

# Statement of Need

---

The State of Michigan requires that workplaces form a policy to prevent workers from entering the premises if they have respiratory symptoms from a COVID-19 infection or have had contact with a person that has a confirmed diagnosis of COVID-19. The library is adopting the *COVID-19 Staff Health Reporting Requirement Policy* (hereinafter, "Policy,") to comply with the state requirement.

The Policy shall employ the guidance of the Michigan Occupational Safety and Health Administration (MIOSHA), the Center for Disease Control (CDC), and the current guidance of the Kent County Health Department (KCHD).

The Policy will have immediate effect upon its publication and distribution to Staff and shall be in effect until further notice. The Policy 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 will be reviewed periodically for relevance to the current level of threat that COVID-19 represents to the health of the staff and the community.

Management will consult with Senior Staff prior to any Plan changes whenever it is feasible, except in the case of immediate need.

## MANAGEMENT RESPONSIBILITIES

- **Provide an Explanation of the Symptoms of COVID-19**

The following major symptoms have been reported by the CDC:

1. Fever (defined as 100.4 ° F or more)
2. Persistent cough (with no known/chronic cause)
3. Shortness of breath/difficulty breathing

The following symptoms have been reported by the CDC to be prevalent in many, but not all, people who have contracted COVID-19:

4. New loss of taste and smell
5. Sore throat
6. Gastrointestinal distress
7. Muscle pain
8. Chills and/or repeated shaking with chills
9. Headache

- **Provide a Policy Statement and Write a Procedure to Report COVID-19 Illness**

## EMPLOYEE RESPONSIBILITIES

- Understand and follow the guidelines to perform a daily health assessment, report any concerns with their health (or an individual that they have been recently in close contact with that has contracted COVID-19), and self-quarantine for the proscribed amount of time by MIOSHA and CDC guidelines.

## Procedures

---

### **Daily Health Assessment**

No more than one hour before reporting for work each day, staff members shall perform a daily self-diagnosis of their overall health at home. The health assessment shall include:

- a temperature check with a thermometer
- a review of the COVID-19 symptoms as listed by the CDC at the time of the health review

Staff members who pass the daily health assessment may report to work as scheduled.

### **Reporting Mandate**

- Staff members that have:
  - two or more of the major signs of COVID-19 that are defined in the symptoms section shall immediately report the health concern to the Director or his designated assistant and shall begin a self-quarantine period.
  - had close contact with an individual who has been diagnosed with COVID-19 shall immediately report the health concern to the Director or his designated assistant and shall begin a self-quarantine period.
- Staff members who are in self-quarantine shall remain in periodic communication with the Director or his designated assistant to provide a health update.

### **Medical Guidance and Positive Test Reporting Mandate**

- Staff that have reported a COVID-19 illness involving their own health shall seek appropriate medical guidance and report any positive test result for COVID-19 to the Director or his designated assistant.

### **Returning to Work Procedure**

The MIOSHA Workplace Guidance shall be followed. The current guidance is to follow the CDC "Safe to Return to Work Guidance." The current CDC protocol, including the length of quarantine periods and testing thresholds is [CDC Guidance on How to discontinue home isolation](#) (page last reviewed by CDC May 22, 2020).

## Leave Time

---

The mandated time of absence shall be subject to the CSPL leave provisions and compensation rules in effect at the time, including measures enacted by Federal legislation.

## Duration

---

The reporting requirements shall be in effect until December 31, 2020.

## Extension

---

The requirements may be extended by the Director beyond the initial expiration date, on a yearly basis, if it is determined by State health officials that a public health concern with COVID-19 still exists. The Director shall provide written notice of the extension to all employees.