

## Delaware Township Library

### Covid 19 Response and Staffing Plan

*Including library staff infection*

**Requirements:** Prior to re-opening any operations, libraries are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan that at least conforms to the requirements of this document. The plan must include policies regarding the following control measures: patron traffic management; PPE utilization; on-location physical distancing; no-contact material returns; hygiene; sanitation; symptom monitoring; incident reporting; disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan.

#### Library Operations

##### *Specific Requirements:*

1. **Facial Coverings:** In order to open any in-person services, libraries must require patrons to wear a face covering at all times while present within the facility or as designated by the Jefferson County Board of Health.
2. **Patron Traffic:** Assign employees to assist and monitor patrons waiting to enter if necessary. Arrange the flow of patrons to eliminate choke points and reduce crowding. Where they are still necessary, place distance markers in check-out lines in order to maintain the six feet physical distancing requirements for patrons waiting to check out materials.
3. **Patron Occupancy:** must be the % of maximum building occupancy or lower as determined by the Jefferson County Board. This

limit does not include employees in the calculation. Staff must be kept to a minimum necessary to accomplish the tasks that must be done in-person. Work that can be done remotely should be done remotely. If necessary, establish hours of operation that permit access solely to high-risk individuals as defined by the CDC.

4. **Sanitation:** Ensure operating hours allow downtime between shifts for thorough cleaning. Employees should be encouraged to regularly wash their hands, and must do so before and after using the restroom, eating, or engaging in any activity that involves exposing their hands to other bodily fluids (i.e. coughing, sneezing, blowing nose, etc.). Libraries must provide disinfectant and sanitation products for employees to clean their workspace, equipment, tools, and common areas. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol must be provided and utilized, but should not supplant regular hand-washing. Frequent sanitation of surfaces should occur, particularly in high-traffic areas such as restrooms, computer stations, doors, and check-out counters amongst others. Where feasible, groups or individual patrons must be far enough apart when measured from occupied space to occupied space, to ensure patrons are a minimum of six feet away from patrons in adjacent space. Clean and sanitize any group or public space after each use by patrons as necessary, and ensure a reasonable amount of time passes before allowing subsequent groups or individual patrons to access the space. Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on items that are shared. Hand sanitizer should be available at entry for all staff and patrons (assuming supply availability). Follow the cleaning guidelines set by the Centers for Disease Control to deep clean and sanitize. A worker should be able to refuse to perform unsafe work, including hazards created by COVID-19. An Employer, in this case the Delaware Township Library, may **NOT** take adverse action against a worker who has engaged in safety-protected activities under the law if the

individual's work refusal meets certain requirements. Information is available at <https://www.dol.gov/general/topic/safety-health>

**5. Sick Employees:** The Delaware Township library may not operate until they can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations are made as suggestions and may be adopted, as appropriate.

*A) Sick Employee Plan:* all employees at the beginning of their day must note if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized.

*B) The Delaware Township Library has purchased a non-touch/non-contact thermometer for employees to take when they arrive if they feel ill or if they feel it necessary. Any employee with a temperature of 100.4°F or higher is considered to have a fever and must be sent home. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer. Have employees inform the director/board (or the director inform the board) if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the Kansas Department of Health and Environment (<https://www.kdheks.gov/>). Instruct employees to report to the director by phone or email if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell).*

*C) If symptoms develop during a shift, the employee should be immediately sent home. If symptoms while the employee is not working, the employee should not return to work until they have been evaluated*

by a healthcare provider. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

**6. Training:** All on-site employees should be informed on the library's policies, these requirements and all relevant sanitization and social distancing protocols. They should also be informed about COVID-19 and how to prevent its transmission. This can be accomplished through a staff meeting with the director either in person or via zoom or other electronic medium. All issues regarding worker safety and health are subject to enforcement action the Kansas Department of Labor and the Kansas Department of Health.

**7. Leave for Covid-19 Through Library Infection.** If a Delaware Township Employee is infected onsite at the library, the library shall pay for their approximate wage for up to two weeks of work equaling their normal hours had they worked. If at the end of two weeks the employee is not better the library shall pay an approximate wage equaling "half-wage" or half the time they normally worked. If by the fourth week the employee is not better the employee shall (if applicable) use personal leave to compensate for time not at the library.

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