteer has COVID-like symptoms prior to arrival at the building or they develop COVID-like symptoms while at work, they may be asked to wear a high-quality mask during work hours and/or produce a negative COVID-19 test before returning to work.

Symptoms of, and Exposure to COVID-19

- If an employee or volunteer is exposed to COVID-19 but not symptomatic, they should wear a high quality mask for five (5) days and test on day five (5), as measured from the date of exposure.
- Employees and volunteers that test positive for COVID-19 should not return to work until day five (5) after which the employee needs to be fever-free/symptom free. The person returning to work should wear a high quality mask for an additional 5 days. The CDC provides explanations on [home isolation](#).
- If an employee or volunteer has symptoms of COVID-19 but does not have a confirmation (positive) COVID-19 diagnosis the person should wear a high-quality mask and follow the [CDC-recommended steps](#) for testing around day 5 from onset of symptoms.

Positive COVID-19 Test Results and Step-by-Step Actions

An employee or volunteer performing regular on-premises work should immediately isolate and alert their supervisor because they have tested positive for COVID-19 like symptoms within 24 hours of receiving positive test results. The employee and/or supervisor will:

1. Notify the library director immediately
2. Perform close contact tracing by looking back over the past 48 hours (prior to the onset of an individual's symptoms) to determine who, among the staff, volunteers or contractors, the individual might have come into continual contact for more than 15 minutes at less than 6 feet.
 - a. Contact is defined by either 15 minutes of sustained contact (less than 6ft), or multiple points of contact that add up to 15 minutes within a 24-hour timeframe.
3. The supervisor and library director will follow the CDC's "[Public Health Recommendations for Community-Related Exposure](#)."³
4. If a majority of individuals from the same department contract COVID-19, the library director will notify the Oakland County Health Department and consult about closing the facility.
5. Community Relations will provide any necessary communication to the public at large.

In accordance with the CDC's "[Cleaning and Disinfection for Community Facilities](#)" guidelines,⁴ areas occupied--up to the entire facility if appropriate--by a staff member with probable case of COVID-19 will be cleaned and disinfected.

³ <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> - accessed 5/11/2020.

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> - [accessed 5/11/2020].

Personal Protective Equipment (PPE) and Dress Code for workers

Face Masks

Cloth, Surgical, and KN95 Face Masks

- When community levels are “high” for COVID-19, all employees and volunteers are highly encouraged to wear (at a minimum) a cloth or surgical face mask at all times.

Individuals should contact their supervisor for access to a mask and PPE.

Cleaning Regimen

Staff may clean prioritized high-touch areas at the direction of library management and after each shift change. Library management will determine which standard cleaning agents used to kill viruses. Touch screen surfaces should only be cleaned with 70% isopropyl alcohol (rubbing alcohol).

Leveled responses are adapted from CDC exposure scenarios.

Everyday Readiness (no risk of exposure)

Supplies

Departmental managers are responsible for maintaining an adequate supply of disinfectant for staff use in both the workroom and at the service desk. Wipes and hand sanitizers are available to customers who request them in order to sanitize their hands and/or disinfect public equipment and/or surfaces.

Cleaning protocol

The facilities coordinator (in conjunction with the custodial staff) is responsible for cleaning the public areas. Departmental managers shall oversee increased disinfection procedures for the service desk, shared equipment (such as computers/keyboards, mice, and phone).

Low Community Level Readiness (low exposure)

(Includes Everyday Readiness)

Supplies

Facilities staff should routinely inspect soap levels in all bathrooms to ensure an adequate supply for staff, volunteers, and the public. Information about the viruses and preventative

steps from credible sources will be available in Spanish, Arabic, and Chinese and available at all reference desks (Adult, Youth, Outreach, and Circulation).

Cleaning protocol

Cleaning procedures are the same as Everyday Readiness, managers are encouraged to develop a checklist for their department and oversee each person cleaning as appropriate.

Medium Community Level Readiness (medium exposure)

(Includes Everyday and Low Community Readiness)

Supplies

Managers are encouraged to use reusable cleaning supplies (such as rags) that are isolated after use and sanitized on a weekly basis.

Cleaning protocol

Medium community level cleaning protocol increases cleaning efforts and as a result, departments will assume a level of cleaning and disinfecting of public equipment. Managers will convey the details of cleaning protocols to their staff and update checklists as appropriate (see Appendix A for checklist)

Extra precautions include disinfecting public surfaces throughout the main library facility and bookmobiles per standard procedures for infection prevention. These surfaces include door handles, stair handrails, elevator buttons, scooters, vending machine buttons, study tabletops, and computer keyboards and mice, touch screens, and other high-touch surfaces as needed.

Removal of non-essential library equipment or educational toys

The following items will be isolated from the public due to the high-risk/high-threshold for proper cleaning:

- Puppets
- Hand-held educational toys
- Public puzzle table
- Game controllers
- Shared office supplies (pencils, staplers, etc.)

High Community Level Readiness (high exposure)

(Includes Everyday and Low, Medium Community Level Readiness)

Supplies

Protective clothing such gloves, protective eye-wear, and/or aprons may be utilized to maintain a safe working environment.

Cleaning protocol

High Community Level cleaning protocol represents the deepest of cleaning efforts and as a result, departments will assume a level of cleaning and disinfecting of public equipment at each shift change. Managers will convey the details of cleaning protocols to their staff and update checklists as appropriate (see Appendix A for checklist)

Extra precautions include disinfecting public surfaces throughout the main library facility per standard procedures for infection prevention. These surfaces include door handles, stair handrails, elevator buttons, study tabletops, and computer keyboards and mice, touch screens, and other high-touch surfaces as needed.

Building Supervisors

Based on federal/state/local health mandates, there may be a period of time where the building is closed to general staff and only minimum basic operations are permitted. Minimum basic operations is defined as works necessary to allow the library to maintain the value of inventory and equipment, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely⁵.

The following employees have been designated as minimum basic operations staff:

- Library Director
- Head of Adult Services
- Head of Youth Services
- Head of Outreach Services
- Librarian II/Librarian Specialists
- Circulation Manager
- Cataloging Manager
- Director of IT
- IT Specialists
- Accountant & Benefits Coordinator
- Public Relations Manager
- Facilities Manager

Other employees may be designated temporarily or permanently as minimum basic operations staff upon approval by the library director.

⁵ [MIOSHA Emergency Rules 10-14-2020](#), issued under the Michigan Department of Labor and Economic Opportunity.

On-Site Work

The Safety Supervisor in Charge will act as the primary safety officer during each shift. The Safety Supervisor will be the library director or the senior most staff member within a department for that department's assigned week:

- 1st week of the month: Youth services
- 2nd week of the month: Outreach services
- 3rd week of the month: Circulation services
- 4th week of the month: Adult services
- 5th week of the month: Administration

Duties of Safety Supervisor in Charge

- Assist with communication if a staff member answers in the affirmative to health screening questions.
- Monitor PPE requirements and enforce appropriate wear with staff and volunteers.
- Launder reusable rags (at the end of the week).

For the staff working on premises

- Workstations should not be shared each shift; when a shift-change occurs, each staff member should perform shift-change cleaning based on current exposure levels of the virus.
- If items must be shared, they must be cleaned.
 - A best practice for pens utilized by the public would be to have a separate bin/receptacle for "used" items that can be disinfected/quarantined for 24 hours at the end of each day.

Reporting Workplace Safety Issues

Employees should promptly report any suspected violations of on-site workplace safety to the Safety Supervisor in Charge and/or the Library Director. The report can be made verbally or in writing, via telephone or electronic communication. Employees who have concerns about the safety of the workplace should include the date, details about the specific transgression, and note any staff member, volunteer, or contractor's name associated with the incident. The Safety Supervisor in Charge and/or Library Director will follow up and remediate problems with a facility enhancement or coaching/discipline for employees.

Facility Enhancements & Internal Controls for Staff and Public

The library designed phases of operation (see Appendix B) that maximize access to materials and technology for use by the public, while keeping members of the public and staff safe. At times the

phases require measures that limit activity to the fewest number of staff members present in the building or on bookmobile vehicles as possible, which in turn can affect library services. The phases will be entered into depending on the prevalence of COVID-19 in the community and vaccine adoption rates. The more restrictive phases (Phase 5: Virtual Only and Phase 4: Drive-Thru) would be used when community spread is high, there is collective effort to mitigate viral transmission and vaccine adoption is low. Phases 3, 2, and 1 assume low community spread or moderate to high vaccine adoption. Community members should assess their own risk tolerance to determine the best way to interact with the library.

Facemasks for members of the public

- Facemasks are considered one of the most effective forms of PPE that reduce spread of respiratory droplets from individuals who may be carrying a high viral load of COVID-19.
- Based on the level of community transmission and with input from local agencies and community organizations, the library may institute rules for wearing facemasks in order to mitigate spread of the virus, especially to those who are ineligible to receive the vaccine.
- Rules regarding facemasks will be posted inside the library and on the bookmobile vehicle.
- Free, disposable facemasks will be made available to those who need it when masks are strongly encouraged and/or required for entry.

6ft Social Distance

In accordance with recommendations from the CDC and state and local agencies, the library may require that staff, volunteers, contractors, and the public to maintain 6ft social distance in compliance with certain health orders. If 6ft social distance cannot be maintained, other physical controls will be employed, such as sneeze guards.

- Public Relations will coordinate and place physical markers on the floors to ensure 6ft social distancing.
- Department managers should work with Facilities to evaluate their workroom and reconfigure to maximize 6ft distance. If staff workrooms cannot be reconfigured, supervisors should explore setting up workstations at other places within the library building (while closed to the public) and present alternate work spaces to the library director for approval.

Quarantining circulated materials

- Items that circulated outside of the library and are subsequently returned may be quarantined for a duration of time set by the library director.
- Customers who are concerned about borrowing items can be advised about the quarantine window and/or advised to place items on hold. Holds have a 5-day pickup window and will empower customers to choose the duration of time they are most comfortable with before borrowing shared materials.

Enhanced Cleaning Procedures

- Employees may be responsible for cleaning high touch surfaces periodically in their department and some communal areas during the day (see Appendix A - Cleaning Checklist).

Improvements to the Facility

- Increased ventilation (of outside air) will be implemented when heating and cooling the library building.
- The Library will place hand sanitizer dispensers at key places throughout the library building to mitigate the spread of microbes from person-to-person or person-to-surface.
- The Library will place disinfectant wipes at key places throughout the library building to encourage disinfecting of keyboard, mice, and other surfaces.

Appendix A - Cleaning Checklist

Department Name _____

Date _____

	Morning Shift Change	Afternoon/evening Shift Change
Self-checkout screens (each hour)		
Countertops & drawer handles		
Staff arm chairs		
phones		
staff computers keyboards/mice		
public computers keyboards/mice (as used)		
Photocopier		
Door handles		
Public handrails		
Elevator buttons (external)		
Elevator buttons (internal)		
study room tables (when possible)		
Restroom doors		
Restroom faucets		
Drinking fountain		
Vending machine		
office supplies like staplers and tape (as needed)		

Communal cleaning assignments:

- i. Circulation: stair handrail, elevator buttons (outside/inside)
- ii. OS: scooter handles/panel on scooter front
- iii. YS: bathroom accessibility button, bathroom doors (where people push it open)
- iv. AS: bathroom accessibility button, elevator button outside

Appendix B - Phases of Operation

Rochester Hills Public Library PHASED REOPENING PLAN



PHASE 5 <i>Online Only</i>	PHASE 4 <i>Drive-Thru Services</i>	PHASE 3 <i>Grab & Go</i>	PHASE 2 <i>Limited Use</i>	PHASE 1 <i>Full Service</i>
<ul style="list-style-type: none">• Building & drive-thru closed.• Online library available 24/7.• Programs are online.• Live phone assistance.• Bookmobile suspended.	<ul style="list-style-type: none">• Building access limited to Express Pickup and Return (<i>Entrance/Lobby Only</i>)• Drive-thru open & phone assistance.• Online library available 24/7.• Programs are online.• Bookmobile suspended.	<ul style="list-style-type: none">• Building open with public access limits.• Drive-thru open & phone assistance.• Online library available 24/7.• Programs are online, take-home & outside.• Face masks required.• Bookmobile: Call for updates.	<ul style="list-style-type: none">• Building open with distancing measures.• Drive-thru open & phone assistance.• Online library available 24/7.• Programs are online, take-home, & outside.• Face masks required.• Bookmobile: Limited public access.	<ul style="list-style-type: none">• Building open with full-service & no restrictions.
				

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