



TLN COVID-19 Preparedness & Response Plan

November 2020

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

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.

| 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 | Non-essential travel is postponed or cancelled. |
| All employees | Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing. |
| No visitors allowed, restricting repairs to essential | No visitors allowed |
| 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. If sharing an open space office, such as the Board meeting room, wear masks when others are working in the area. In the garage, you must wear a mask at all times. |
| Allowing only essential visitors, i.e. outside repair personnel | Require customers and the public to wear cloth face coverings. |
| 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

The Library Network, will enforce 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, including, a temperature screening, for which TLN will provide on-site equipment. The temperature check may be conducted prior to arrival at the building, if desired, using personal equipment. Human Resources Manager 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, The Library Network will require employees submit a self-screen questionnaire for COVID-19. Employees must complete the questionnaire covering the signs and symptoms of COVID-19, and their exposure to people with suspected or confirmed COVID-19, upon or prior to arrival. When possible, a no-touch thermometer will be provided for temperature screening of employees that are self-screening at the place of employment. The Library Network will similarly screen contractors, suppliers, and any other individuals entering the worksite.

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 November 2020

On-site Supervisors:

Steven Bowers

Jim Flury

Judith Kozakowski

Angie Michelini

Vince Nash

Anne Neville

Rick Rosekrans

Rick Sugajski