



COVID-19 Emergency Preparedness & Reopening Plan

Date: May 2020, Updated October 2020, Updated December 2020

About COVID-19

COVID-19 is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease widely available.

People with COVID-19 have a wide range of symptoms with varying severity. Symptoms may include dry cough, shortness of breath/difficulty breathing, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea/vomiting, and runny nose.

The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs, sneezes or talks. The best way to prevent illness is to avoid being exposed to this virus. Everyone should wash their hands often, avoid close contact, cover mouth and nose with a cloth face cover when around others, cover coughs and sneezes, clean and disinfect and monitor their health. Older adults and people who have severe underlying medical conditions seem to be at higher risk for developing serious complications from COVID-19 illness.

Prevention

SBBDL is following orders and recommendations per local and other government authorities and professional library associations to prevent further spread of the COVID-19 virus. Authorities include the Benzie-Leelanau District Health Department, MDHHS, MIOSHA, OSHA and the CDC; library associations include LOM, MLA and ALA. As orders and recommendations are lifted or eased, the library will heed appropriate counsel for re-engaging with the public to prevent further virus spread. The COVID-19 situation is frequently changing; modifications may occur based on further guidance by appropriate counsel.

Why close the library?

The SBBDL Board of Trustees made the decision to close the library to the public in response to Governor Whitmer's State of Emergency and related COVID-19 orders and recommendations for community mitigation of the COVID-19 virus per the MDHHS, CDC, LOM, and MLA.

Coordinator

The SBBDL Library Director serves as the library's coordinator for the COVID-19 Emergency Preparedness & Reopening Plan. The Coordinator is responsible for staying up to date on orders and recommendations per local and other government authorities and professional library associations, communicating updates with the Board, staff, volunteers/Friends and the

community, incorporating those recommendations at the library with policies and procedures, training staff and reporting of a COVID-19 positive individual. The SBDL Board oversees the general management of the library and must be familiar with this plan. This plan supersedes current library policy on file, until it can be updated to reflect the COVID-19 health crisis.

Staged Reopening

The library will engage with the public in stages during the COVID-19 health crisis. The library may need to move either towards Stage 1 or Stage 4, depending on current conditions.

Authority to Move through Stages

Decisions on moving through stages of reopening will be made by the Library Director and a Board Trustee.

Reasons for the library to move towards Stage 1 (Open, Full Operations)

- Lifting or easing of orders or recommendations for community mitigation of COVID-19 per local or other governmental authorities.
- Library personnel and facilities prepared for a new stage of engagement.
- Sustained lack of community cases of COVID-19
- Vaccine widely available

Reasons for the library to move towards Stage 4 (Closed, Minimum Basic Operations)

- Orders or recommendations for community mitigation of COVID-19 per local or other governmental authorities.
- An individual that was in the library is confirmed positive for COVID-19.
- Community outbreak of COVID-19
- Library personnel and facilities not prepared for current capacity.
- Staffing levels
- Other safety concerns
- Unforeseen consequences of COVID-19 (ex. budget shortfall)

Leelanau County Libraries

Leelanau County Libraries are working together to coordinate some aspects of our reopening plans.

STAGES

1. Open to Public, Full Operations
2. Open to Public, Limited Operations
3. Closed to Public, Limited Operations
4. Closed to Public, Minimum Basic Operations

CONSIDERATIONS AT EACH STAGE

- Communications
- Service Hours
- Cleaning & Disinfecting
- Use of the Library
- Social Distancing
- PPE
- Board of Trustees
- Staff
- Volunteers/Friends

- Circulation
- Computer Resources
- Readers Advisory & Reference Services
- Programming
- Shared Spaces
- Outreach Services

STAGE 1. OPEN TO PUBLIC, FULL OPERATIONS

Communications: Plan Coordinator is responsible for communicating updates with the Board, staff, volunteers/Friends and the community.

Service Hours: Regular service hours

Cleaning & Disinfecting: Contract cleaning as appropriate to clean/disinfect building areas. Additional cleaning/disinfecting of building and materials on a frequent, routine basis.

Use of the Library & Shared Spaces: The library building and shared spaces are open for community use.

Social Distancing & PPE: Representatives of the library, including Board, staff, volunteers/Friends will follow orders and recommendations per local and other government authorities on social distancing and personal protective equipment while performing in building and outreach operations. Community will be asked to comply with orders and recommendations per local and other government authorities on social distancing and personal protective equipment while in the building, as well as following regular policies for patron behavior.

Board of Trustees: Board activity done by Trustees is in accordance with guidelines for Michigan Public Library Trustees.

Staff: Staff working in the library building with some work activity through outreach with direction of the Library Director. Contracts and the Board of Trustees will determine staffing levels, with input from the Library Director.

Volunteers/Friends: Volunteer activity coordinated by Library Director or supervising staff. Friends activity coordinated by Friends group officers.

Circulation: Regular circulation of digital and physical resources.

Computer Resources: Wi-fi outside building and in building computer resources available to library users.

Readers Advisory & Reference Services, Programming, Outreach Services: In-person readers advisory/reference service, programming or outreach service available. Additional services that may be available include virtual, print or telephone readers advisory/reference service; virtual or off-site programming; drop-off of physical materials to outreach sites, homebound delivery and the like. Service that is provided to library users is by staff and volunteers/Friends working by direction of the Library Director.

STAGE 2. OPEN TO PUBLIC, LIMITED OPERATIONS

Communications: Plan Coordinator is responsible for communicating updates with the Board, staff, volunteers/Friends and the community.

Service Hours: Service hours may be modified or reduced.

Cleaning & Disinfecting: Contract cleaning as appropriate to clean/disinfect building areas. Additional cleaning/disinfecting of building and materials on a frequent, routine basis. Hard-to-clean items may be removed.

Use of the Library & Shared Spaces: Library users may have modified or reduced access to the building and shared spaces.

Social Distancing & PPE: Representatives of the library, including Board, staff, volunteers/Friends will follow orders and recommendations per local and other government authorities on social distancing and personal protective equipment while performing in building and outreach operations. Community will be asked to comply with orders and recommendations per local and other government authorities on social distancing and personal protective equipment while in the building, as well as following regular policies for patron behavior.

Board of Trustees: Board activity done by Trustees is in accordance with guidelines for Michigan Public Library Trustees.

Staff: Staff working in the library building, although some work activity may be done by staff working remotely or through outreach with direction of the Library Director. Contracts and the Board of Trustees will determine staffing levels, with input from the plan Coordinator.

Volunteers/Friends: May be limitations on in building volunteering. Any volunteer or Friends group activity done by volunteers/Friends is coordinated with plan Coordinator.

Circulation: Circulation may be limited. Circulation rules may be modified. Digital resources available. Some physical resources may not be circulated. Physical resources may be available through limited operations such as curbside pick-up or home delivery.

Computer Resources: Wi-fi outside building. Library users may have modified or reduced access to computer resources.

Readers Advisory & Reference Services, Programming, Outreach Services: Readers advisory/reference service, programming or outreach service that is provided to library users may be limited to prevent person-to-person spread of the COVID-10 virus. Services that may be available include virtual, print or telephone readers advisory/reference service; virtual, drive-up or off-site programming; drop-off of physical materials to outreach sites, homebound delivery and the like. Service that is provided to library users is by staff working by direction of the Library Director.

STAGE 3. CLOSED TO PUBLIC, LIMITED OPERATIONS

Communications: Plan Coordinator is responsible for communicating updates with the Board, staff, volunteers/Friends and the community.

Service Hours: No building hours. Hours for limited services by staff may be established.

Cleaning & Disinfecting: Contract cleaning as appropriate to deep-clean/disinfect areas unused during closure to public and clean/disinfect areas used by staff during closure to public. Additional cleaning/disinfecting of building and materials on a frequent, routine basis.

Use of the Library & Shared Spaces: The library building, including shared spaces, is closed to the public.

Social Distancing & PPE: Follow orders and recommendations per local and other government authorities on social distancing and personal protective equipment while performing limited operations.

Board of Trustees: Trustees in building for limited operations only. Any additional Board activity done by Trustees is in accordance with guidelines for Michigan Public Library Trustees.

Staff: Staff in building for limited operations. Additional work activity may be done by staff working remotely, in the building or through outreach with direction of the Library Director. Contracts and the Board of Trustees will determine staffing levels, with input from the plan Coordinator.

Volunteers/Friends: Limited in building volunteering. Any volunteer or Friends group activity done by volunteers/Friends is coordinated with plan Coordinator.

Circulation: Limited circulation. Circulation rules may be modified. Digital resources available. Some physical resources may not be circulated. Physical resources may be available through limited operations such as curbside pick-up or home delivery.

Computer Resources: Wi-fi outside building.

Readers Advisory & Reference Services, Programming, Outreach Services: Readers advisory/reference service, programming or outreach service that is provided to library users is limited due to the building's closure. Services that may be available include virtual, print or telephone readers advisory/reference service; virtual, drive-up or off-site programming; drop-off of physical materials to outreach sites, homebound delivery and the like. Service that is provided to library users is by staff working by direction of the Library Director.

STAGE 4. CLOSED TO PUBLIC, MINIMUM BASIC OPERATIONS

Communications: Plan Coordinator is responsible for communicating updates with the Board, staff, volunteers/Friends and the community.

Service Hours: No building hours. Hours for remote services by staff may be established.

Cleaning & Disinfecting: Contract cleaning focusing on safe deep-cleaning and disinfection of building during closure.

Use of the Library & Shared Spaces: The library building, including shared spaces, is closed.

Social Distancing & PPE: Follow orders and recommendations per local and other government authorities on social distancing and personal protective equipment while performing minimum basic operations.

Board of Trustees: Minimum Trustees in building for minimum basic operations only. Any additional Board activity is by Trustees working remotely, under guidelines for Michigan Public Library Trustees.

Staff: Minimum staff in building for minimum basic operations only. Any additional work activity is by staff working remotely with direction of the Library Director. Contracts and the Board of Trustees will determine staffing levels, with input from the plan Coordinator.

Volunteers/Friends: In building volunteering suspended. Any volunteer or Friends group activity done by volunteers/Friends is remote and coordinated with plan Coordinator.

Circulation: Digital resources only

Computer Resources: Wi-fi outside building

Readers Advisory & Reference Services, Programming, Outreach Services: Suspended or remote only. Any readers advisory/reference service, programming or outreach service must be remotely accessed by library users and provided by staff working remotely by direction of the Library Director.

RESPONSE/REPORTING OF A COVID-19 POSITIVE INDIVIDUAL

Actively encourage staff to stay home when sick/in quarantine

Families First Coronavirus Response Act information will be posted for staff.

Restrict staff displaying COVID-19 symptoms from the library

Staff will need to complete daily health screenings before starting work. Staff displaying COVID-19 symptoms should not report to work. If a staff member develops COVID-19 symptoms at the library, they will be separated from others and will need to leave the library as soon as possible. A 14 day quarantine or guidance from the employee's health care provider will be required for return to work

Response/reporting an individual positive for the COVID-19 virus

Treat positive test results and "suspected but unconfirmed" cases of COVID-19 the same. A COVID-19 positive individual will be on immediate leave from the library. **Move to a closed stage of the library until this checklist is complete:**

-Notify a Board Trustee that a staffer is infected with COVID-19 and is out on leave.

-**Do not** identify the COVID-19 positive individual by name and avoid making any direct or indirect references that would lead co-workers/contractors/suppliers to identify the individual.

-**Within 24 hours**, notify both the local health department and any coworkers/contractors/suppliers who may have come into contact with the COVID-19 positive individual in the previous 14 days.

-Tell notified coworkers/contractors/suppliers that they may have been exposed to COVID-19 and may wish to see a healthcare provider. Notified staff will not be able to return to work for 14 days, and are encouraged to self-quarantine.

-Notify the community of the date that they may have been exposed to COVID-19 at the library.

-**Do not** disclose the identity of the COVID-19 positive individual to the local health department and as required by government authorities such as OSHA or the CDC. Respond to any inquiries from the local health department and government authorities for contact tracing or other protocols.

-If the virus was contracted inside the workplace, notify workers' compensation carrier and place the employee on workers' compensation leave (with pay).

-Inform staff of any employee benefit plans available.

-Arrange for a professional cleaning of the library following CDC recommended cleaning and disinfecting in all affected areas.

-Follow local and other government authorities guidelines for staff to return to work. Guidance from the COVID-19 positive individual's health care provider will also be considered.

REMOTE WORK POLICY

The Library Director gives input to the Board of Trustees so they can determine appropriate staffing levels and work contracts for the Library. The Library Director is responsible for scheduling.

In all Phases, some outreach activity may be performed remotely with direction of the Library Director.

These staff may perform some outreach activities remotely with direction of the Library Director:

Director

Assistant Director

Youth & Family Services Coordinator

Adult Services Coordinator

In Phases 2 & 3 staff may work in the library building following orders and recommendations per local and other government authorities and professional library associations to prevent further spread of the COVID-19 virus, and to allow for proper cleaning/disinfecting, social distancing, and PPE. Staffing levels and scheduling will be modified. Some regular tasks, meetings & training may be performed remotely .

These staff may perform some regular tasks remotely with direction of the Library

Director:

Director

Assistant Director

Youth & Family Services Coordinator

Adult Services Coordinator

All staff may attend meetings & training remotely with the direction of the Library Director.

In Phase 4 staff may work in the library building to perform minimum basic operations only. Any additional work is by staff performing outreach activity, regular tasks, attending meetings & training remotely with direction of the Library Director.

These staff may perform minimum basic operations at the library with direction of the Library Director:

Director

Assistant Director

Additionally, these contractors and Board members may perform minimum basic operations at the library:

Bookkeeper

Custodian

Board of Trustees President

Board of Trustees Treasurer