

Statement of Need

The State of Michigan requires workplaces to form a *COVID-19 Preparedness and Response Plan* (hereinafter, "Plan,"). The Plan shall be consistent with recommendations made by the *Occupational Health and Safety Administration* for a workplace in a public library building. CSPL shall use the OSHA publication, *Guidance on Preparing Workplaces for COVID-19*, as the lead source. The guidance of the Center for Disease Control (CDC) and the Kent County Health Department (KCHD) shall also be used.

The Plan will take immediate effect upon its publication and distribution to Staff and shall be in effect until further notice. The Plan outlines the requirements of the Employer and the responsibilities of the Staff.

The Plan shall be amended when changes to state regulations require it and be reviewed periodically for relevance to the current threat level that COVID-19 represents to the health of staff and the community.

The Management may consult with the Kent County Health Department during the review process before making decisions to relax or tighten Plan requirements that may exist beyond state regulations. Management will consult with Senior Staff prior to any Plan changes whenever it is feasible, except in the case of immediate need.

Rules and Procedures

MANAGEMENT RESPONSIBILITIES

Designate a Plan Coordinator

Donna Clark, Director, is designated as the Plan Coordinator, and will be responsible for the implementation of the Plan and reporting on COVID-19 matters.

Make the Plan Readily Available

As directed by Executive Order, the Plan shall be made readily available to CSPL employees via its internal network and to the public via a link on the CSPL website.

Notifications to Public Health Agencies and Other Specified Groups

As directed by Executive Order, when an employee is identified with a confirmed case of COVID-19, the Plan Monitor shall notify the Kent County Health Department, co-workers, contractors or suppliers.

Provide Employees with the Instructions to Report Unsafe Working Conditions

COVID-19 Emergency Preparedness and Response Plan

As directed by Executive Order, the Plan must provide employees with information on *how to report unsafe working conditions*. According to the *Michigan Occupational Safety and Health Administration*, MIOSHA may be contacted by the following two approved methods:

1. Use the MIOSHA [online](https://safetyhealthhazards.apps.lara.state.mi.us/) form at <https://safetyhealthhazards.apps.lara.state.mi.us/>
2. **Download** the instruction form, https://www.michigan.gov/documents/dleg/complaint_form_278115_7.pdf, complete and sign the form, then mail or fax it to MIOSHA. Specific mailing and faxing instructions are listed on the form and vary depending on the type of complaint.

Personal Protection Equipment (PPE)

- Install Plexiglas sneeze guards at the public workstation
- Provide cloth masks (or reimburse employees their costs for those who choose to make or procure their own, after management approves of the design)
- Provide hand sanitizer, disinfectant wipes, disposable gloves and aprons

Plans, Policies and Protocols

- Creation of Rules and Procedures to regulate the use of the public building in order to protect the health of staff and the public to the fullest extent possible (see *COVID-19 Emergency Building Use Procedures*)
- Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had close contact with a person with a confirmed diagnosis of COVID-19. (see *COVID-19 Health Reporting Requirement Policy*)
- Adopt a protocol to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces (see *COVID-19 Workspace Use Protocol*)

Cleaning of Space – Potential COVID-19 Case

- The organization shall use the current recommendation and best practices of the CDC (see *Cleaning and Disinfection for Community Facilities, Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)*) <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Modification of Work Spaces

Keeping workers who are on premises at least six feet from one another to the maximum extent possible and the deployment of barriers and doors. This may be accomplished by:

- Installing Plexiglas barriers
- Allowing (2) staff behind the circulation desk at a time
- Allowing a maximum of (2) staff in the kitchen/breakroom at a time

EMPLOYEE RESPONSIBILITIES

- Understand and use the PPE that is needed to complete each task as directed.
- Understand and follow the guidance of the *COVID-19 Emergency Building Use Procedures*, see *COVID-19 Health Reporting Requirement Policy*, the *COVID-19 Workspace Use Protocol*, *Cleaning and Disinfection for Community Facilities* and all other pertinent policies and procedures that will aid in protecting staff and public health.