

Pandemic Procedure #1

Subject: Preparedness and Response Plan

Date: June 4, 2020

Approved by Board of Trustees: June 17, 2020

Revised September 9, 2020; November 10, 2020; June 9, 2021

Resuming Operations at the West Bloomfield Township Public Library during the COVID-19 Pandemic—Preparedness and Response Plan

Introduction

Resuming Operations at the West Bloomfield Township Public Library is a document to transition employees from working at home to the workplace and to transition the public into a phased opening of the facilities consistent with orders from the State of Michigan and Oakland County, Center for Disease Control Guidelines, *Guidance on Preparing Workplaces for COVID-19* from the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) and the *COVID-19 Workplace Guidelines* from the Michigan Occupational Safety and Health Administration (MIOSHA).

This document is a “living” document that may be updated by the Library Director at any time as the situation evolves or as state and county orders or federal/state guidance related to COVID-19 are issued or amended.

The document is to be used as operating practices and work rules for the West Bloomfield Township Public Library during the COVID-19 pandemic. Essential functions of the Library have been analyzed to implement cleaning and disinfection practices, personal protection equipment (PPE) use and practices, personal hygiene practices, employee health screening practices, and return to work protocols and notification practices. The task of restoring the Library to full service capacity will be implemented in gradual phases that may be continually updated and/or modified as the situation evolves over time.

Overview

Authority to Determine Resuming Operations and Services

The Library Board of Trustees, or its designee(s), has the authority to determine when and how phased-in operations will be resumed. The Library Board of Trustees has designated the Board President and the Library Director to determine a start date for the first phase of resuming services per Library Board action at its March 18, 2020 meeting.

All subsequent phases and their start dates will be determined by the full Board, or their designee(s), with recommendations from staff. When in any phase of the plan in order to remain flexible to quickly evolving situations, the Director has the authority to add, remove or alter protocols and parameters for that phase or the preparedness and response plan in general, as well as move to a previous phase.

Roles

The Library Board sets policies and budget for Township operations. Modifications to any policy or any needed budget amendments must be presented and approved by the Library Board.

The Library Director is responsible for the implementation of all Library policies, as well as oversight of all operations including the establishment of work rules and the implementation of this plan to resume service. The Director also is the main contact/spokesperson for media and public health contacts.

Branch Managers/Department Heads (Librarian IV) are responsible for ensuring their branch/department continues to provide services identified at all phases to resuming library service and ensuring their employees are adhering to the practices and work rules identified in this document, as well as existing library policy. These individuals are considered **workplace coordinators** and will implement, monitor and report on any issues with the COVID-19 control strategies developed under this Preparedness and Response Plan to the Library Director.

Librarians-in-Charge at both facilities are also responsible for ensuring employees are adhering to the practices and work rules identified in this document, as well as existing library policy. They will report any issues to the Branch Manager/Department Head. They may be designated as a **workplace coordinator** in the absence of a Librarian IV.

The Main Library Branch Manager is responsible for overseeing the cleaning and disinfection of Library facilities; the acquisition of supplies for cleaning, personal protective equipment (PPE) and other specialty items as needed during the phases of resuming library service for both facilities. Staff at the Westacres Branch and the departments at the Main Library should notify the Main Library Branch Manager when cleaning/disinfecting supplies, personal protective equipment (PPE) or any other pandemic-related specialty supplies need to be replenished.

Transitioning to Regular Operations

The Library has created a six (6) step planning process for resuming internal operations and public service according to the guidance put forth in OSHA's *Guidance on Preparing Workplaces for COVID-19*; and MIOSHA's *Emergency Rules for Coronavirus Disease 2019 (COVID-19)*, dated May 24, 2021 and in effect through October 14, 2021.

Step 1: Preparation of Facilities: Sanitation and Disinfection, Supplies, Social Distancing, and Health Screening

The Library shall continue to:

- Replace or clean and disinfect HVAC air filters and perform maintenance of the HVAC system as needed.
- Confirm that there is an adequate supply of sanitation and disinfection inventory including soap, disinfectant solution, hand sanitizer, paper towels, tissues, etc.
- Confirm that there is an adequate supply of PPE, such as masks, gloves, face shields, sneeze guards, etc.
- Ensure there are adequate no-touch trash receptacles throughout the facilities.
- Ensure any facility, equipment or workspace alterations or relocations needed for social distancing practices are in place.
- Prepare a self-screening procedure for employees.
- Establish a self-screening station near the staff entrance of both facilities.
- Ensure appropriate facility signage is installed providing notice of hand washing, social distancing practices, traffic flow, respiratory etiquette, and current COVID protocols for vaccinated and unvaccinated individuals.

Step 2: Risk of Exposure to the Virus

OSHA/MiOSHA has divided job tasks into four (4) exposure levels: very high, high, medium and lower risk. OSHA/MiOSHA states that “most American workers will fall in the lower exposure or medium risk exposure levels.”

There are library positions that have some level of daily contact with the general public while other positions do not or do so on a much more periodic basis, which places the library in a low to medium risk level. Library operations and practices can be altered in such a way to mitigate risk through the control of staff to staff interactions and staff to public interactions, which will lower risk, as well as the use of personal protective equipment. Work rules, which are included throughout this document, have been established to also mitigate risk. The CDC has determined that individuals who are vaccinated are at low risk for contracting or spreading the virus.

Step 3: Personal Protective Equipment (PPE)

Personal protection equipment will continue to be supplied to employees:

- In compliance with any relevant order issued from the State of Michigan or Oakland County or other applicable county, state or federal law.
- Based upon the level of exposure risk outlined in OSHA’s *Guidance on Preparing Workplaces for COVID-19* guidelines for Classifying Work Exposure.

Employees will be permitted to wear their own homemade masks or medical grade N95 masks provided the design properly covers their face and the material and any images on the masks are appropriate to the workplace. All staff will also have access to gloves. Face shields will be provided to those employees who are assigned to the drive-up window. Sneeze guards will be installed at all public service desks, including the Friendship, and between staff workstations as needed for protection.

All library staff shall be required to properly wear masks when working inside/outside of the facilities, including public service desks, through July 1, 2021. From July 1 through September 3, 2021, all library staff shall properly wear masks when on the public floor and/or at all public service desks. After September 6, 2021, mask wearing for staff will be optional. Staff members while working the drive-up window shall be required to properly wear a mask, and face shield. Staff members delivering materials for parking lot pick-up shall be required to properly wear a mask.

All vendors, contractors and volunteers providing services within the facilities will be required to properly wear masks within the facilities and may be requested to wear a mask when working on the grounds of the facility.

At each phase in resuming service to the public, it will be determined if users will be required or requested to wear masks within the facilities by the Library Board of Trustees keeping in mind federal guidance, state and county orders and the current circumstances with COVID-19.

The Library also encourages employees to use PPE and hand sanitizer on public transportation if they use when traveling to work. The Library also encourages employees to follow CDC recommended safety precautions when not at work.

Step 4: Infection Prevention Practices

OSHA/MiOSHA has provided eleven (11) steps all workplaces can take to reduce the risk of exposure to the COVID-19 virus, which the West Bloomfield Township Public Library will follow:

1. All staff will stay home if sick or go home during a work shift if they become sick. (In addition, staff are permitted to take paid leave consistent with the Families First Coronavirus Response Act and applicable West Bloomfield Township Public Library paid time off policies.) Users, across all phases of resuming public service, will be asked to not enter facilities if ill or exhibiting symptoms of COVID-19.
2. Staff will follow respiratory etiquette, which includes covering coughs and sneezes in a tissue or an upper sleeve followed by washing hands.
3. The Library will provide a place to wash hands and alcohol-based hand sanitizers containing at least 60% alcohol for staff and users.
4. The Library will limit workroom area access to only essential workers (library staff), whenever possible.

5. The Library will establish flexible worksites, telecommuting, and stagger shifts, as feasible.
6. Staff will be discouraged from using other workers' phones, desks, or other work tools and equipment.
7. Surfaces, equipment and other elements throughout the facilities will be regularly cleaned and disinfected.
8. Environmental Protection Agency (EPA)-approved cleaning chemicals with label claim against coronavirus will be used.
9. Manufacturer's instructions for use of all cleaning and disinfection products will be followed.
10. Staff will be encouraged to report any concerns to their supervisor or Branch Manager and/or Library Director.
11. Staff are encouraged to get vaccinated with one of three available vaccinations, Pfizer, Moderna or Johnson & Johnson.

Infection prevention practices to be followed within the West Bloomfield Township Public Library include cleaning and disinfection, use of personal protective equipment (PPE), personal hygiene, social distancing, employee self-screening, employee return to work protocols and engineering controls. Vaccination is strongly encouraged.

Cleaning and Disinfecting: A procedure to address routine cleaning and disinfecting for both facilities, including high touch surface areas and equipment, has been developed and is attached to this plan. It indicates that employees also play a role in cleaning their workspace/equipment, as needed, using disinfectant materials provided. The procedure also identifies enhanced cleaning and disinfection practices after persons suspected or confirmed to have COVID-19 have been in the workplace.

Each confirmed case of COVID-19 will be assessed for cleaning, quarantining and building closure based on the specific circumstances, such as close contact exposure. For example, if an employee develops symptoms of COVID-19 in the workplace and is sent home or remotely reports symptoms to a supervisor, the area(s) used by the employee shall be cleaned and disinfected prior to being used again. The area(s) may be quarantined for a period of time and/or facilities may be closed for a period of time as determined by the Library Director and/or Branch Manager. It should be noted that when the Library becomes informed that a person is confirmed to have COVID-19 and the person has not visited or used the facility for more than 7 days, additional cleaning and disinfection may not be necessary according to CDC guidelines. Consideration will also be given if the employee had contact with vaccinated staff.

PPE: Personal protective equipment will include such things as masks, ~~gloves,~~ plexiglass partitions, and face shields (see above section for requirements).

Personal Hygiene Practices: All employees shall follow the personal hygiene practices below:

- Wash hands regularly with soap and water for at least 20 seconds. When washing is not possible, use hand sanitizer.

- Avoid touching your eyes, nose and mouth.
- Engage in pre-shift self-screening questionnaire upon entering the facility, using hand sanitizer before and after. (Each day, employees should take their temperature just before leaving home for their work shift in order to answer all screening questions.)
- Clean personal workspace on a regular basis throughout the day with cleaning/disinfectant materials provided. The following surfaces should be disinfected throughout the day or the start of a shift as appropriate: phone, keyboard and mouse, desk surfaces and drawer handles, chair arms and any other surfaces touched regularly. For employees with their own office, make sure to periodically disinfect light switches and door handles.
- Avoid using other employees' supplies, equipment, workspace, phones, etc. as much as possible. Use the apron provided to keep your smaller supplies, such as pens, pencils, mobile phones, tissues etc., on you. If it becomes necessary to share equipment, each employee shall sanitize with provided disinfectant the shared equipment before and after use or use hand sanitizer/wash hands before or after use.
- Clean common areas between/after shifts such as the reception desk or information desk counters with provided disinfectants.
- Eat only in designated areas. After you are done eating, wipe down all surfaces used, including microwave and refrigerator. Do not provide or accept from the public or other staff communal food/beverages. Do not share serving utensils, dishes, silverware, etc.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer.

Social Distancing Practices: Social distancing practices rely on distance as a means to avoid infection for unvaccinated staff. Our social distancing practices which must be followed by all unvaccinated staff include:

- Staying six (6) feet from other people as a normal required practice.
- No handshaking or embracing coworkers, public or volunteers.
- Avoiding a person who appears to be sick—particularly coughing and sneezing.
- Use of the single stall staff restrooms and follow social distancing if there is a line.
- One person in the elevator at a time.
- To the extent possible, stay in your assigned department or your assigned workstation area and refrain from in-person visits with other department members and traveling through or into other departments, with the exception of entering/leaving the building, using restroom areas, using the staff lounge or to complete a task.
- Follow established traffic flow patterns through designated work/public spaces.
- One person in a cubicle at a time. Two people may be in an office only if six (6) feet distancing can be maintained. Masks must be worn.

- Meetings should be held virtually or in an open area within the facility (when not opened to the public) where a six (6) foot distance can be maintained. Conversations/collaborations should be conducted by email, phone, or slack whenever possible.
- Lunch and breaks shall be scheduled by supervisors to limit the number of employees to ensure social distancing restrictions can be followed.
- All staff shall enter the facilities at the beginning of a shift only through the staff door for quick, direct access to the self-screening computer.
- Whenever possible, workstations will be arranged to allow for social distancing. If staff workstations cannot be arranged to provide social distancing, alternative measures will be provided to mitigate exposure such as body orientation, physical barriers, use of plexiglass, and use of masks and face shields, etc.
- Whenever possible, departmental work environments and public spaces will be modified to allow for social distancing in such ways as across our service phases:
 - Plexiglass barriers/sneeze guards at public service desk.
 - Decals on floor to distinguish 6 feet waiting lines.
 - Barriers to assist in maintaining 6 feet distancing.
 - Use of queue line equipment.
 - Arrows on floor to establish traffic flow including through the stacks.
 - Appropriate signage at front entrance and throughout the facilities.
 - Removal of some of the seating and equipment.
 - Limit number of computers for use.
 - Limit time on use of computers.
 - Lock small rooms where social distancing cannot be maintained.
 - Restrict capacity in areas where people may gather and social distancing cannot be maintained.
 - **Maintain any building capacity limits as required by federal/state/local law and guidelines.**
 - Maintain entrance lines into facilities using barriers and/or ground markings to maintain 6 feet distancing.

Daily Self-Screening Practices/Reporting Illness/Return to Work Protocols: All employees, volunteers or vendors/contractors will be required to complete a screening questionnaire (see attached) at the beginning of every work shift immediately on entering the facility, which will be kept on file. All screening data will be kept confidential to the extent required by law. The screening currently includes the following:

- Temperature check for fever over 100.4
- Symptom check for cough (not associated with chronic cough due to a known medical condition), shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of smell or taste, diarrhea (excluding diarrhea due to a known medical reason) and extreme fatigue.
- Close contact in the last 14 days with someone with a diagnosis of COVID-19 or a person who has symptoms.

- International travel in the last 14 days, excluding commuting from a home location. (Commuting is defined as traveling between one's home and work on a regular basis.)

An employee or other person who answers "Yes" to any of the screening criteria will be excluded from the work site and will not be able return to work until allowed to return under relevant public health orders, and/or guidelines. **If staff know they will answer "Yes" to any question in the screening questionnaire, they are to stay home and notify their supervisor before their shift begins. They should not report to work.** Staff should seek immediate medical care/advice as appropriate. The supervisor shall alert the administrative office and provide staff with the Families First Coronavirus Response Act application form.

Staff should immediately report to their supervisor if they have received medical advice from a doctor to quarantine or tested positive for COVID-19, who will in turn notify the administrative office and provide staff with the Families First Coronavirus Response Act application form. Such staff are to remain out of the workplace until they are cleared to return to work under relevant-public health order or guidelines and by their supervisor or the Library Director.

All staff will be notified within 24 hours if a staff member tests positive for COVID-19 while not disclosing the identity of the employee to ensure the individual's privacy unless disclosure is authorized by the employee, or otherwise by law. The Library will also notify the local health department or other government agency to which the Library has an obligation to report. Staff who have been in close contact (being less than approximately 6 feet for a 15 minute period of time or a cumulated 15 minutes in a 24 hour period) of one testing positive for COVID-19 are not to report work and are to follow relevant public health orders or guidelines. Staff should seek immediate medical care/advice as appropriate. Staff will be provided with the Families First Coronavirus Response Act application form.

If staff members become ill with COVID-19 symptoms while working, they will be required to leave the premises. They should seek medical care/advice as appropriate and follow relevant executive or public health orders and guidelines. Staff will be provided with the Families First Coronavirus Response Act application form.

The **return to work protocols, as well as all screening and return-to-work practices** are fluid and subject to change as new orders, requirements and guidelines from federal/state/county officials are issued. in state/county orders and federal guidelines. The Library will advise staff of orders, protocols and changes to screening questions. Information will be provided on the staff intranet.

Engineering Controls: A procedure has been developed to address the HVAC systems, air pressure, humidity, and ventilation based on federal guidelines (see attached).

Step 5: Develop Library-wide and Departmental Operational Plans to Resume Internal Operations

The administrative team has developed:

- Workflow plans, guidelines and procedures for key functions based on a phased-in approach to resuming service. This includes such things as handling of returned materials, ordering and receiving new materials, processing new materials, drive-up service, etc. These workflow procedures will be posted on the staff intranet (see attached).
- Plans for placement of workstations and equipment to achieve both social distancing and address functional needs. Staff will be assigned to a workstation/area and required to stay at their assigned area to assist in achieving strict social distancing and low density.
- Schedules that stagger and assign staff members to a specific workstation/area/task for a shift to achieve strict social distancing and reduce density. Breaks and lunch times have also been scheduled for the same purpose. A shorter work day shift will be employed whenever possible to avoid lunch/dinner situations.
- Schedules that include teleworking for staff as a means to reduce density within the workspaces. While we must meet public service demands specific to a public library, weekly schedules will reflect ongoing telework time for any employee that can do aspects of their work at home as a means to reduce density within staff areas.
- A cleaning/disinfecting and engineering controls regimen for both facilities.
- A pandemic preparedness and response plan which includes operational practices and work rules.
- Handouts and training for staff orientation into the “new normal” environment in a pandemic which will include a review of:
 - The COVID-19 virus, its symptoms, and how it spreads.
 - The Library’s Pandemic Preparedness and Response Plan, which includes work rules, procedures and operational practices.
 - Personal hygiene, respiratory etiquette, social distancing and the proper use of personal protection equipment.
 - The Library’s cleaning and disinfectant regimen.
 - The Library’s phased approach to resuming service.
 - New procedures, protocols or guidelines prepared for various departments and their operations.
 - Employee self-screening station and health assessment questions.
 - The staff self-certification form which includes the protocols for return to work.
 - Paid sick leave under the Families First Coronavirus Response Act and expanded FMLA leave policy for COVID-19 with application forms.

- Maps of required staff traffic flow at both facilities to support social distancing.
- Schedules that include a work coordinator, which are Librarian IVs, on site at all times or designated a librarian-in charge at the Westacres Branch who will consult with the Librarian IV at the Main Library.
- Recordkeeping: Required recordkeeping under state executive orders will be maintained and include:
 - Required employee training.
 - A record of the completed screening questionnaires of all employees, volunteers or contractors/vendors.
 - When an employee is identified with a confirmed case of COVID-19 any required notifications that are made.
- Business continuity plans which include areas to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent, identify alternate supply chains for critical supplies and services in the event of disruption, and a plan to issue important messages to employees (staff intranet and emergency email blast) and constituents (eNewsletters, email blast and homepage of website).

Step 6: Development of Phases for Resuming External Operations

A thoughtful, gradual and flexible approach has been taken when developing the public service phases. **The highest priority when resuming public service is the safety and health of staff, volunteers, users and the community as a whole.** A phased-in approach to resuming service is being used to allow for both forward and backward movement, as required by the pandemic infection levels and state/county/local orders and federal guidance. It is also the intent to sustain safe library operations at all phases, while offering the appropriate service for each phase. The length of each phase will be determined by the Library Board taking into account pandemic infection levels, staffing capacity and state/county/local orders and federal guidance. The pre-phase and Phases 1-5 have been confirmed by the Board President and Director as authorized by the Board of Trustees. The Board of Trustees will review and make any needed alterations to each subsequent phase, as well as determine start dates. Each phase builds on subsequent phases. The following is a general overview of the phases:

Pre-Phase: Virtual WBTP, Essential Service Functions (Confirmed)

- No public contact and no public in facilities.
- Staff complying with “shelter at home” orders and limited operations with essential employees only.
- Professional staff members work from home, which includes ordering of materials for the collection.
- Promotion of all the virtual resources available to the community.
- Initiate virtual programming.
- Maintain social media presence.

- Renew library cards and issue new cards to residents by email or chat.
- Develop a preparedness and response plan.
- Develop staff training and orientation plans.
- Develop workplans, workflow and model schedules.
- Develop phases of resuming public service.
- Ordering necessary supplies.

Phase I: Curbside WBTP (Confirmed)

- Very minimal public contact and no public in facilities.
- Reduced hours.
- Open external book drops to accept returned materials 24/7.
- No overdue fines for anything checked out before the Library closed in March.
- Start-up holds through catalog, call, email, or chat.
- Reader's advisory through call, email, or chat.
- Renew and issue new library cards to residents through call, email, or chat with pick-up at drive-up window or sent in mail.
- Renew non-resident cards through call, email, or chat.
- Start-up drive-up window service for pick-up of holds, new library cards and ILL when available. Request public wear masks when using drive-up.
- Initiate no contact "parking lot pick-up" service with strict social distancing.
- Continue virtual programming and promotion, including summer reading.
- Continue strong social media presence.
- Continue the maintenance, ordering and promotion of virtual resources.

Phase II: Grab and Go WBTP (Confirmed)

- Minimal public contact with public in facilities for short periods of time to just select and check-out materials (primarily self-check), and obtain or renew a library card with strict social distancing between staff and public and between public and public.
- Comply with any building capacity limits dictated by state/county.
- Comply with any PPE requirements dictated by state/county for public or determine require/request by Library Board.
- Reduced hours.
- Access to the circulating collection of materials only, including collection in young adult room at the Main Library—"Grab and Go" only use of the building.
- Open interior book drops during library hours.
- In-person reader's advisory/reference with strict social distancing and continue by call, email or chat.
- The continuation of parking lot pick-up at both facilities and drive-up window at Main Library.
- The continuation of digital services.
- No in-house programming—focus on virtual programming.
- Payment of fines/fees online only.

Phase III: Beginning to Add Services (Confirmed)

- Low risk contact with public for curbside services.
- Low to medium risk precautionary contact with public in facilities.
- Comply with any building capacity limits dictated by state/county and CDC guidelines.
- Comply with any PPE requirements dictated by state/county and CDC guidelines for staff and public or require/request by Library Board.
- Reduced hours.
- Maintain digital services.
- Maintain curbside services.
- Maintain “Grab and Go” services as primary building use.
- Make available limited number of computers/printers/scanners to support strict social distancing and mask monitoring in information commons at both facilities through a reservation system.
- Time limits on computers based on building use recommended time limit.
- Access to selected copy machines as part of building use time limit.
- Access to fax service as part of building use time limit.
- Acceptance of fine/fees at self-checkout stations and circulation reception desks by credit/debit cards only.
- Removal of all types of toys and interactive features for play.
- No access to closed rooms: group study, activity center, conference, meeting, quiet study or casual study rooms. Young adult room open for access to circulating collection.
- No room bookings.
- No in-house programming—focus on virtual programming.

Phase IV: “Returning to Normal” in COVID-19 Times (Builds on previous phase) (June 10-September 6, 2021)

- Low to medium risk contact with public in facilities.
- Comply with any building capacity limits dictated by state/county.
- Comply with any PPE requirements dictated by state/county for public vaccinated and non-vaccinated patrons or required/requested by Library Board.
- Retain current hours of operation.
- Keep reduced computers with social distancing with time limits to accommodate non-vaccinated individuals.
- Eliminate quarantining of returned items.
- Begin accepting cash payments again.
- Allow Friends of WBTPPL to resume Friendshop operations; accept donated materials; plan outdoor book sales.
- Discontinue curbside pickup service (July 2, 2021 will be last day)
- Reintroduce single seating throughout the facility, primarily in open areas
- Begin restoring staff to former workspaces, based on social distancing requirements for unvaccinated staff.

Phase V: The Post-COVID Normal (Fall 2021)

- Maintain hygiene and respiratory etiquette for staff.
- Return to in-person programming
- Maintain virtual programming to complement in-person.
- Maintain virtual and in-person meetings.
- Restoration of full library hours of service.
- Restoration of meeting room reservations; availability of study rooms.
- As we were in the “good old days” as much as is feasible

At all phases, the additional behavior expectations to the Library’s Rules of Conduct that address pandemic-related items for the public, such as social distancing, use of masks, not entering the facility if ill, etc. will be posted at all entrances, as well as within the facilities and on the website. The same actions/appeals procedures will apply.

It should be noted that at all phases, the Library will comply with any orders related to our operations put forth by state/county/local officials that impact both staff and users. A more detailed grid for the five phases of public service has been developed to provide support for administrative planning and like this document is a “living” document. The grid features such topics as safety and health, supplies required, access to the facilities, services, materials collection, public access to spaces within the facilities, staffing and staff related issues, cleaning/maintenance regimen, and engineering controls.

This plan must be followed by all employees. Please remember each time an employee or supervisor modifies, makes an exception, or does not enforce a work rule or procedure in this plan it erodes the effectiveness of the plan and may result in safety and health consequences.

All staff should report any concerns they may have related to health and safety, unsafe working conditions and/or lapses by staff to follow the work rules outlined in this plan to their supervisor, Branch Manager and/or the Director.

Pandemic Procedure #3

Subject: Engineering Controls

Date: May 30, 2020

**Revised: September 14, 2020
June 9, 2021**

This procedure is subject to change as new orders, requirements, and recommendations from federal, state, and county officials are issued.

General Guidance

- Use PPE when maintaining ventilation materials, including filters and condensate.
- Systems should be monitored often and regularly and emergency maintenances should continue.
- Monitor the measures described below and set alerts to provide real time feedback to building and maintenance personnel where possible.
- Continuous operation of all systems is recommended.
- In small rooms, keep doors open to promote good ventilation where possible.

General Maintenance

- Ensure that dampers, filters, seals and frames are intact and clean, are functional and are responding to control signals.
- Ensure that zone and system sensors are calibrated and accurately reporting environmental conditions to the local controllers.
- Ensure that air-handling systems are providing adequate airflow, there are no blockages in the duct system and air from the air handling system is reaching each occupied space.
- Check outside air intake regularly for any potential risk and provide proper clearance if accessible by pedestrians, etc.
- Check that exhaust fans are functional and venting to the outdoors.

Air Conditioning & Heating System

- Heating water system temperatures will be maintained above 140°F to avoid microbial incursion.

Air Pressure

- Positive overall building pressure will be maintained.

Humidity

- A relative humidity range of 40%-60% is recommended.
 - Main Library humidity levels are currently monitored as recommended. An alarm has been set to alert staff when conditions occur beyond the recommended range so that appropriate actions can be taken to restore appropriate humidity levels.
 - Westacres Branch furnaces have humidifiers to help ensure maintaining the minimum humidity level of 40%.
- The Main Library has humidity boilers. As recommended, temperatures will be maintained above 140°F to avoid microbial incursion.

Ventilation – Air Exchange

- ASHRAE recommends HVAC air filtration to a minimum of MERV 13 or the highest compatible with the filter rack as well as sealing the edges of the filters to limit bypass.
 - Main Library air handlers have MERV 8 pleated filters in front of MERV 14 bag filters. Filter edges will be sealed.
 - Westacres Branch furnaces have MERV 8 pleated filters; the highest level compatible with the current equipment. Filter edges will be sealed. UV-C lights have also been added to the furnaces.
- ASHRAE recommends increasing outside air ventilation be increased to as much as the HVAC system can accommodate and still maintain acceptable indoor conditions during occupied hours.
 - Main Library outside air intake is currently set at 10% as recommended by the Library's mechanical controls service contractor. The heating and cooling systems are not able to maintain acceptable indoor conditions in hot, cold, or humid weather with higher levels of fresh air intake.
 - Westacres Branch furnaces are in closets that have stationary venting allowing for some fresh air to be drawn into the system.

- Systems may be operated at minimum outside air settings when the buildings are unoccupied or not operating in flushing mode. However, as recommended, our heating and cooling systems are set to run continuously at the same rates to maintain outside air settings even when unoccupied.

Ventilation – Exhaust Fans

- Main bathroom exhaust systems for bathrooms run 24/7.
- Westacres bathroom exhaust fans operate when the library is open.

Resources

- **American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)**
COVID-19 (Coronavirus) Preparedness Resources – Buildings - Commercial
<https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-commercial-c19-guidance.pdf>
- **American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)**
Guidance for Building Operations During the COVID-19 Pandemic
<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>
- **Center for Disease Control and Prevention**
Coronavirus Disease 2019 (COVID-19) – Guidance for Businesses & Employers
https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronaviruses%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html
- **United States Environmental Protection Agency (EPA)**
Is there HVAC guidance that building and maintenance professionals can follow to help protect from COVID-19?
<https://www.epa.gov/coronavirus/there-hvac-guidance-building-and-maintenance-professionals-can-follow-help-protect-covid>
- **United States Environmental Protection Agency (EPA)**
Where can professionals who manage school, office, and commercial buildings get information on ventilation and filtration to respond to COVID-19?
<https://www.epa.gov/coronavirus/where-can-professionals-who-manage-school-office-and-commercial-buildings-get>

Pandemic Procedure #4D

Subject: Facilities Cleaning Regimen – Phase 4

Date: June 9, 2021

Revised: July 9, 2021

This procedure is subject to change as new orders, requirements, and recommendations from federal, state, and county officials are issued.

Main Library

The following methods will be used for an enhanced cleaning and disinfecting:

- Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to thoroughly clean hands immediately after removing gloves.
- For hard surfaces, utilize a disinfectant that is EPA-approved for use against the virus that causes COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc. Hard surfaces may be cleaned with cloth rags and liquid disinfectants.
- For soft surfaces, remove visible contamination if present and clean with cloth rags and appropriate cleaners indicated for use on these surfaces. If possible, after cleaning, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. If it is not possible to launder the items, use cloth rags and a product that is EPA-approved for use against the virus that causes COVID-19 and that is suitable for porous surfaces.
- For electronics, follow the computer cleaning instructions listed later in this document.

Administrative Office

The Library's janitorial service will clean the common areas of the suite seven nights per week and maintenance staff will clean the offices and file room once per week. Both parties will use hospital cleaners. Staff members will follow the cleaning instructions for staff areas detailed below.

Casual Study

Since it is not anticipated that the room will be used during Phase 4, additional cleaning will not be necessary.

Group Study Rooms

Since it is not anticipated that group study rooms will be used during Phase 4, additional cleaning will not be necessary.

Public Areas

The janitorial service company will clean seven nights per week using hospital cleaners. The janitorial service company will also wipe down the public service desks and self-checkout areas four afternoons per week in lieu of cleaning the Casual Study. See the Casual Study section above for more details. Maintenance staff will assist in the cleaning of high-touch surfaces five afternoons per week. Both parties will use hospital cleaners.

Exterior high-touch surfaces are:

- Book return handles
- Delivery door handles
- Delivery room call button
- Drive-up window call button

Interior high-touch surfaces are:

- Door handles
- Drinking fountains
- Pay phones
- Public service desks
- Self-checkout areas

Public Computers/OPACs/Self-Checks, Copiers/Kiosks, and Tablets

Self-checks will be cleaned at the beginning of each day by circulation clerks. OPACs and copiers/copy kiosks will be cleaned by IT specialists and computer assistants at the beginning of each day. Public computers will be cleaned by a staff member at the end of each reservation.

Cleaning products are listed below. If listed products are unavailable, speak to Automation about acceptable substitutions.

- | | |
|---------------------|---|
| Computer Keyboards: | Mixture 70% isopropyl alcohol and 30% distilled water on rag or disinfecting wipe |
| Computer Screens: | Mixture 70% isopropyl alcohol and 30% distilled water |

Copiers:	on rag Mixture 70% isopropyl alcohol and 30% distilled water on rag
Copy Kiosks:	Disinfecting wipe or mixture 70% isopropyl alcohol and 30% distilled water on rag
Tablets:	Mixture 70% isopropyl alcohol and 30% distilled water on rag

Public Restrooms

The janitorial service company will clean the public restrooms seven nights per week using hospital cleaners. They will resume cleaning the bathrooms four afternoons per week as well. Maintenance staff will also clean the bathrooms five mornings per week. All cleanings will be completed using hospital cleaners.

The janitorial service will provide full cleanings while maintenance staff will provide touch up cleanings of the bathrooms.

Staff Areas

The Library's janitorial service will clean the staff areas and workstations seven nights per week with hospital cleaners. Staff will be responsible for using disinfecting wipes or bleach to clean their workstations. Staff workstations that will be used by more than one staff member on the same workday, should be cleaned at the start of each shift. For instance, staff member #1 cleans the workstation when they arrive at 9 AM and staff member #2 cleans the workstation when they take over at 2 PM. Maintenance staff will clean high-touch surfaces with hospital cleaner five afternoons per week.

High-touch areas are:

- Bathrooms
- Door handles
- Drinking fountains
- Sinks
- Staff lounge

Staff Computers, Copiers/Printers, and Faxes/Phones

Staff computers and phones that will be used by more than one staff member on the same workday, should be cleaned at the start of each shift. For example, staff member #1 cleans the computer, copier, fax, phone, and printer when they arrive at 9 AM and staff member #2 cleans them when they take over at 2 PM. Devices that will be used by the same staff member for the whole workday, should be cleaned at the beginning of the shift.

Cleaning products are listed below. If listed products are unavailable, speak to Automation about acceptable substitutions.

Computer Keyboards:	Mixture 70% isopropyl alcohol and 30% distilled water on rag or disinfecting wipe
Computer Screens:	Mixture 70% isopropyl alcohol and 30% distilled water on rag
Copiers:	Mixture 70% isopropyl alcohol and 30% distilled water on rag
Desk Phones:	Disinfecting wipe or mixture 70% isopropyl alcohol and 30% distilled water on rag
Printers:	Mixture 70% isopropyl alcohol and 30% distilled water on rag or disinfecting wipe

Westacres Branch

The following methods will be used for enhanced cleaning and disinfecting:

- Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to thoroughly clean hands immediately after removing gloves.
- For hard surfaces, utilize a disinfectant that is EPA-approved for use against the virus that causes COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc. Hard surfaces may be cleaned with cloth rags and liquid disinfectants.
- For soft surfaces, remove visible contamination if present and clean with cloth rags and appropriate cleaners indicated for use on these surfaces. If possible, after cleaning, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. If it is not possible to launder the items, use cloth rags and a product that is EPA-approved for use against the virus that causes COVID-19 and that is suitable for porous surfaces. For electronics, follow the computer cleaning instructions listed earlier in this document.

The Library's janitorial service company will clean Westacres six nights per week and maintenance staff will clean one night per week using hospital cleaners. Staff workstations that will be used by more than one staff member on the same workday,

should be cleaned at the start of each shift. For instance, staff member #1 cleans the workstation when they arrive at 9 AM and staff member #2 cleans the workstation when they take over at 2 PM. Maintenance staff will begin wiping down high-touch surfaces three times per week with hospital cleaner.

Exterior high-touch surfaces are:

- Book return handles
- Entry door handles
- Staff/delivery door handle
- Staff/delivery doorbell

Interior high-touch surfaces are:

- Bathroom fixtures
- Door handles
- Drinking fountains
- Pay phone
- Sinks
- Staff lounge tables
- Public service desks
- Self-checkout areas

In-Case of Virus Report

If the Library receives a report of suspected/confirmed virus exposure, the affected area or building will be closed for as long as possible or at least several hours to allow air circulation throughout the space. Enhanced cleaning and disinfection shall be performed in all areas used by the ill persons, focusing especially on frequently touched surfaces. Depending on the situation, a professional biohazard cleaning company may be contracted to provide the cleaning.

The following methods will be used for enhanced cleaning and disinfecting:

- Cleaning staff should wear disposable gloves and masks for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- For hard surfaces, utilize a disinfectant that is EPA-approved for use against the virus that causes COVID-19. Follow the manufacturer's instructions for all

cleaning and disinfection products for concentration, application method and contact time, etc. Hard surfaces may be cleaned with cloth rags and liquid disinfectants.

- For soft surfaces, remove visible contamination if present and clean with cloth rags and appropriate cleaners indicated for use on these surfaces. If possible, after cleaning, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. If it is not possible to launder the items, use cloth rags and a product that is EPA-approved for use against the virus that causes COVID-19 and that is suitable for porous surfaces.
- For electronics, follow the computer cleaning instructions listed earlier in this document.

If it has been more than 3 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Resources

- **CDC Cleaning and Disinfection for Community Facilities**
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- **CDC Cleaning Your Facility**
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- **Google phones**
<https://support.google.com/pixelphone/answer/7533987?hl=en-GB>
- **HP computers**
<https://support.hp.com/us-en/document/c00292159>
- **Lenovo computers**
<https://support.lenovo.com/us/en/solutions/ht035676>
- **MIOSHA COVID Emergency Rules**
https://www.michigan.gov/documents/leo/MIOSHA_COVID_Emergency_Rules_772610_7.pdf
- **MIOSHA COVID-19 Guidelines for Offices**
https://www.michigan.gov/documents/leo/COVID-19_Workplace_Guidelines_for_Offices_691402_7.pdf
- **MIOSHA COVID-19 Workplace Guidelines**
https://www.michigan.gov/documents/leo/leo_miosha_c19_workplace_guidelines_employer_690397_7.pdf

- **Toshiba copiers**

<https://business.toshiba.com/blog/2020/03/cleaning-and-disinfecting-toshiba-devices/>

- **Xerox printers**

<https://www.xerox.com/en-us/about/how-to-clean-printers>