

The Library Network's (TLN) COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-114, The Library Network (TLN) (“Company”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

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

Employees with questions or concerns are encouraged to contact Human Resources via phone at 248-536-3100 ex. 103 and/or email at jkozakowski@tln.lib.mi.us

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely **may be** permitted to work from home in accordance with approved telework arrangements.

Workers who are unable to telecommute are directed to report on-site. For such workers, TLN abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible; staff meetings are to be held remotely;
- Employees are required to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, during work and leaving work;
- Employees’ work stations are to be no fewer than six feet apart, when seating is closer, a 5’8” cubicle barrier is in place;
- All accessible doors are posted with health signs;
- Touchless thermometer available for use;
- TLN may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- There will be no visitors allowed in the building; and
- Non-essential travel is postponed or cancelled.

TLN provides employees with, at a minimum, non-medical grade face coverings, gloves, hand sanitizer.

In addition, TLN is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work site;
- Building manager is responsible for ensuring routine cleaning and disinfection, especially of common areas;
- Where available, providing hand sanitizer in high-traffic areas;

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with Company's daily screening processes;
- Limit the number of people in the breakroom to 2, while wearing a mask;
- Employees are encouraged to eat their lunch at their desk, outside, or in their vehicle;
- Limit the number of people in the restroom to 2, while wearing a mask;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

b. Employee Health Questionnaire

To prevent the spread of COVID-19 and reduce the potential risk of exposure, TLN requires 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 onsite:

- 14 days following international travel

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)
- Exemptions include health care institutions, public health functions, pharmacies and other entities that are involved in the mitigation of risk during this pandemic.

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, b. 2;b. 3;b. 4

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources

c. Employer Response

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, TLN:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined above, b4.

The Library Network completes an OSHA Form 300, as well as a Form 301, “if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness.” If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees’ personnel documentation

Risk and exposure determinations are made without regard to employees’ protected characteristics, as defined by local, state, and federal law.

d. Worker Exposure Classification

TLN’s “worker exposure” is classified as lower risk by the Occupational Safety and Health Administration’s guidance because employees do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

e. Return-to-Work Requirements

Employees who themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, TLN may accept written statements from employees confirming all the factors supporting their release.

TLN shall not discharge, discipline, or otherwise retaliate against an employee for staying home when he or she is at particular risk of infecting others with COVID-19.

2. Workplace Flexibilities

a. ADA

TLN is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Company engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

3. Reporting

TLN strives to provide a place of employment that is free from recognized hazards that are causing, or likely to cause, death or serious physical harm to an employee.

Anyone who has questions, concerns, or wanting to report unsafe working conditions, regarding TLN’s Covid-19 preparedness and response should contact their supervisor, or Human Resources at jkozakowski@tln.lib.mi.us, or telephone 248-536-3100 x103.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, TLN will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by TLN and in accordance with guidance from local, state, and federal health officials.