

Opening Policy and Procedures

Purpose

The purpose of this policy is to illustrate the procedures surrounding opening the library after an epidemic/pandemic where the library was forced to close partially or completely to help prevent the spread of the disease.

Guidance on use and maintenance of this policy

This policy is approved as a whole by the Dorr Township Library board. It will be updated regularly as this is a fluid situation, and new recommendations may be added or removed. The library director is given the prerogative to move between stages as the situation improves or deteriorates within guidelines provided by state and local government agencies, the Centers for Disease Control and Prevention, or the Allegan County Health Department.

Phasing

The library will open back up in phases which are informed by state and local government agencies, the CDC, and ACHD recommendations.

1. Phase One - Staff only
 - A. Inform and train staff on health and safety precautions
 - a. Walk staff through the "Covid-19 Workplace Health Screening" form which they will be required to walk through before each work day. See Appendix A for ACHD's recommended screening form.
 1. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory s
 2. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
 3. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
 4. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.

- b. All employees will be required to wear a non-medical face covering when in the workplace.
 - 1. In person training will be provided on the first day in the workplace.
 - 2. Guidelines for proper use will also be posted in employee areas
- B. Thorough cleaning of all areas and a new look at what areas are usable under potentially new restrictions
- C. Remove all toys for the time being
- D. Take measures to promote social distancing in spacing between computers, chairs, lounge areas, etc.
- E. Post signage on floors and doors to detail safe interacting procedures
 - a. Door signage includes a number of documents provided from the CDC and the Allegan County Health Department
 - b. Signage includes requirements for staff and public to self evaluate for symptoms before entering our building
 - c. Signage includes notice for EO requirements for mask wearing
- F. Order personal protection supplies and sanitizing supplies
 - a. Train staff on how to use PPE properly
 - b. Designate cleaning responsibilities and times
 - c. Rework and orient opening and closing procedures and daily routines to allow for cleaning and sanitizing to happen multiple times a day
- G. Quarantine returned books and create quarantine spaces
 - a. Each day's books are quarantined for the recommended time (CDC, Allegan County Health Department, studies)
 - b. Quarantined books are stored in our community room in designated and labeled containers
 - c. Staff wear masks and gloves when filling and unfilling these containers
 - d. Create quarantine areas for those showing symptoms of being sick until they can go home if they cannot immediately do so
- H. Prepare for curbside
 - e. Provide designated parking spots and block of spots to maintain social distance
 - f. Designate hours for curbside pickup and post these times on sign and on doors
 - g. Create a scheduling document that we can use for hold pickups
 - h. Assign curbside tasks to staff

2. Phase 2 - Limited opening

- A. Continue use of the "Covid-19 Workplace Health Screening" form daily upon entering the workplace. (Appendix A)
 - a. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory s
 - b. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
 - c. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
 - d. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
- B. Curbside for hold pickups
 - a. Scheduled pickups during designated times
 - b. No returns for this interaction. Returns must be returned through dropbox.
- C. Curbside for limited services, like printing and faxing
 - a. 10 page/day limitation
 - b. No contact donation jar only
- D. Curbside for summer reading and take/make crafts
 - a. Allow for scheduled pickups of summer reading materials and take/make crafts and activities
- E. No donations accepted at this time.
- F. All curbside policies and times posted to the library website, Facebook, doors and summarized on the sign.

3. Phase 3 - Full opening with restrictions

- A. Continue use of the "Covid-19 Workplace Health Screening" form daily upon entering the workplace. (Appendix A)
 - a. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory s
 - b. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19

- c. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
 - d. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
 - B. All employees will be required to wear a non-medical face covering when in the workplace.
 - a. In person training will be provided on the first day in the workplace.
 - b. Guidelines for proper use will also be posted in employee areas
 - C. Continue curbside for an appropriate amount of time
 - D. Continued scheduled limited interactions
 - E. Open the library to the public
 - a. If space limitations are required, limit the amount of people entering the library.
 - b. Designate a staff member to keep track of this number.
 - c. Recommend public wear face coverings according to the governor's EO if that continues to be in place at time of opening. Provide the appropriate notification to the public that this will be required.
 - F. No toys or computer in the kids area.
 - G. Regular sanitizing taking place
 - a. This will be part of staff's daily routine.
 - b. Schedules may be moved to accommodate time for this during the day.
 - H. Limited cash transactions, purchase Square or other credit card platform for card transactions.
 - I. Allow for limited computer room use.
 - a. Keyboard and mouse sanitized after each use
 - b. Enforcement of time limits if at capacity. Reduction of time limits if significant use makes it necessary.
 - J. Limit community room use. No rental by outside groups until it is no longer needed as a quarantine space and while still following group gathering guidelines.
 - K. Conduct summer reading virtually this year. Paper copies will be provided in packets upon request.
 - L. Suspend physical programming for the time being.
 - M. No donations accepted at this time.
- 4. Phase 4 - Full opening without restrictions
 - A. The need for daily screening is no longer necessary.

- B. Return seating to normal.
- C. Remove social distance requirements (i.e. marked spaces for waiting, quarantine spaces, etc.)
- D. Stop quarantine of returned materials.
- E. Return toys and computer to the children's area.
- F. Return to normal cleaning schedules.
- G. Begin in library programming in limited or full capacity.
- H. Open community room back up to rental.
- I. Return the computer room to normal and reinstate policies regarding time limits and guidelines from before restrictions were placed.
- J. Accept book donations.

Appendix A

This appendix contains required and optional materials provided by the ACHD and CDC for the information of staff and public related to Covid-19.



COVID-19 Workplace Health Screening

Company Name: _____

Employee: _____ Date: _____

Time In: _____

In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

If you answer **“yes”** to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for minimum of 7 days since symptoms first appear or per guidance of your local health department.
 - If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

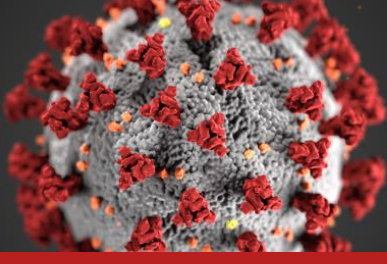
In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

Traveled via airplane internationally or domestically? Yes No

If you answer **“yes”** to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your medical provider if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.



COVID-19

Screening



HEALTH
Department

updated April 29, 2020

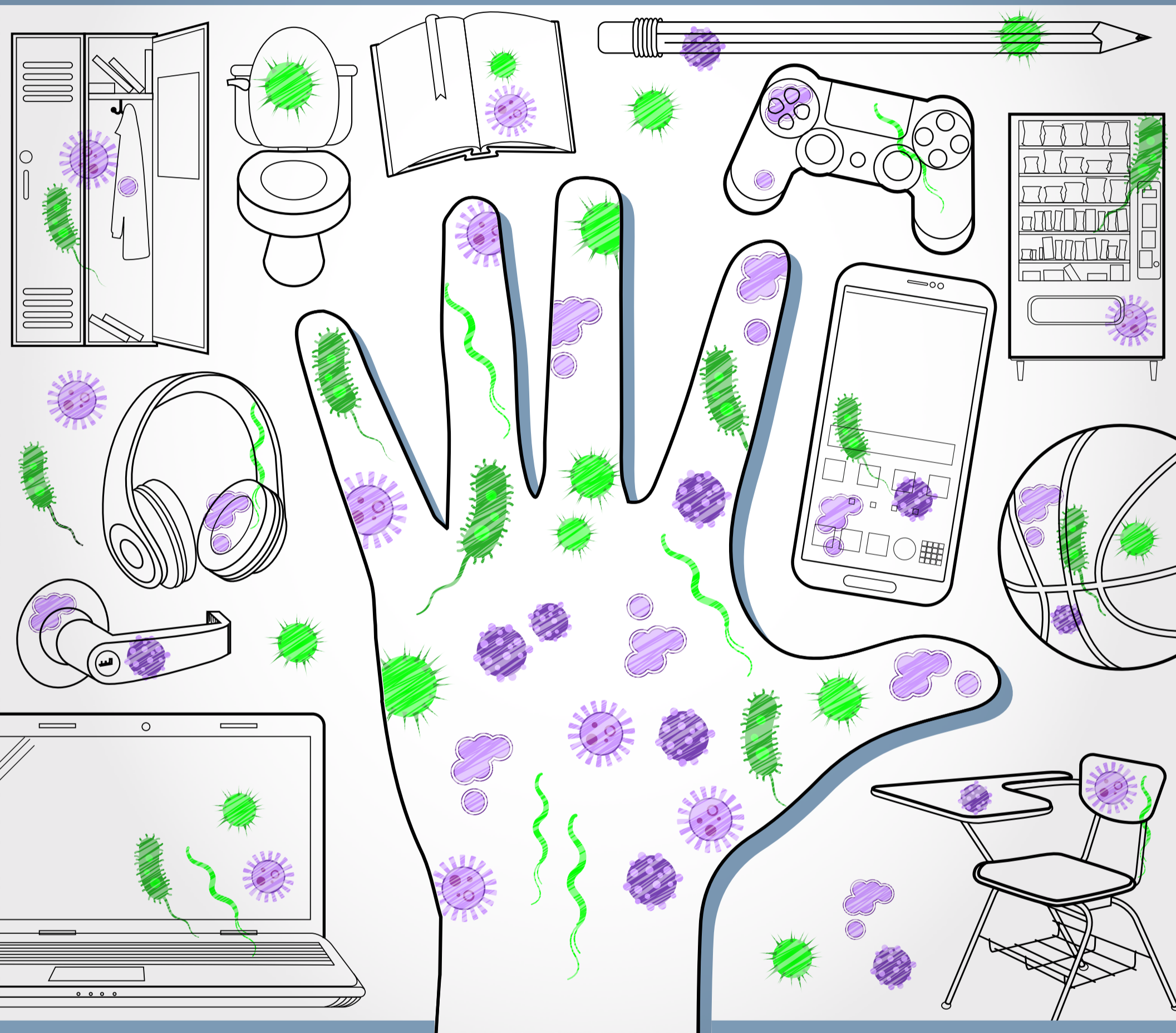
BEFORE ENTERING THIS BUILDING:

- Do you have a fever or feel feverish?
- Do you have any chills?
- Do you have a headache?
- Do you have a sore throat?
- Do you have a runny nose or congestion?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a loss of smell or taste?
- Do you have muscle aches?
- Are you fatigued or tired?
- Are you nauseous or vomiting?
- Do you have diarrhea?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

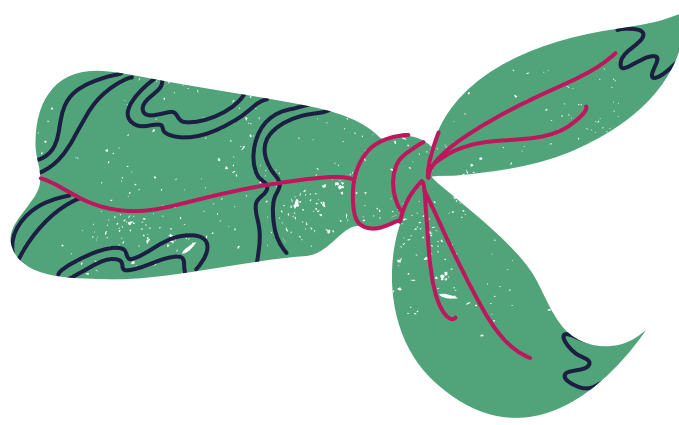
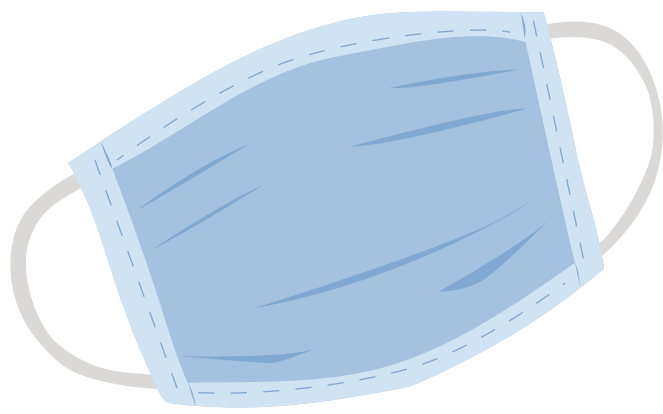
If the answer is YES to any of the questions, do not enter the building. Call your medical provider for guidance or the Allegan County Health Department COVID-19 Hotline at 269-686-4546.

GERMS

are all around you.



Stay healthy.
Wash your hands.



Per Governor Whitmer's Executive Order 2020-59,

**YOU MUST WEAR A
FACE MASK TO ENTER
THE BUILDING**

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

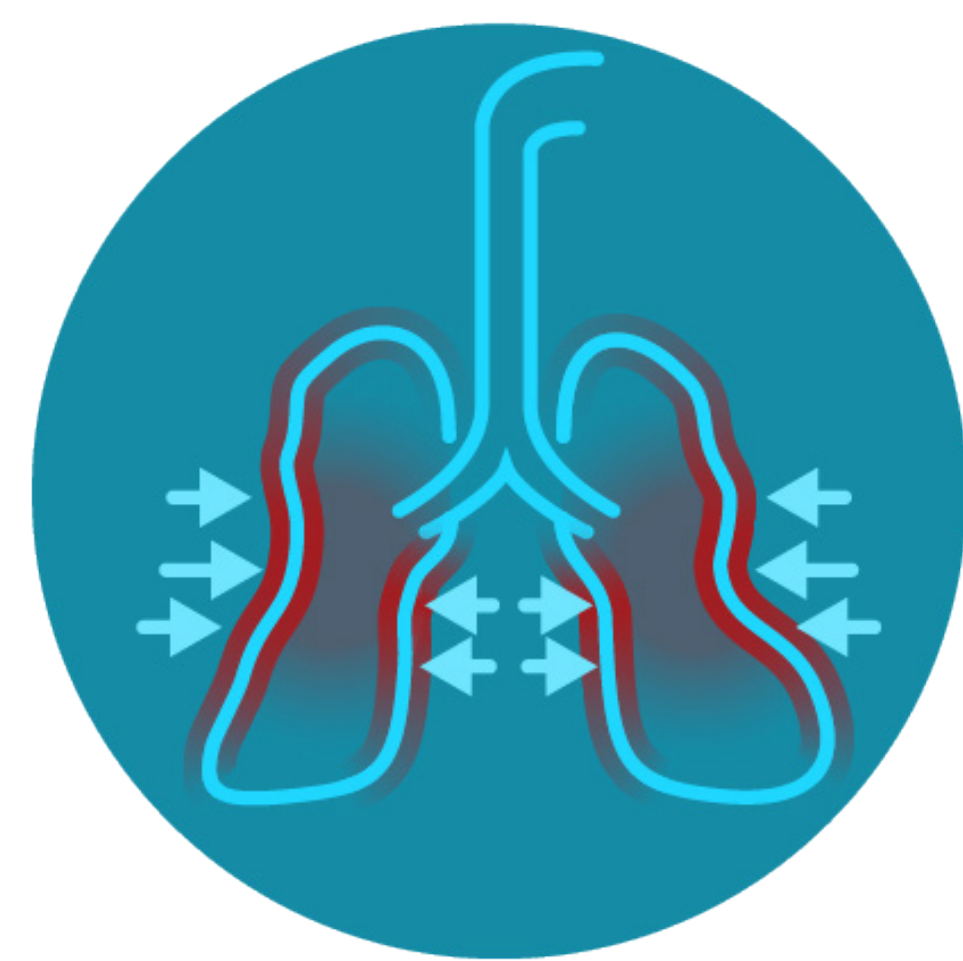
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always 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.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.



Hands that look clean can still have icky germs!



Wash Your Hands!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

Appendix B

This appendix provides a number of links that helped inform the creation of this opening document. These were not the only information referenced in it's creation, and the fluidity of this situation means that these resources may be replaced or updated with new information that creates a stronger and more meaningful policy. Again, this is not a complete list.

1. Allegan County Health Department. May 2020. "COVID-19 Health Screening Tools."
<http://cms.allegancounty.org/sites/Office/Health/SitePages/COVID19.aspx>
2. Allegan County Health Department. May 2020. "COVID-19 Workplace Toolkit."
<http://cms.allegancounty.org/sites/Office/Health/SitePages/COVID19.aspx>
3. American Library Association. "Handling Library Materials and Collections During a Pandemic." <http://www.ala.org/alcts/preservationweek/resources/pandemic>
4. Berendes, Dr. David and Dr. Catherine Rasberry. April 02, 2020. "Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections." Webinar.
<https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>
5. Centers for Disease Control and Prevention. May 2020. "Cleaning and Disinfecting Your Facility."
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
6. Navsaria, Dipesh. May 13, 2020. "COVID-19: Safety Tips for Reopening Your Library." Webinar. <https://bit.ly/363UCUk>
7. Peet, Lisa. April 08, 2020. "IMLS, CDC: On Staff Safety, Handling Paper In COVID-19 Pandemic."
<https://www.libraryjournal.com/?detailStory=ims-cdc-on-staff-safety-handling-paper-in-covid-19-pandemic>
8. Streigel, Mary. March 25, 2020. "Covid-19 Basics: Disinfecting Cultural Resources." Webinar.
<https://www.ncptt.nps.gov/blog/covid-19-basics-disinfecting-cultural-resources/>
9. U.S. Department of Labor Occupational Safety and Health Administration. March 2020. "OSHA 3990-03 2020: Guidance on Preparing Workplaces for COVID-19."
<https://www.osha.gov/Publications/OSHA3990.pdf>
10. Whitmer, Gretchen. May 07, 2020. "Governor Whitmer's MI Safe Start Plan."
https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf