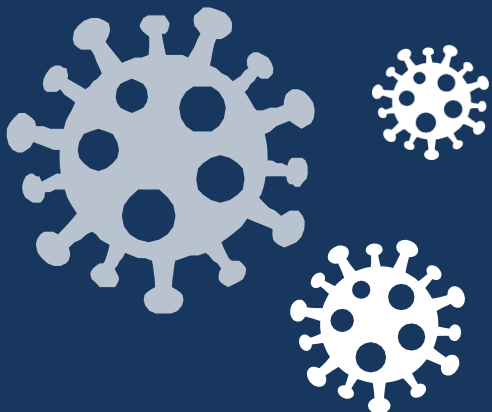




# WIXOM PUBLIC LIBRARY COVID-19 PREPAREDNESS AND RESPONSE PLAN

Revised March 5, 2021



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## PURPOSE AND INTENT

This plan outlines the COVID-19 prevention and mitigation measures taken by the Wixom Public Library. The plan outlines the policies and procedures put in place to protect the health and safety of employees and patrons. Protocols are based on guidelines from the Centers for Disease Control and Prevention (CDC), Oakland County Health Division, State of Michigan, Occupational Safety and Health Administration (OSHA), the Department of Labor (DOL) and the World Health Organization (WHO). This document will change as recommendations are adjusted to meet the needs of the Library and the continued mitigation of COVID-19.

This plan is to be used in conjunction with the Library Reopening Policy and Library's Pandemic Response Service Grid. Staff will be provided with all three documents prior to returning to work and all employees will be required to sign that they read all three documents. All employees will receive training on the following:

1. Infection control practices
  - a. How COVID-19 is transmitted from person to person
  - b. Distance the virus can travel by air and how long it remains viable in air and on surfaces
  - c. Signs and symptoms of COVID-19
2. Proper PPE usage
3. Notification requirements in the event of COVID-19 symptoms or suspected and confirmed cases of COVID-19.
4. How to report unsafe work conditions and measures the Library is talking to prevent worker exposure to COVID-19
5. Employee rules to prevent exposure to and spread of COVID-19

## LIBRARY DIRECTOR'S ROLE AND AUTHORITY

The Library Director will monitor and coordinate the Library's response to COVID-19 and its reopening. As in the Library Reopening Policy, the Library Director has the authority to modify this Response and Preparedness Plan to respond to changing guidelines and to protect the safety of the Library, staff and patrons. Any modifications will be made in writing and presented to the Library Board of Trustees at their next meeting.

## RESPONSIBILITIES OF OUR TEAM

### INDIVIDUAL EMPLOYEES:

- Stay home when you are sick or exposed to COVID-19
- Notify the Library Director if you may have been exposed to COVID-19, experience symptoms of COVID-19 or have a suspected or confirmed case of COVID-19
- Practice good hygiene: wash your hands, cover your mouth when coughing, etc.
- Always wear the appropriate PPE
- Follow screening requirements and all safety policies
- Sanitize your workstation

### ADMINISTRATION AND SUPERVISORS:

- Create an environment for employees to feel comfortable calling in sick
- Allow employees to work from home when prudent or necessary
- Ensure sufficient PPE and cleaning supplies to keep a healthy workplace
- Create opportunities and provide tools for contact-free service delivery where appropriate
- Ensure that public areas, workspaces and common areas meet social distancing requirements
- Listen to employee concerns and respond swiftly
- Hold employees accountable for following safety policies and lead by example

## DESIGNATED WORKSITE SUPERVISORS

Designated worksite safety supervisors are responsible for implementing, monitoring and reporting compliance to this plan and the Library Reopening Policy. The designated onsite supervisor will follow the Library's Chain of Command Policy and shall be as follows:

1. Library Director (Andrea Dickson)
2. Head of Youth Services (Sara Hodgson)
3. Teen and Adult Services Librarian (Emily Dobbs)
4. Senior FT Librarian

## UNSAFE WORK ENVIRONMENT

An employee or employee representative may file a complaint regarding workplace safety and health hazards with the Michigan Occupational Safety and Health Administration. Complaints can be filed electronically on the [MIOSHA website](#). You can also call MIOSHA toll-free at 800-TO-MIOSH (800-866-4674) to have a complaint form mailed to you.

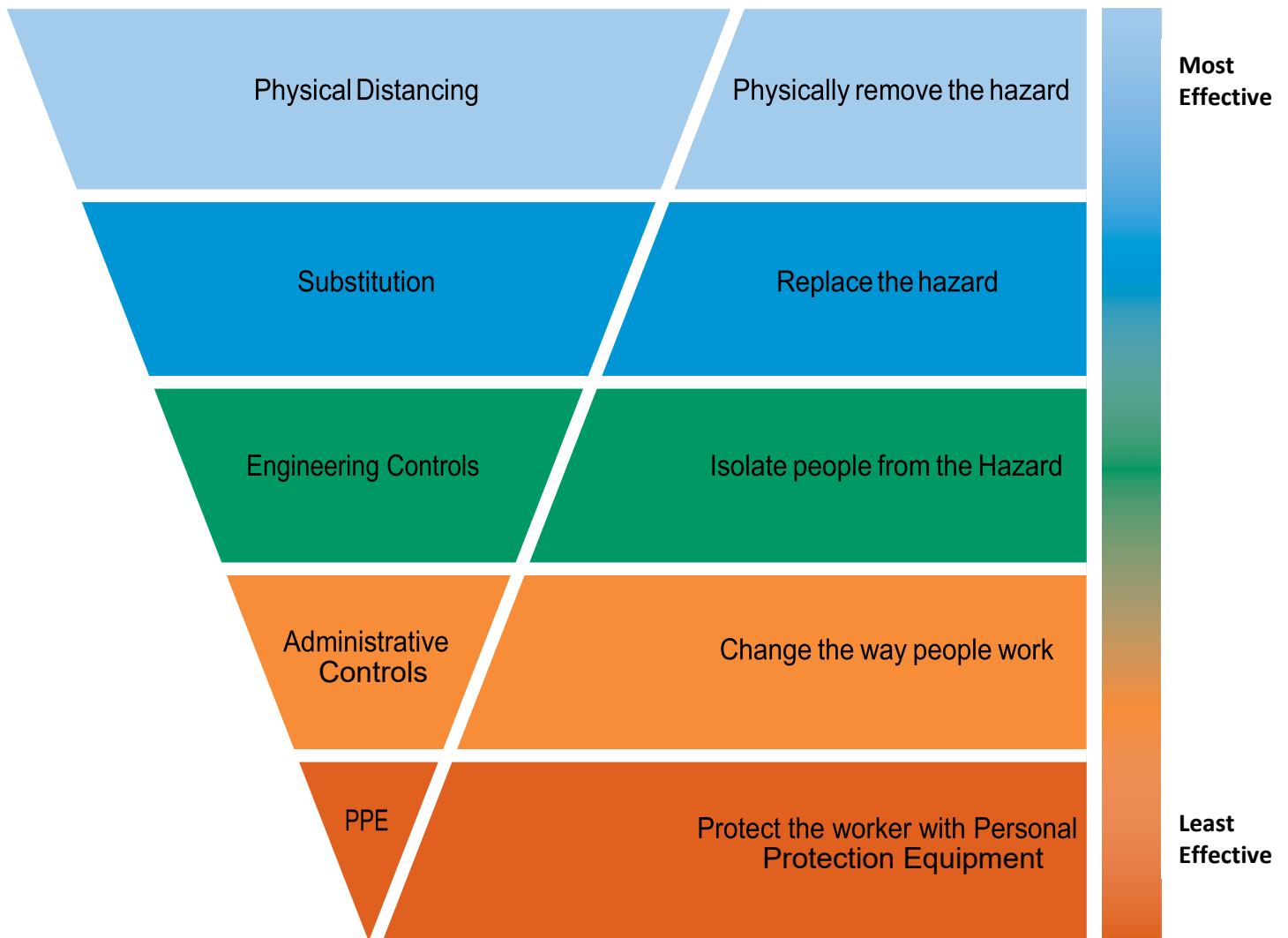
The Michigan Occupational Safety and Health Administration (MIOSHA) launched a new hotline to help answer COVID-19 workplace guideline questions. The new toll-free number will provide additional support, utilizing experienced MIOSHA staff, to best answer questions from employers and workers to quickly respond to

inquiries related to COVID-19 for all involved. Employers and employees with questions regarding workplace safety and health may contact MIOSHA using the new hotline at **855-SAFEC19 (855-723-3219)**.

## RECORDKEEPING

The Library Director will coordinate required recordkeeping related to COVID-19. The following records are to be maintained:

1. Required training
2. Records of daily self-screening for employees
3. When an employee is identified with a confirmed case of COVID-19



## EMPLOYEE RISK ASSESSMENT

Under OSHA and CDC standards, public libraries are considered medium risk workplaces. While some Library support staff have less contact with members of the public, all staff have been classified as medium risk based on the CDC and OSHA guidelines. All staff have frequent contact with coworkers as well as frequent contact with materials that circulate throughout the community.

Position	Risk Assessment	Reasoning
<b>ADMINISTRATIVE</b>		
a. Library Director	a. Medium Risk	a. Direct patron contact and frequent contact with staff
b. Executive Assistant	b. Low - Medium Risk	b. Frequent staff contact, minimal patron contact
<b>LIBRARIANS – Direct Patron Contact (without barriers in some cases), handle shared materials</b>		
a. Head of Youth Services	a. Medium Risk	a. Frequent direct patron contact; frequent materials handling
b. Adult Librarians	b. Medium Risk	b. Frequent direct patron contact; frequent materials handling
c. Adult and Teen Librarian	c. Medium Risk	c. Frequent direct patron contact; frequent materials handling
d. Children’s Librarian	d. Medium Risk	d. Frequent direct patron contact; frequent materials handling
e. Substitute Librarians	e. Medium Risk	e. Frequent direct patron contact; frequent materials handling
<b>CLERICAL</b>		
a. Clerks	a. Medium Risk	a. Frequent direct patron contact; first to handle materials returned from patron homes
b. Pages	b. Low - Medium Risk	b. Minimal direct patron contact; frequent materials handling

[OSHA Guidance on Preparing Workplace for COVID-19](#) and [CDC Guidance for Community Based Organizations](#)

# WORKPLACE PROTOCOLS

## ENGINEERING CONTROLS

The Wixom Public Library has implemented feasible engineering controls to prevent employee exposure to COVID-19. The Library Director is responsible for seeing that the correct engineering controls are chosen, installed, maintained and serviced for effectiveness as often as required. The following engineering controls have been installed:

- Installing acrylic dividers at all Library service desks to provide physical barriers between staff and patrons
- Installing acrylic dividers on all staff cubicles and workstations for additional physical barriers between employees

## ADMINISTRATIVE CONTROLS

The Library Director is responsible for implementing policies, procedures and practices that minimize or eliminate employee exposure to COVID-19. The following administrative controls have been established for the Wixom Public Library:

- Library Board of Trustees approved the Library Reopening Policy that includes the following measures:
  - Face masks are required to be worn by staff and patrons (signage posted at entry)
  - Sick patrons are asked not to come to the Library (signage posted at entry)
  - Curbside materials pickup established to limit patron access to the Library
  - Removing furniture that does not allow for social distancing
- The Library Board approved a Telework Policy and laptops were purchased to facilitate remote work.
- Limited occupancy to 50% of the total occupancy limit per MDHHS Epidemic Order effective March 5, 2021
- Daily health screening for all employees
- Social distancing floor markers and signage
- Signage posted about COVID-19 symptoms for staff and patrons
- Signage about proper handwashing and hygiene posted for staff and patrons
- Post signage about Library COVID-19 policies and precautions the Library is taking to prevent infection
- Suspending all non-essential work-related travel



## EMPLOYEE HEALTH SCREENING

The Wixom Public Library will screen all employees to identify known or suspected cases among employees. The Library Director is responsible for ensuring that all required health screenings are performed as required and that all documentation is secured according to all applicable privacy laws and regulations.

All library staff must complete a survey assessing their ability to report to work upon entering the building. Employees will report any signs and symptoms of COVID-19 to the Library Director or their immediate supervisor before and during any shifts.

The Wixom Public Library will physically isolate any employee with known or suspected COVID-19 from other employees, using the following measures:

- Employees with known or suspected cases should not report to work. If an employee reports signs or symptoms of COVID-19 during their shift they will be immediately asked to go home to self-isolate.
- The Quiet Study Room is designated as an isolation room in the event an employee must be temporarily isolated in the Library.

Situation	Details
Employees will be screened when entering the building each day. It is the employee's responsibility to make sure they are screened on-site.	<ul style="list-style-type: none"><li>• Employees should take their temperature at home prior to coming to work. A contactless thermometer is available if an employee forgets to take their temperature and should be disinfected after every use.</li><li>• Employees must fill out a health screening questionnaire upon entering the Library. The questionnaire will include asking employees to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel.</li><li>• The Library Director will determine the appropriate procedures and methods on how to administer the temperature and health screening process</li></ul>

## ILLNESS AND EXPOSURE

Employees who have symptoms or confirmed cases of COVID-19 must use the most current guidelines from the CDC for isolation.

Situation	Activity
Feeling ill and you have developed one or more symptoms of COVID-19	<ul style="list-style-type: none"> <li>• Get tested and stay home until results are received</li> <li>• Contact your primary care physician and/or contact the Oakland County Health Division Nurse on Call – 1-800-848-5533</li> <li>• Notify the Library Director</li> </ul>
Suspected or confirmed positive COVID-19 test	<ul style="list-style-type: none"> <li>• Stay at home for at least 24 hours with no fever without use of fever-reducing medication AND other symptoms have improved such as cough or shortness of breath AND at least 10 days have passed since your symptoms first appeared or you received a positive test</li> <li>• Notify the Library Director if you have a suspected or confirmed case of COVID-19. The Library Director will be responsible for notifying all other employees and vendors in contact with the employee and contacting the Oakland County Health Division immediately.</li> <li>• If an employee is suspected of or tests positive for COVID-19, the Library will close and be deep cleaned after 24 hours per CDC guidelines</li> </ul>
If you have had direct contact with someone who has COVID-19 symptoms or has been diagnosed with or is probable for COVID-19 infection, you should follow the current CDC guidance for exposure.	<ul style="list-style-type: none"> <li>• Quarantine for 14 days</li> <li>• Telework if possible</li> <li>• Self-monitor for <a href="#">symptoms</a>.</li> <li>• If a patron who visited from the Library has a confirmed case of COVID-19, any staff exposed should self-isolate if advised by the Oakland County Health Department. The Library Director will notify all employees within 24 hours.</li> </ul>

## RETURN TO WORK PROTOCOL

Employees with suspected or confirmed cases of COVID-19 must use the most current guidelines from the CDC and released from any quarantine or isolation by the Oakland County Health Division for when they may return to work .

Situation	Details
<p>Any employee with confirmed or suspected cases of COVID-19 may not return to work until the most recent guidelines from the CDC is met.</p> <p><a href="#"><u>*As of 7/22/20 the CDC no longer recommends test-based strategies for discontinuing isolation.</u></a></p>	<ol style="list-style-type: none"><li>1) For individuals with symptoms, employees may return to work 10 days <i>after symptom onset</i> or positive test results, AND resolution of fever for at least 24 hours, without the use of fever-reducing medications, AND with improvement of any symptoms.</li><li>2) If asymptomatic, employees may return to work after 10 days have passed from the date of the first positive COVID-19 test.</li></ol>

## VULNERABLE EMPLOYEES

Employees in this category are not precluded from working and may qualify as individuals with a disability under the ADA and Michigan Persons with Disabilities Act. Employees who have concerns about their health during the COVID-19 pandemic are to contact the Library Director to begin an interactive process to provide reasonable accommodation. Potential accommodations may include allowing the employee to work remotely (if reasonable), work an alternative schedule or minimizing contact with members of the public.

## PATRONS

Once in person library service is resumed, patrons are expected to follow the Library Reopening Policy. A summary of patron expectations is listed below.

Situation	Details
Sick Patrons	<ul style="list-style-type: none"> <li>Per CDC guidelines, patrons with an infectious disease such as the flu must not enter the Library until at least 24 hours after they are free of fever or signs of fever without the use of fever-reducing medications.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>All patrons must wear a mask to enter the building until further notice. The Library will make every effort to supply masks for visitors while ensuring sufficient supply is available for Library staff.</li> </ul>
Social Distancing	<ul style="list-style-type: none"> <li>Patrons must remain 6 feet away from all staff and other patrons. The Library will install floor marking for social distancing including markers to regulate entry.</li> <li>Barriers will be placed at all service desks for in-person interactions.</li> <li>Staff will not handle or touch patron devices to help with technology questions.</li> <li>Patrons must step away from copy machines and/or computers to a spot designated on the floor before staff will provide assistance. Staff will clean the equipment before and after touching electronics used by patrons.</li> </ul>

## CONTRACTORS / VENDORS

All contractors and vendors must comply with safety protocols and the Library Reopening Policy. The Library will communicate with contractors and/or vendors on safety protocols. Virtual meetings are recommended.

Situation	Details
PPE	<ul style="list-style-type: none"> <li>All contractors must wear appropriate PPE as defined by this document and the Library Reopening Policy. Vendors and contractors should provide their own PPE.</li> </ul>

## REMOTE WORK

To comply with MiOSHA Emergency Rules and Epidemic Order of March 5, 2021 Library employees will work remotely where feasible. Due to the public service mission of the Library, some staff are required to work on site. The Telework Policy will be followed by all employees.

Position	Remote Work Determination
Library Director	<ul style="list-style-type: none"> <li>• May work remotely part of the time</li> <li>• Must be on site to respond to patron behavior and policy issues, staff management, building issues</li> </ul>
Executive Assistant	<ul style="list-style-type: none"> <li>• May work remotely part of the time</li> <li>• Some tasks must be completed on site including money and check deposits and purchase orders</li> </ul>
Librarians	<ul style="list-style-type: none"> <li>• May work remotely part of the time</li> <li>• Must work in person at service desks to assist patrons in person and facilitate curbside service. Physical collection maintenance (new materials, weeding, etc.) must be completed on site.</li> <li>• Tasks that can be completed remotely include collection ordering, program planning, website updates, social media, etc.</li> </ul>
Clerks	<ul style="list-style-type: none"> <li>• Can work remotely a short amount of time each week.</li> <li>• Primary job duties include serving patrons in person at the Checkout Desk, answering phones, linking new materials, processing interlibrary loans, and running curbside pickups.</li> <li>• Tasks that may be completed at home include professional skills development, updating manuals, general training</li> </ul>
Pages	<ul style="list-style-type: none"> <li>• Cannot work remotely</li> <li>• Primary job duties include shelving physical materials and maintaining tidiness within the building.</li> </ul>

## SOCIAL DISTANCING

The Centers for Disease Control and Prevention (CDC) says maintaining proper social distancing means keeping at least six feet away from those around you. To minimize the spread of COVID-19, physical distancing (social distancing) is always the preferred method, where possible. When that is not physically possible, the CDC and the Department of Labor (DOL) have provided guidelines. Each shift will have a designated safety leader to ensure that all social distancing measures are addressed in workspaces and public areas.

Activity	Details
<b>GENERAL WORK SPACE</b>	
<p>Using guidelines from the CDC, OSHA, and DOL, the Library Director will determine the safe number of employees to be in the assigned office space.</p>	<ul style="list-style-type: none"> <li>• Move or remove furniture to maintain social distancing. Remove chairs and close common desks where social distancing cannot be maintained.</li> <li>• Place markings demonstrating six feet around shared office equipment and in areas of public usage</li> <li>• Install clear plastic barriers in appropriate areas including cubicles and service desks, ensuring 6 feet of separation</li> <li>• Cleaning company will clean and disinfect staff and public space daily</li> <li>• Staff should not share office supplies (i.e. pens, markers). Staff with shared desks will be provided their own bag and office supplies to keep equipment separate.</li> <li>• Staff are not permitted to use another staff members desk</li> <li>• Stagger shifts and break times where applicable to allow for social distancing</li> <li>• Ensure employees have the proper PPE as recommended and/or required by the Oakland County Health Division, State of Michigan, CDC and OSHA</li> <li>• Employees will be provided with appropriate cleaning supplies and it will be the employees' responsibility to clean and disinfect their tools, equipment, and workstations. Workstations are required to be cleaned daily.</li> <li>• Post signage about social distancing, COVID-19 mitigation, handwashing and hygiene</li> <li>• Prop inner doors open to minimize employees touching handles. No fire doors can stay open.</li> <li>• Employees will discontinue handshakes and close contact greetings</li> </ul>

## LIBRARY SAFETY PROTOCOLS

Activity	Details
<b>MATERIALS HANDLING</b>	
Mail and Paper Handling	<ul style="list-style-type: none"> <li>• Employees must wash hands after handling mail or packages</li> </ul>
Circulating Materials (books, A/V materials, etc.)	<ul style="list-style-type: none"> <li>• Employees must wash hands immediately after emptying book returns</li> <li>• Employees will not accept materials directly from patrons</li> <li>• Circulating materials must be quarantined in Meeting Room upon their return. Quarantine times will be adjusted based on the IMLS and Battelle study and CDC guidelines.               <ul style="list-style-type: none"> <li>• Based on Phase 2 of REALM studies, materials will be quarantined for 4 days (96 hours) upon return</li> </ul> </li> <li>• Hotspots and Chromebooks will be disinfected upon return using disinfecting wipes to keep devices in circulation</li> </ul>
<b>SERVICE DESKS AND PUBLIC AREAS</b>	
The following guidelines will be observed:	<ul style="list-style-type: none"> <li>• Clear plastic barriers will be installed in reception/transaction sites</li> <li>• Floor markings will be placed to promote social distancing</li> <li>• Encourage patrons to bring own pens and pencils. If not, marketing pens will be provided for patrons to keep.</li> <li>• Make hand sanitizer and tissues available</li> <li>• Common areas, high touch surfaces and shared workspaces will be disinfected throughout the day</li> </ul>

Activity	Details
<b>MEETING AND STUDY ROOMS</b>	
Best practices for conducting meetings and conferences	<ul style="list-style-type: none"> <li>• Electronic Board meetings as permitted by law</li> <li>• Staff meetings should be conducted virtually when feasible</li> <li>• Friends meetings should be postponed or held virtually until safe to hold in person meetings</li> </ul>
In-person meetings	<ul style="list-style-type: none"> <li>• Hold virtually or in a space where social distancing can be practiced</li> <li>• Meeting and Craft Rooms will be closed to public use until Stage 6 of the reopening policy unless used for Library-sponsored activity</li> </ul>
Study Rooms	<ul style="list-style-type: none"> <li>• Study rooms will be unavailable to the public until Stage 5 of the reopening policy. Rooms will be locked and hold furniture removed from other public spaces.</li> <li>• Post signage for maximum capacity and remove chairs to ensure adequate space for six-foot social distancing</li> </ul>
<b>WORKING REMOTELY</b>	
Telework	<ul style="list-style-type: none"> <li>• When possible, employees may work remotely where it makes business sense and as approved by the Library Director.</li> <li>• Alternate or flexible schedules may be permitted when it makes business sense and as approved by the Library Director.</li> </ul>
<b>LOCKER AREA / RESTROOMS</b>	
Reduce staff contact and prevent congregating in shared spaces	<ul style="list-style-type: none"> <li>• Only one employee permitted in locker area at a time. Staff should use workroom door in addition to the lobby door to enter the workroom in order to eliminate congestion in shared spaces <ul style="list-style-type: none"> <li>• Employees should wipe down their locker's lock regularly</li> </ul> </li> <li>• Staff are encouraged to use public restrooms in addition to staff restroom while Library is closed to the public <ul style="list-style-type: none"> <li>• Clean/disinfect handles and faucets throughout the day</li> <li>• Cleaning company to clean daily</li> </ul> </li> </ul>
<b>KITCHEN / BREAK ROOM</b>	
Reduce staff contact and prevent congregating in shared spaces	<ul style="list-style-type: none"> <li>• Stagger lunch and break periods where applicable</li> <li>• Rearrange/move tables to maintain social distancing</li> <li>• Create signage with reminders about disinfecting prior to use</li> <li>• Clean and disinfect tables, chairs and appliances</li> <li>• Employee responsibility to wipe down before and after use</li> <li>• Library will provide cleaning supplies for use throughout the day</li> <li>• Cleaning company to clean daily</li> </ul>



## HANDWASHING

The Library Director will be responsible for seeing that adequate handwashing facilities are available and that regular handwashing is required. Hand sanitizer will be supplied when handwashing is not possible.

Activity	Details
<b>EMPLOYEE-ONLY AREAS – CUBICLES, OFFICES, BREAK ROOMS</b>	
Handwashing and Hygiene	<ul style="list-style-type: none"> <li>• Ensure all employees have access to soap, warm water and paper towels. Increase availability of hand sanitizer, disinfecting wipes and tissues for employees.</li> <li>• Post reminders of proper hand washing in all areas where employees wash their hands</li> <li>• Employees are advised to wash hands frequently</li> <li>• Employees are advised to practice proper sneezing/coughing etiquette</li> <li>• Communicate strict adherence to prevent gathering in public restrooms or kitchens for all employees’ safety</li> <li>• Establish strict disinfecting practices and timelines for restrooms</li> </ul>
<b>PATRONS AND PUBLIC AREAS</b>	
Handwashing and Hygiene	<ul style="list-style-type: none"> <li>• Ensure all patrons have access to soap, warm water and paper towels.</li> <li>• Provide hand sanitizer, disinfecting wipes and tissues.</li> <li>• Post reminders of proper hand washing in all areas where patrons wash their hands</li> <li>• Post reminders to practice proper sneezing/coughing etiquette</li> </ul>



# CLEANING, DISINFECTING & PPE

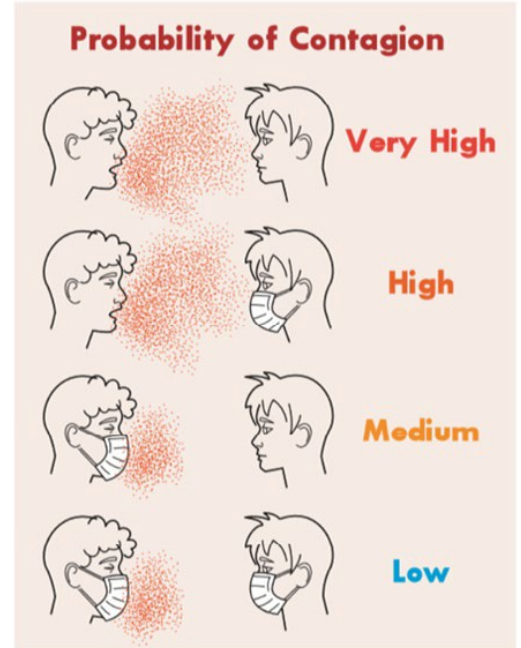


## PERSONAL PROTECTIVE EQUIPMENT

The Wixom Public Library will provide employees with personal protective equipment for protection from COVID-19 appropriate to the exposure risk associated with the job and tasks performed. In accordance with Centers for Disease Control and Prevention (CDC) recommendations, State of Michigan orders and Oakland County Health Division Orders, the following recommendations for personal protective equipment (PPE) shall be followed.

All types of PPE are to be:

- Selected based on the hazard to the worker
- Properly fitted and refitted as needed
- Consistently and properly worn
- Regularly inspected, maintained and replaced as necessary
- Properly removed, cleaned and stored or disposed of to avoid contamination of self, others or the environment



Per the CDC, covering your mouth and nose with a face covering helps prevent the spread of COVID-19. All employees are required to wear a facial covering while entering the Library and must follow the guidelines outlined below.

Details	
<b>EMPLOYEES</b>	
PPE	<ul style="list-style-type: none"> <li>• Employees will be provided with the appropriate PPE</li> <li>• Employees will be trained to understand new requirements for PPE including, when to wear PPE, how to wear the PPE and how to properly dispose of PPE</li> <li>• Employees will be responsible for following the PPE requirements</li> </ul>
<b>ADMINISTRATION</b>	
PPE	<ul style="list-style-type: none"> <li>• Signage will be posted reminding employees of requirements</li> <li>• Supervisors are responsible for ensuring employees follow requirements for wearing PPE</li> <li>• The Library Director and Executive Assistant will establish purchasing schedule to maintain minimum PPE inventory.</li> </ul>

## EMPLOYEE PPE REQUIREMENTS

Job Function/Location	PPE REQUIRED
Workroom: No interaction with public but may be with other co-workers	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask</li> </ul>
Service Desks: Public interaction with a barrier (i.e. Plexiglass)	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask</li> </ul>
Individual offices <i>Examples: office not shared with co-workers</i>	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask</li> <li>• No mask is required in an office with no patrons or other coworkers present</li> </ul>
Moving around public area of Library <i>Examples: working in stacks, helping patron at a copier, getting materials for patrons</i>	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask</li> <li>• Optional: Face Shield</li> </ul>
Employees handling recently returned items, mail or packages <i>Examples: Emptying book drop prior to quarantining items</i>	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask</li> <li>• Optional: Gloves</li> </ul>
Hallways/Common Areas/Program Rooms <i>Examples: Meeting room, back hallway</i>	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask</li> </ul>
Breakroom/Kitchen:	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask while preparing food or not eating</li> </ul>
Cleaning and Disinfecting	<ul style="list-style-type: none"> <li>• Non-Medical Grade Mask</li> <li>• Disposable gloves</li> </ul>

## CLEANING AND DISINFECTING PROTOCOLS

The Library Director will be responsible for seeing that the Library is cleaned and disinfected. When choosing cleaning chemicals, the Wixom Public Library will select Environmental Protection Agency (EPA)-approved disinfectants expected to be effective against SARS-CoV-2. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly followed and safety data sheets are available in the staff workroom for all products.

The Library Director has established strict disinfecting practices for offices, staff workroom, copiers/printers, service desks, bathrooms, programming rooms and public spaces. The frequency of cleaning public and shared spaces has increased. Staff will be responsible for common areas, shared devices and counters throughout the day. Cleaning products will be available for staff to utilize in the breakroom, service desks, shared workspaces, and programming rooms.

If an employee is suspected of or tests positive for COVID-19, the Library will close and be deep cleaned after 24 hours per CDC guidelines. The Library Director is responsible for seeing that proper disinfecting is performed as required.

PPE	Details
Cleaning and Disinfecting PPE	<ul style="list-style-type: none"> <li>• Employees may not share PPE</li> <li>• Masks should never be worn by more than one user</li> <li>• Pack or store face coverings/masks between uses so that they do not become damaged or deformed. Paper bags will be provided to all staff to store masks.</li> <li>• Discard any disposable mask that is obviously damaged, becomes hard to breathe through or has visible contamination</li> <li>• Per U.S. Food and Drug Administration, launder reusable cloth face coverings before each daily use</li> </ul>
3RD PARTY JANITORIAL COMPANIES	
Du-All Cleaning	<ul style="list-style-type: none"> <li>• Library Director will work with City of Wixom DPW to ensure cleaning company is properly cleaning according to contract.</li> <li>• Ensure proper PPE and proper cleaning chemicals are used by company for cleaning and disinfecting</li> <li>• Contractors must abide by all CDC guidelines for cleaning.</li> </ul>
NBS	<ul style="list-style-type: none"> <li>• Provides microbial covershield and fogging cleaning services</li> </ul>

## CLEANING SCHEDULE

AREA	METHOD	FREQUENCY
<b>STAFF AREAS</b>		
Individual Desks & Offices	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
Shared Desks and Computers	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean between each user</li> </ul>
Counters	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
Copiers, iPads, and other electronics	<ul style="list-style-type: none"> <li>Isopropyl alcohol</li> </ul>	<ul style="list-style-type: none"> <li>Clean hourly using isopropyl alcohol</li> </ul>
Carts	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean between users</li> </ul>
Phones & Fax Machine	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean between users</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Wipe down sink, handles, etc. every 2-3 times per day depending on hours</li> </ul>
Lockers	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Before and after using lock and handle</li> </ul>
Delivery Area	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean shelf daily; clean lids when arrive from TLN; clean inside of bins as supplies allow per TLN policy</li> </ul>
Door Knobs	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Disinfect staff door handles midday</li> <li>Doors to stay open at all times prior to opening to the public to reduce contact</li> </ul>

## CLEANING SCHEDULE

AREA	METHOD	FREQUENCY
<b>PUBLIC SPACES</b>		
Reference and Children's Desks, including phones, computers and other shared equipment	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean between each user</li> </ul>
Service Desks	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean between each staff shift</li> </ul>
Public computers	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean keyboards and mouse between each user</li> </ul>
OPACs	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean hourly</li> </ul>
Tables	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean between users</li> </ul>
Copiers, iPads, and other electronics	<ul style="list-style-type: none"> <li>Isopropyl alcohol</li> </ul>	<ul style="list-style-type: none"> <li>Clean hourly using 70% alcohol solution or alcohol pads</li> <li>Staff iPads cleaned between users</li> </ul>
Reshelving carts	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean daily</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean high touch surfaces every 2-3 times per day, including door handles and faucets</li> </ul>
Study Rooms	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean tables between users</li> </ul>
High touch surfaces (i.e. door handles, light switches)	<ul style="list-style-type: none"> <li>EPA Approved Disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Clean twice daily</li> </ul>



# ADDITIONAL RESOURCES





## POLICES REGARDING COVID-19

### LIBRARY POLICIES AND PROCEDURES

- Library Reopening Policy
- Library Pandemic Service Level Grid
- Infectious Disease Policy
- Health Screening Form
- Telework Policy

### CITY OF WIXOM POLICIES

- City of Wixom Emergency Management Orders
  - EMO 3 Travel Policy
  - EMO 4 Telework Policy

### COVID-19 RESOURCES & TOOLKITS

- [Families First Coronavirus Response Act \(FFCRA\)](#)

## ONLINE RESOURCES

### WORKPLACE SAFETY

- **Department of Labor** | [dol.gov](https://www.dol.gov)  
Workplace guidance for coronavirus and other employment laws.
- **OSHA** | [osha.gov](https://www.osha.gov)  
Occupational Health and Safety Administration oversees workplace safety and provides guidance on safe workplace policies related to coronavirus.
- **MIOSHA** | [michigan.gov/leo](https://michigan.gov/leo)  
Michigan Occupational Health and Safety Administration oversees workplace safety and the health of workers in Michigan

### HEALTH

- **CDC** | [cdv.gov](https://www.cdc.gov)  
Provides COVID-19 guidance for individuals, employers, community organizations, etc.
- **Michigan Stay Well Mental Health Resources** | [michigan.gov/staywell](https://michigan.gov/staywell)  
Hotlines, Headspace, Crisis Text Message line

## RECORD OF CHANGES

Date of Changes	Completed By	Summary of Changes
7/14/20	Andrea Dickson	Updated Executive Order numbers to EO 2020-145 on page 8
7/22/20	Andrea Dickson	Updated CDC guidelines for testing and isolation on pages 10-11
7/22/20	Andrea Dickson	Updated quarantine length on page 15 to reflect newest REALM study results on library materials
8/5/20	Andrea Dickson	Updated Executive Order numbers to EO 2020-161 on page 8
10/14/20	Andrea Dickson	Updated page 8 to reflect new occupancy limit ordered by MDHHS Epidemic Order issued October 9.
11/18/20	Andrea Dickson	Updated page 8 to reflect new occupancy limit ordered by MDHHS Epidemic Order issued November 15, 2020. Updated page 8 to include telework policy. Added page 13 to include remote work determinations for all library positions.
3/5/21	Andrea Dickson	Updated page 8 to reflect new occupancy limit under MDHHS Epidemic Order effective March 5, 2021. Removed STEAM Kit section on page 15. Updated cleaning information on pages 14, 15, and 21 based on most recent CDC guidance.