



Approved 8/10/2020

COVID-19 Preparedness Plan for Exeter Library Association

The Exeter Library Association is committed to providing a safe and healthy workplace for all our employees and visitors. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

All employees are responsible for implementing and complying with the safety measures in the COVID-19 Preparedness Plan. The library will work to enforce the protocols outlined in the plan.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at the library. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) guidelines and Federal OSHA standards related to COVID-19, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up, and delivery;
- housekeeping, including cleaning, disinfecting, and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and Policies for Employees upon Entry into the Workplace:

Employees have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. Symptoms may appear 2-14 days after exposure to the virus. Possible symptoms include:

- Fever or chills
- Fatigue
- Sore throat
- Diarrhea
- Cough
- Muscle or body aches
- Congestion or runny nose
- Shortness of breath or difficulty breathing
- Headache
- New loss of taste or smell
- Nausea or vomiting

The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to self-report when they are sick or experiencing symptoms of COVID-19.

REQUIRED Daily Coronavirus Protocols

Employees must enter through the Staff Entrance

Before going to work station or office:

1. Temperature check
2. Overall wellbeing screening
3. Complete & sign a confidential *Daily Wellness Questionnaire*

The library has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a household member. The library will adhere to all provisions of the FMLA and applicable sick leave policies. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. Continue to Work From Home will be permitted, if possible, based on employee's job responsibilities.

Workplace Exposure Protocols

The library has established the following protocols to be implemented upon discovery that employees have been exposed to a person with a probable or confirmed case of COVID-19 at their workplace.

Upon discovering that employees have been exposed to an individual with a probable or confirmed case, the areas in use by the affected employee will be closed off, cleaned, and disinfected.

The Executive Director will identify and notify employees that were in close contact with the ill person as noted below. Close contact is defined by the CDC as being within 6' of the ill person for 10 minutes or longer, at any point from 48 hours before the onset of symptoms until the ill person has been isolated.

Employee Exhibiting COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms *away from the workplace*, he/she should stay home and notify the Executive Director immediately. If an employee exhibits COVID-19 symptoms *in the workplace*, he/she must notify the Executive Director immediately. The employee will be sent home and advised to seek medical treatment.

A symptomatic employee must remain at home until he/she has “recovered,” which is defined by the CDC as: (1) not demonstrating a fever for at least 72 hours without the use of fever-reducing medicines; (2) demonstrates noted improvement in respiratory symptoms (e.g., cough, shortness of breath); and (3) at least ten (10) days have passed since symptoms first appeared.

A fitness-for-duty certification/health practitioner’s note is required before an employee is permitted to return to the workplace.

A symptomatic employee will be expected to work from home if he/she is medically able and if his/her job duties can be performed remotely. If not, the employee will be required to use accrued leave or take an unpaid leave of absence. Leave will be administered in accordance with the library’s applicable leave policies and applicable laws.

Employees with possible exposure

If an employee believes he/she has been in close contact with a probable or confirmed-positive COVID-19 individual, the employee must contact the Executive Director immediately. The employee must also contact his/her medical provider and follow the provider’s instructions.

If a fourteen (14) day quarantine is recommended, the employee should notify the Executive Director. The employee will be expected to work from home if he/she is medically able and if his/her job duties can be performed remotely. If not, the employee will be required to use accrued leave or take an unpaid leave of absence. Leave will be administered in accordance with the library’s applicable leave policies and applicable laws.

If an employee has undergone a diagnostic test and tested positive for COVID-19, he/she must have “recovered” and provide a fitness-for-duty certification from his/her medical provider before returning to work. If the test result is negative, the employee should return to work as recommend by their medical provider.

The Executive Director will inform co-workers that may have had close contact with an ill employee within the two days prior to the onset of symptoms. The Executive Director reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been diagnosed with

COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

A sample notice to employees is attached to this Plan.

Except for circumstances in which the library is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase.

Handwashing/Hand Sanitizing

Basic infection prevention measures are being implemented in our workplace at all times. Employees must wash their hands for at least 20 seconds with soap and water frequently throughout the day and, if possible, hourly. Hand washing is especially emphasized at the beginning and end of shifts, prior to any mealtimes, and after using the restroom.

Hand washing facilities are located in each restroom as well as the break room and program room. Antibacterial soap will be provided at all hand wash stations. Alcohol based hand sanitizer will be available at all entrances and at various locations throughout the library. All employees and visitors entering the facility must use the hand sanitizer provided at the entrance.

Employees must use gloves when handling and sorting items being returned on outside return carts and in the book and media drops and must wash their hands immediately after removing gloves.

Mask Requirement

Until further notice, all employees and visitors are required to wear a mask or approved face covering in public areas, or if meeting with other individuals in offices and/or conference rooms. The mask or face covering must completely cover the nose and mouth and be constructed of sufficient material to prevent the spread of respiratory droplets.

The mask or face covering may be removed by the individual when alone in an office or cubicle. The mask or face covering will be replaced if another person enters the room. When eating or drinking, the mask or face covering may be removed.

The library will provide disposable masks to any employee or visitor who needs one.

Respiratory Etiquette: Cover Your Cough or Sneeze

Employees and visitors must cover their mouth and nose with their elbow, shirtsleeve, or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. Ongoing information will be provided to employees through emails and announcements.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Employees and visitors are prohibited from gathering in groups larger than ten (10) during Yellow Phase and twenty-five (25) during Green Phase, and must socially distance when doing so. Use of the Program Room, Meeting Rooms, and Break Room will require strict social distancing measures. The maximum number of people permitted to be in the room at one time must be posted.

Employees and visitors are prohibited from gathering in confined areas and from using other employees' personal protective equipment (PPE), phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. When using shared computer equipment, the employee must disinfect the area every ninety (90) minutes.

When counties within the Commonwealth have reached the Yellow Phase, employees who have been permitted to work remotely may be permitted to continue doing so provided that their job duties are conducive to such an arrangement and their job performance does not suffer. When counties have reached the Green Phase, the library will evaluate the necessity of remote work arrangements.

Staggered start times will be implemented to limit the number of individuals in the library at one time.

All works stations will be positioned to maintain a six-foot perimeter for the protection of employees.

Limitations for persons in meeting rooms, break room, and other gathering spots will be posted throughout the building.

Personal Protective Measures

1. Follow the Mask Protocol (described above)
2. Wear gloves when cleaning community areas or sorting/opening/handling returned items and wash your hands immediately after removing gloves
3. Cough or sneeze into your elbow, shirt sleeve, or tissue
4. Avoid touching your eyes, nose, or mouth with unwashed hands
6. Wash your hands with soap and water for at least 20 seconds frequently (ideally every hour) and after removing gloves

7. Use a paper towel to open doors
8. Wipe copiers, keyboards, and other shared or common equipment with disinfectant wipes before and after use

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, credit card reader, delivery equipment, book carts, etc.

Employee Work Station/Office & Desk Surface Cleaning

1. Wipe your keyboard and phone with alcohol/disinfectant wipe or spray at the beginning of each day.
2. Wipe your desk, chair, stapler, and other supplies with a disinfecting wipe every day.
3. Spray disinfectant or wipe down your workspace area at end of each day.
4. Actively monitor supplies and inform the Executive Director when cleaning supplies are needed.

Cleaning and Disinfection of Offices after an Employee Tests Positive for COVID-19

The Executive Director is responsible for ensuring regular cleaning and disinfection, as described above. Daily cleaning and disinfection checklists will be available to employees and cleaning staff to make sure that all high-touch points and communal areas are thoroughly cleaned and disinfected on a daily basis.

In the event an employee tests positive for COVID-19 or exhibits symptoms, the Executive Director will notify the cleaning company or another approved company to disinfect the building, following all recommended CDC protocols. The Board President will also be notified.

Communications and Training

This Preparedness Plan was communicated via email to all employees before the Return to Work date.

Instructions will be communicated about how returns, curbside pickup, and any deliveries will be conducted to ensure social distancing between vendors, visitors, and employees. The recommendation that vendors use face masks when dropping off, picking up, or accepting deliveries will be posted at the entrances.

The Executive Director will work with all County and Commonwealth departments, as well as the Exeter Library Association Board of Trustees, to ensure ongoing communication of infection prevention, mitigation, and follow up in the event an employee tests positive or exhibits symptoms.

This COVID-19 Preparedness Plan has been approved by the Exeter Library Association Board of Trustees and was posted throughout the workplace on August 11, 2020. It will be updated as necessary.

Employee Notification

DATE: [DATE]

TO: [CLOSE CONTACT EMPLOYEE]

FROM: HUMAN RESOURCES

We have been informed by one of our [*employees/customers/vendors/etc.*] working at [*location*] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [*date*]. Per Exeter Library Association policy, this [*employee/customer/vendor/etc.*] has been directed to seek medical treatment and self-quarantine until he/she has “recovered” per CDC guidance and has provided a return-to-work certification from his/her healthcare provider.

We are alerting you to this development because, based on the Exeter Library Association’s investigation, we believe that you may have come into contact with the confirmed-positive case, on or about [*date*]. Contact your health care provider and follow the provider’s instructions.

We are committed to providing a safe environment for all of our employees and visitors. It is in the interest of those goals that we provide this information out of an abundance of caution.

We also want to take this opportunity to remind you that one of our core values as an organization is respect for and among our employees. We will treat information regarding the identity of employees and others with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Exeter Library Association policy, we will not tolerate harassment of, or discrimination or retaliation against employees.

Please contact the Human Resources Director at (610) 871-5200 ext. 2261 if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:

<http://www.cdc.gov/coronavirus/2019-ncov/index.html>