TLN COVID-19 Preparedness & Response Plan updated June 2021

For Lower and Medium Exposure Risk Employers ONLY

The following COVID-19 preparedness & response plan has been established for The Library Network 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. TLN Administration has read these emergency rules carefully, developed the safeguards appropriate to The Library Network based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The Library Network 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 see attached. The supervisor 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 TLN's website, T Drive, and hard copy.

⊘ Exposure Determination

The Library Network 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. TLN Administration was responsible for the exposure determination.

The Library Network 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.

Steven Bowers, Executive Director, verifies that The Library Network 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.

The Library Network 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)
Delivery Driver	Medium	Some Public Contact
Tech Support – on site	Medium	Some Public Contact
Delivery Sorters	Low	No Public contact
Office Staff – on site	Low	No Public Contact
Office Staff – work from Home	Low	No public Contact

⊘ Engineering Controls

The Library Network 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.

The Building Manager and Deputy Building Manager 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
	Increased ventilation
	Increased routine cleaning of bathrooms and high touch surfaces.
	Physical barrier installed in Reception area
	Contactless building deliveries implemented
	Physical barrier installed in Reception
	Front Door to remain locked to visitors
	All accessible doors are posted with health signs
	Various cleaning and disinfecting cleaning solutions available for staff use
	Hand sanitizer provided throughout the building

⊘ Administrative Controls updated June 1, 2021; June 22, 2021

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. TLN's Executive Director 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 The Library Network.

Face coverings (specifically cloth masks) are required to be worn by all persons on-site at the TLN building with the following exceptions:

Employees who have received the full Covid-19 Vaccination, and two weeks' have elapsed since the second dose of a two-dose vaccine was administered; or one dose of a one-dose vaccine; and want to refrain from wearing a mask, must present a copy of their completed vaccination card to Human Resources.

Once your vaccination card is reviewed, and verified that you are fully vaccinated, your name will be added to the list of vaccinated employees and you will not be required to wear a face mask while in the TLN building.

Delivery Drivers and staff visiting member libraries are required to follow the library's mask protocol. TLN employees must assume that masks are required at a library unless instructed otherwise by library personnel or instructed by posted library signage.

All employees must continue to adhere to these rules:

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 employees	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Some employees, where feasible	Promote remote work (telecommuting) to the fullest extent possible.
Some employees, where feasible	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
Some employees, where feasible	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All employees, excluding delivery drivers	Employees should take the necessary precautions when traveling for work and should seek pre-approval for travel, per standard policy.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees	Minimize the sharing of tools, equipment, and items.

All employees	TLN provides employees with non-medical grade face coverings (cloth face coverings).
All Employees	TLN requires employees to wear cloth face coverings at all times except when eating; are in their office or cubicle, alone. Exceptions noted above under *Face Coverings* for employees that want to refrain from wearing a cloth face covering.
All employees	If sharing an open space office, such as the Board meeting room, wear masks when others are working in the area.
Visitors by Appointment Only	Require all visitors to wear a cloth face covering, unless proof is provided of full vaccination.
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	TLN ensures that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees	TLN maintains flexible policies that permit employees to stay home to care for a sick family member.
All employees	Employees are required to maintain social distance even when on break, as well as before and after work hours
All employees	Avoid close contact with sick people
All employees	Avoid touching their faces with unwashed hands
All employees	Avoid the use of other employees' phones, desks, offices, or other work tools and equipment.
All employees	Frequently wash hands with soap and water for at least 20 seconds.

⊘ Hand Hygiene

The Building Manager and Deputy Building Manager 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, The Library Network shall provide employees with antiseptic hand sanitizers or towelettes. The Library Network

will provide time for employees to wash hands frequently and to use hand sanitizer.

The Library Network shall promote frequent and thorough hand washing, including by providing workers, 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

The Library Network 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). The Library Network will make cleaning supplies available to employees upon entry and at the worksite.

The Building Manager and Deputy Building Manager 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, The Library Network 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
Door Handles	Disinfectant Spray	multiple times daily
Counter tops Breakroom	Disinfectant Spray	multiple times daily
Restrooms	Various cleaning supplies	Daily
Delivery Vehicles	Disinfectant Spray	Daily

The Library Network 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. The Executive

Director will be responsible for seeing that this protocol is followed.

The Library Network will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). The Library Network will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The Library Network 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
	No PPE required

✅ Health Surveillance *Updated 6/22/2021*

As workers enter the place of employment at the start of each work shift, The Library Network will require employees to self-screen on a daily basis. One to four hours prior to the start of the on-site work shift, Employees are required to self-monitor and answer the following questions before entering the worksite:

  A. Do you have any of the following symptoms?

1. Fever of 100.4 degrees or higher; or
2. Cough (excluding chronic cough due to a known medical reason other than Covid19); or
3. Shortness of breath; or
4. At least 2 of the following symptoms chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to known medical reason), and extreme fatigue.

  B. Have you travelled internationally in the last 14 days?

  C. Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19?

2. An affirmative response to screening questions (A) requires the employee to be excluded from working onsite:

- At least 72 hours with no fever (that is three full days of no fever without use of medicine that reduces fevers) AND other symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared.

3. An Affirmative response to screening question (B) requires the employee to be excluded from working on-site:

- 14 days following international travel, unless fully vaccinated and not exhibiting Covid-19 symptoms detailed above in section A.

4. An affirmative response to screening question (C) requires the individual to be excluded from working onsite:

- 14 days after the last exposure to the person with COVID-19, per the Centers for Disease Control and Prevention (CDC), unless fully vaccinated and not exhibiting Covid-19 symptoms detailed above in section A.

You must immediately notify your supervisor of any affirmative response, and the course of action required.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined above, 2; 3; 4; and release from TLN Administration to return to work.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Human Resources or their Supervisor before and during the work shift. The Library Network 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:

Direct Supervisor, Human Resources Manager, or TLN's Executive Director

The Library Network 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.

The Library Network 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, Human Resources 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, The Library Network will not reveal the name or identity of the confirmed case.

The Library Network 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

Human Resources shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The Library Network will train workers on, at a minimum:

- Workplace infection-control practices.
- Proper use of face masks.
- 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.

Human Resources shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

⊘ Recordkeeping

The Library Network 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 or visitor 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.

Human Resources will ensure that the records are kept for the greatest time period as regulated by authorities to which The Library Network is subject.

Attachment, as mentioned in the third paragraph of the TLN Covid-19 Preparedness and Response Plan updated June 2021.

On-site Supervisors:
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