

## Pandemic Policy & Reopening Procedure

### Policy Statement

In formulating this Pandemic Policy and Reopening Procedure, research was conducted by consulting resources such as an online presentation by the CDC, examining the pandemic plans of other public libraries, consulting with regional public library directors, and legal counsel. Meetings were also conducted with VBDL staff at all levels. The health and safety of the public and Library staff is the top priority.

This document is subject to change, based upon government orders; the guidance of local, state, and federal health authorities; and the advice of legal counsel. The Van Buren District Library Board of Trustees grants the Library Director authority to administer this plan, and to make any changes, amendments, or alterations necessary to ensure the safety of the public and Library staff.

This Pandemic Policy and Reopening Procedure, and the provisions therein, take precedence over any and all other current Library policies and procedures with which it may conflict.

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### Procedure

1. Phase I: Curbside Service
  - A. This phase will begin on June 11, 2020.
  - B. Curbside Service will be offered at all VBDL locations for limited hours:
    - i. Tuesdays 10:00am-2:00pm.  
Thursdays 2:00pm-6:00pm.  
Saturdays 10:00am-2:00pm.
    - ii. The goals on these days and times are to:
      1. Take catalog and telephone requests for materials and answer patron questions.
      2. Make patron copies and faxes for no charge.
      3. Prepare materials for patron pick-up.
      4. Other tasks as assigned.
    - iii. Staff will work with curbside service closed to the public on the following days:  
Mondays 10:00am-2:00pm.  
Wednesdays 10:00am-2:00pm.  
Fridays 10:00am-2:00pm.
    - iv. The goals on these days and times are to:
      1. Take catalog and telephone requests for materials and answer patron questions.
      2. Prepare materials for patron pick-up.
      3. Other tasks as assigned.

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- v. Deliveries between the branches will run Mondays, Wednesdays, and Fridays.
  - vi. Statewide interlibrary loan services will not be available.
- C. Pandemic safety rules will be observed:
- i. Worksite COVID-19 Control Supervisors.
    - 1. A worksite COVID-19 control supervisor must be on duty at all times while Library staff are onsite at any VBDL location.
      - i. The Associate Director is designated as the Webster Memorial Library worksite supervisor who will implement, monitor, and report on the COVID-19 control strategies enumerated in this plan.
      - ii. The Branch Librarians are designated as the worksite COVID-19 control supervisors for their respective VBDL locations. The Branch Librarians will implement, monitor, and report on the COVID-19 control strategies enumerated in this plan at their respective VBDL locations.
      - iii. If the Associate Director or Branch Librarian will not be present when Library staff are scheduled for work at their respective VBDL locations, these individuals will appoint another VBDL staff member to act as the worksite COVID-19 control supervisor in their stead.
    - 2. All worksite COVID-19 control supervisors must report the compliance efforts of the COVID-19 control strategies enumerated in this plan to their immediate supervisor on a regular basis.
    - 3. All worksite COVID-19 control supervisors must report any deviation from the COVID-19 control strategies enumerated in this plan to their immediate supervisor immediately.
  - ii. The minimal number of staff required to perform required curbside or curbside preparation duties will be scheduled on a staggered or rotating basis.
  - iii. All Library staff and Library patrons will remain a minimum of six feet apart at all times.
  - iv. The Library shall provide face masks to all staff. All Library staff will be required to wear masks when working with Library patrons and when working in any indoor public space.
  - v. Library staff will be given the option of wearing plastic face shields, if VBDL is able to obtain them.
  - vi. Library staff will be given the option of wearing latex or similar gloves, if VBDL is able to obtain them.

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- vii. All VBDL staff members are required to report unsafe working conditions, or deviation from the COVID-19 control strategies enumerated in this plan, to their immediate supervisor immediately.
- viii. Library staff exhibiting any symptoms of COVID-19 are not allowed to enter any Library facility for any reason.
  - 1. Staff will be sent home if there is a reasonable suspicion they may have COVID-19.
  - 2. Prior to beginning each work shift at any VBDL facility, staff will be required to conduct a COVID-19 self-screening questionnaire and to take their own temperature using a touchless thermometer. Staff are required to inform their supervisor and immediately leave the premises if the self-questionnaire reveals any concern about the staff member's health, or if the thermometer returns a temperature of 100.4 degrees F or greater.
- ix. If a Library staff member is diagnosed with COVID-19:
  - 1. The staff member must report their diagnosis to the Associate Director immediately.
    - i. The Associate Director will report the positive diagnosis to the Van Buren/Cass District Health Department immediately.
    - ii. The Associate Director will immediately report the positive diagnosis to any co-workers and Library vendors who may have come into contact with the infected individual. The Library will not disclose the individual's identity.
  - 2. If the infected staff member has been present at their VBDL branch within 7 days of receiving the diagnosis, that VBDL branch will be closed for a period of 24 hours. After 24 hours the branch will be thoroughly cleaned before it will be reopened. Any Library staff who were in close proximity with the infected individual are required to obtain a COVID-19 test, to submit a negative test result and be symptom-free before reporting back to work. Close contact is now defined by the CDC as coming within less than six feet, for a cumulative total of 15 minutes or more, over a 24-hour period, starting from two days before illness onset or, for asymptomatic individuals, two days prior to test specimen collection, until the time the patient is isolated.
- x. If a Library staff member has a member of their household that is diagnosed with COVID-19, that staff member must report the

diagnosis to the Associate Director immediately so the safe and appropriate action may be determined.

D. Cleaning

- i. Staff are required to use provided materials such as cleaning liquid and cleaning cloths to wipe down items they use after they are finished using them. These items include:
  - 1. Computer keyboards and mice.
  - 2. Telephone receivers and keypads.
  - 3. Writing instruments.
  - 4. Cart handles.
  - 5. Sink knobs and toilet handles.
- ii. All high touch surfaces are to be cleaned at the beginning and end of each shift. Such surfaces include:
  - 1. Counter, table, and desk tops.
  - 2. Door knobs and handles.

E. During this limited curbside service, patrons will not be allowed inside the Library branches for any reason.

F. Patrons will be encouraged to request items via the Library's online catalog, or to call ahead to request items, with an estimated patron arrival time and a description of their vehicle. Library staff will do their best to pull the requested items for them, and subsequently have those items ready for patron pick-up.

G. During open hours a Library staff member will be stationed near the door of their branch to deliver requested items to patrons, answer questions, and to make copies or send faxes for patrons.

- i. There will be no fees charged for copies or faxes during this phase.
- ii. Upon patron arrival, a library staff member will deliver the requested items to the patron or the patron's vehicle:
  - 1. Items will be bagged and delivered to patron vehicles and placed in a trunk or back seat, keeping as much distance between Library staff and patrons as possible.
  - 2. If patrons arrive on foot, bagged items will be placed on a cart for patrons to take, or on the ground if necessary.
  - 3. Library staff are required to wash hands, change gloves, or use hand sanitizer between each patron interaction.
- iii. Returns may be placed on a cart or in the Branch Library's book return. If patrons attempt to hand items to a Library staff member, Library staff should ask them to instead place the items in the branch's book return or on an available cart.

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- iv. Returned items will be quarantined in an available space such as an unused cart, meeting room, or unused table for a minimum of 72 hours or longer as determined by Library Administration.
- H. Training. The Library will provide training for Library staff on:
- i. Workplace infection-control practices;
  - ii. Proper use of personal protective equipment;
  - iii. Steps staff must take to notify the Library of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19; and
  - iv. How to report unsafe working conditions, consistent with this Policy and Reopening Procedure.
2. Phase II: Indoor Limited Service
- A. Due to continuing social distancing requirements, this phase will begin on June 29, 2020 and last an indeterminate period of time, depending on government orders and other situational circumstances.
  - B. This phase is a progression from phase I; patrons will be allowed inside VBDL branches in limited numbers and for a limited amount of time. At the present time, Van Buren District Library is limiting capacity to 25% of maximum.
    - i. The number of Library patrons allowed inside any individual branch will vary depending upon the size of the individual branch:
      1. Webster Memorial Library: 39 individuals total including Library staff.
      2. Antwerp Sunshine Library: 17 individuals total including Library staff.
      3. Covert Branch Library: 14 individuals total including Library staff.
      4. Bangor Branch Library: 11 individuals total including Library staff.
      5. Lawrence Branch Library: 9 individuals total including Library staff.
      6. Bloomingdale Branch Library: 8 individuals total including Library staff.
      7. Gobles Branch Library: 6 individuals total including Library staff.
    - ii. The amount of time a Library patron will be allowed within any VBDL location will be limited to 30 minutes per day total.
    - iii. Library patrons have a legal obligation to wear a face covering while inside any VBDL location.

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- C. Curbside service will continue to be offered for those patrons who prefer it, per phase I rules.
- D. Normal Library hours of operation will resume for this phase of reopening.
- E. Returns may be placed on a cart or in the Branch Library's book return.
- F. Returned items will be quarantined in an available space such as an unused cart, meeting room, or unused table for a minimum of 72 hours or longer as determined by Library Administration.
- G. To maintain social distancing, a limited number of public computers will be made available, the number varying by branch.
  - i. Public use computers at each branch will be made available in such a way to facilitate social distancing.
  - ii. Patrons may only use computers for a maximum of 30 minutes per day.
  - iii. To equitably share usage, appointments for computer use may be required.
- H. Patrons may browse Library holdings, but social distancing must be maintained.
  - i. Areas of Library branches may be reconfigured, rearranged, or cordoned off to discourage patrons from congregating and to maintain social distancing standards.
  - ii. Patrons may not use Library meeting rooms for any reason.
  - iii. In-person Library events will not be conducted.
- I. Pandemic safety rules will be observed.
  - i. Worksite COVID-19 Control Supervisors.
    - 1. A worksite COVID-19 control supervisor must be on duty at all times while Library staff are onsite at any VBDL location.
      - i. The Associate Director is designated as the Webster Memorial Library worksite supervisor who will implement, monitor, and report on the COVID-19 control strategies enumerated in this plan.
      - ii. The Branch Librarians are designated as the worksite COVID-19 control supervisors for their respective VBDL locations. The Branch Librarians will implement, monitor, and report on the COVID-19 control strategies enumerated in this plan at their respective VBDL locations.
      - iii. If the Associate Director or Branch Librarian will not be present when Library staff are scheduled for work at their respective VBDL locations, these individuals

will appoint another VBDL staff member to act as the worksite COVID-19 control supervisor in their stead.

2. All worksite COVID-19 control supervisors must report the compliance efforts of the COVID-19 control strategies enumerated in this plan to their immediate supervisor on a regular basis.
  3. All worksite COVID-19 control supervisors must report any deviation from the COVID-19 control strategies enumerated in this plan to their supervisor immediately.
- ii. All Library staff and Library patrons will be required to remain a minimum of six feet apart at all times.
  - iii. All Library staff will be required to wear masks when interacting with Library patrons and will also be required to wear masks when working in any indoor public space.
  - iv. Library staff will be given the option of wearing plastic face shields, if VBDL is able to obtain them.
  - v. Library staff will be given the option of wearing latex or similar gloves, if VBDL is able to obtain them.
  - vi. All VBDL staff members are required to report unsafe working conditions or deviation from the COVID-19 control strategies enumerated in this plan to their immediate supervisor immediately.
  - vii. Library staff and Library patrons exhibiting any symptoms of COVID-19 are not allowed to enter any Library facility for any reason.
    1. Staff will be sent home if there is a reasonable suspicion they may have COVID-19.
    2. Prior to beginning each work shift at any VBDL facility, staff will be required to conduct a COVID-19 self-screening questionnaire and to take their own temperature using a touchless thermometer. Staff are required to inform their supervisor and immediately leave the premises if the self-questionnaire reveals any concern about the staff member's health, or if the thermometer returns a temperature of 100.4 degrees F or greater.
  - viii. If a Library staff member is diagnosed with COVID-19:
    1. The staff member must report their diagnosis to the Associate Director immediately.
      - i. The Associate Director will report the positive diagnosis to the Van Buren/Cass District Health Department immediately.

- ii. The Associate Director will immediately report the positive diagnosis to any co-workers and Library vendors who may have come into contact with the infected individual. The Library will not disclose the individual's identity.
2. If the infected staff member has been present at their VBDL branch within 7 days of receiving the diagnosis, that VBDL branch will be closed for a period of 24 hours. After 24 hours the branch will be thoroughly cleaned before it will be reopened. Any Library staff who were in close proximity with the infected individual are required to obtain a COVID-19 test, to submit a negative test result and be symptom-free before reporting back to work. Close contact is now defined by the CDC as coming within less than six feet, for a cumulative total of 15 minutes or more, over a 24-hour period, starting from two days before illness onset or, for asymptomatic individuals, two days prior to test specimen collection, until the time the patient is isolated.
- ix. If a Library staff member has a member of their household that is diagnosed with COVID-19, that staff member must report the diagnosis to the Associate Director immediately so the safe and appropriate action may be determined.
- x. If the Library learns that an individual, such as a patron, vendor, contractor, that has visited the Library is confirmed as having COVID-19, the Library will notify all Library staff who have come in close contact with the individual within the previous seven days.
- xi. The Library will create communications material for patrons to inform them of changes to Library practices, and to explain the precautions the Library is taking to prevent infection.
- xii. The Library will establish lines to regulate patron entry, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. The Library will explore alternatives to lines, including allowing patrons to wait in their cars for a phone call, to enable social distancing and to accommodate seniors and those with disabilities.
- xiii. The Library will post signs at Library entrances instructing patrons of their obligation to wear a face covering when inside the Library and not to enter if they are or have recently been sick.
- xiv. The Library will install physical barriers at checkout or other service points that require patron interaction, including Plexiglas barriers, tape markers or tables, as appropriate.



- I. Cleaning
  - i. Staff are required to use provided materials such as cleaning liquid and cleaning cloths to wipe down items they use after they are finished using them. These items include:
    - 1. Computer keyboards and mice.
    - 2. Telephone receivers and keypads.
    - 3. Writing instruments.
    - 4. Cart handles.
    - 5. Sink knobs and toilet handles.
  - ii. Staff are required to use provided materials such as cleaning liquid and cleaning cloths to wipe down items used by Library patrons between each use. These items include:
    - 1. Computer keyboards and mice.
    - 2. Writing instruments.
    - 3. Counter, table, and desk tops.
  - iii. All high touch surfaces are to be cleaned hourly. Such surfaces include:
    - 1. Counter, table, and desk tops.
    - 2. Door knobs and handles.
- J. Training. The Library will provide training for Library staff on:
  - i. Appropriate cleaning procedures, including training on cleaning between patrons; and
  - ii. How to manage symptomatic patrons upon entry or in the Library.
- 3. Phase III: Near-Complete Service
  - A. This phase will likely continue through the end of 2020, depending on government orders and other situational circumstances.
    - i. Library service hours will likely revert to pre-pandemic norms during this phase.
  - B. Library services will return to pre-pandemic norms, with the following exceptions:
    - i. Patrons may not use Library meeting rooms for any reason.
    - ii. In-person Library events will not be conducted.
  - C. Pandemic safety rules will be relaxed:
    - i. All Library staff and Library patrons may be required to remain a minimum of six feet apart at all times.

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- ii. Library staff will be given the option of wearing masks.
- iii. Library staff will be given the option of wearing plastic face safety shields, if VBDL is able to obtain them.
- iv. Library staff will be given the option of wearing latex or similar gloves, if VBDL is able to obtain them.
- v. All VBDL staff members are required to report unsafe working conditions or deviation from the COVID-19 control strategies enumerated in this plan to their immediate supervisor immediately.
- vi. Library staff and Library patrons exhibiting any symptoms of COVID-19 are not allowed to enter any Library facility for any reason.
  1. Staff will be sent home if there is a reasonable suspicion they may have COVID-19.
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- vii. If a Library staff member is diagnosed with COVID-19:
  1. The staff member must report their diagnosis to the Associate Director immediately.
    - i. The Associate Director will report the positive diagnosis to the Van Buren/Cass District Health Department immediately.
    - ii. The Associate Director will immediately report the positive diagnosis to any co-workers and Library vendors who may have come into contact with the infected individual. The Library will not disclose the individual's identity.
  3. If the infected staff member has been present at their VBDL branch within 7 days of receiving the diagnosis, that VBDL branch will be closed for a period of 24 hours. After 24 hours the branch will be thoroughly cleaned before it will be reopened. Any Library staff who were in close proximity with the infected individual are required to obtain a COVID-19 test, to submit a negative test result and be symptom-free before reporting back to work. Close contact is now defined by the CDC as coming within less than six feet, for a cumulative total of 15 minutes or more, over a 24-hour

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period, starting from two days before illness onset or, for asymptomatic individuals, two days prior to test specimen collection, until the time the patient is isolated.

- viii. If a Library staff member has a member of their household that is diagnosed with COVID-19, that staff member must report the diagnosis to the Associate Director immediately so the safe and appropriate action may be determined.

#### 4. Remote Work During the Pandemic

- A. Van Buren District Library is committed to protecting the health and safety of its employees, in full compliance with all federal, state and local laws, orders and guidelines, including PA 2020 238 signed in law by the governor on October 22, 2020, the MDHHS Gatherings and Face Order effective November 18, 2020, the MIOSHA Emergency Rules issued October 14, 2020, and CDC guidelines.
- B. This remote work policy is implemented in supplement to the Library's Pandemic Policy and Reopening Procedure, in compliance with MIOSHA Emergency Rule 5(8) prohibiting in-person work for employees to the extent an employee's work activities can feasibly be completed remotely. This policy will be reviewed or rescinded when public health guidelines or business needs change.
- C. All remote work must receive prior approval from the Library Director. Approval for remote work will be based on the nature of the employee's duties and needs of the Library. As the Library is a public service institution, most positions within the organization are not suited to remote work.
- D. Due to the nature of their positions, employees who must perform in-person work will be informed by their supervisor of that requirement and the reasons for it.
- E. Guidelines for employees who are able to work from home are set forth below.
  - i. To ensure that employee performance will not suffer during time working remotely, employees are encouraged to:
    - 1. Choose a quiet and distraction-free working space
    - 2. Have an internet connection that's adequate for their job
    - 3. Dedicate their full attention to their job duties during working hours
    - 4. Adhere to all meal, rest break, and attendance schedules agreed upon with their supervisor and in compliance with state law

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5. Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively
6. Staff working schedules while working remotely will be the same as it is for in-person work, unless changed and approved by the Library Director. The Library Director or Branch Librarians should schedule regular meetings with employees working remotely via telephone conference call or videoconferencing.
7. Employee working remotely must follow all library policies applicable to in-person work. Non-exempt employees must follow all applicable policies regarding meal and rest breaks, approval for overtime, and timekeeping. Off-the-clock work is prohibited.
8. The Library will provide remote employees with equipment that is essential to their job duties, such as laptops, headsets, and cell phones when applicable. VPN and required software will be installed on equipment issued to employees.
9. Equipment that is provided to employees remains the property of the Library. The Library retains control over the property and reserves the right to monitor Library property even when used at the employee's remote location. Employees must keep all Library property safe and avoid any misuse. Equipment supplied by the Library is to be used for business purposes only. Employees must take proper measures to secure Library information, assets and systems.
10. Upon termination of employment, all Library property must be promptly returned to the Library.

#### 5. Right of Appeal

- A. Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date of the decision. The appeal should be sent to the Chair of the Library Board. The decision of the Library Board is final.

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Approved: April 28, 2020. Amended: May, 26, 2020. Amended May 27, 2020. Amended May 29, 2020. Amended June 18, 2020. Amended July 13, 2020. Amended July 24, 2020. Amended September 1, 2020. Amended October 10, 2020. Amended November 03, 2020. Amended March 02, 2021.  
Van Buren District Library Board of Trustees

# Van Buren District Library COVID-19 Health Screening Questionnaire

**Until further notice, upon entering your Library branch at the beginning of every work shift, ask yourself the questions below and take your temperature using the provided touchless thermometer.**

**In the past 24 hours have you experienced any of the following, not explained by a known medical or physical condition:**

- |                             |                                     |                                    |
|-----------------------------|-------------------------------------|------------------------------------|
| A fever or felt feverish?   | Yes <input type="checkbox"/>        | No <input type="checkbox"/>        |
| New or worsening cough?     | Yes <input type="checkbox"/>        | No <input type="checkbox"/>        |
| Shortness of breath?        | Yes <input type="checkbox"/>        | No <input type="checkbox"/>        |
| Sore throat?                | Yes <input type="checkbox"/>        | No <input type="checkbox"/>        |
| Diarrhea?                   | Yes <input type="checkbox"/>        | No <input type="checkbox"/>        |
| <b>Vomiting?</b>            | <b>Yes <input type="checkbox"/></b> | <b>No <input type="checkbox"/></b> |
| <b>Abdominal pain?</b>      | <b>Yes <input type="checkbox"/></b> | <b>No <input type="checkbox"/></b> |
| Muscle aches?               | Yes <input type="checkbox"/>        | No <input type="checkbox"/>        |
| <b>Severe headache?</b>     | <b>Yes <input type="checkbox"/></b> | <b>No <input type="checkbox"/></b> |
| New loss of taste or smell? | Yes <input type="checkbox"/>        | No <input type="checkbox"/>        |

**Is your temperature 100.4°F or higher?** Yes  No

If you answered “**yes**” to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please do not go into work. Contact your immediate supervisor to inform them of the situation, self-isolate at home, and contact your primary care physician’s office for direction. Do not return to work without permission from your primary care physician AND after discussing the matter with your immediate supervisor.

**In the past fourteen 14 days, have you:**

***Had close contact with an individual diagnosed with COVID-19? Close contact is now defined by the CDC as coming within less than six feet, for a cumulative total of 15 minutes or more, over a 24-hour period, starting from two days before illness onset or, for asymptomatic individuals, two days prior to test specimen collection, until the time the patient is isolated.***

- |                           |                              |                             |
|---------------------------|------------------------------|-----------------------------|
| Traveled internationally? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered “**yes**” to either of these questions, please do not go into work, and please inform your immediate supervisor of the situation so the appropriate health measures may be taken.