

COVID-19 RESPONSE PLAN – RUTLAND FREE LIBRARY

The full version of this plan, with details of each mandate, is available on the staff access portion of the RFL website. It follows the VOSHA template step-by-step. If there is no description here of the mandate it is because we have followed the mandate word for word.

Health Officer: Mandate – All businesses must have a designated Health Officer for all shifts:

- responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance.
- This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements

RFL Our Health Officer is the in-charge person for each shift. For the foreseeable future, that will be the admin person in charge. Other staff will be provided with training before being put in charge.

Administrative Person – this may be the Health Officer:

RFL Director Randal Smathers will be responsible for the administration of the following plan including the following;

- Assess the hazards in this workplace
- Administer and update this program as necessary
- Regularly review guidance from Agency of Commerce and Community Development (ACCD) is updated
- Review the effectiveness of this program
- Participate in any investigation of employee complaints, failure to comply with company rules
- Provide effective training reference COVID-19 and the preventive measures the company has taken and that the employee must follow.

Employees

- Must follow all rules and practices created by the library, including, but not necessarily limited to:
 - Participate in all trainings relative to COVID-19. You must have your VOSHA Covid certificate on file.
 - Stay home if you are sick
 - Wash hands frequently; including on arrival and departure
 - Practice Social Distancing – 6 foot minimum
 - Report to an administrator if you feel sick, have a temperature, or you have had close contact with a person suspected of having COVID 19
 - Wear gloves when needed – cleaning up behind suspected carrier.
 - Wear protective cloth mask and / or use the Plexiglas shields. We encourage staff to use both masks & the shields provided.

Exposure Determination:

MANDATE: Identify Medium Risk Employees or Job Descriptions.

RFL Employees working with computer or photocopy users on lengthy queries or working with a large number of queries, especially in situations where the employees cannot be behind safety screens; employees finding items in the stacks with patrons.

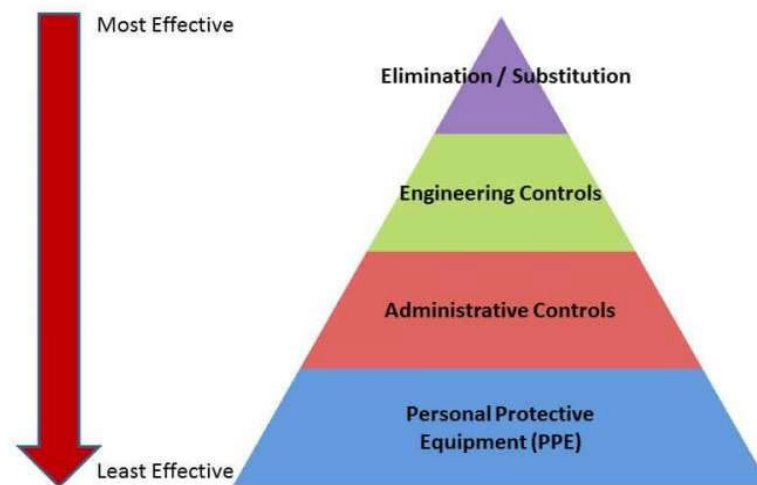
MANDATE: Identify Low Risk Employees or Job Descriptions.

RFL All other tasks.

Hazard Reduction

MANDATE: Follow hierarchy of controls to minimize risk

Hierarchy of Controls



RFL

A. Elimination

The practices that RFL has eliminated and replaced with alternative methods are:

1. We are only providing programming virtually;
2. We have stopped providing one-on-one tutoring
3. Newspapers will only be available for out-of-building use. We are exploring purchase of single-use copies.

B. Engineering Controls

The Engineering Controls that RFL has implemented are:

Moved computer stations and other furniture to encourage social distancing;

Removed furniture designed for communal study / lounging;

Will space out chairs for public use as we reopen beyond Phase 1;

Reduced number and potential use of bathrooms open to public to allow better cleaning and monitoring;
 Removed / reduced collections in areas near circulation desk to discourage browsing in congested area;
 Installed sneeze guards at both public desks;
 Marked six-foot spaces at both public desks;
 Added a desk at the front door for admin to monitor patrons and to reduce usage of the director's office;
 Provided alternative work spaces around the building to prevent staff from needing to share office / work space;
 Provided paper masks and hand sanitizer for patrons.

C. Administrative Controls

The Administrative Controls RFL has implemented are:

1. Instituted quarantine of all items coming into the library, especially returns which are only handled on the fourth day;
2. Mail is quarantined for one day;
3. All employees must wash hands on entering & leaving the building;
4. All employees must wipe down workstations after their shift;
5. Scheduled regular cleaning of commonly used surfaces: Door handles / push bars / auto-open buttons, self-check machine, chairs, elevator buttons, stair railings;
6. Mandatory training for all staff (VOSHA certificates on file);
7. Staggered shifts and posted signage, especially to create social distancing in the basement workroom;
8. One keyboard & one phone per employee per shift; keyboards and phones to be wiped down at the end of each shift;
9. Employees must pass temperature check at the start of each shift;
10. Employees checking the book drop must wash hands after doing so.



D. Personal Protective Equipment

Gloves are available for medium-risk tasks.

N.B.: Fabric masks are NOT considered PPE

Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of check-out, a translucent shield or “sneeze guard” is acceptable in lieu of a mask.

We have installed sneeze guards at both public desks. We have provided cloth masks for employee use if they are not providing their own. We are providing paper masks for patrons. We encourage staff to use both a shield and a mask.

The person responsible researching and accomplishing this is: Randal Smathers

Social Distancing: Mandate - All employees must observe strict social distancing of 6 feet while on the job, unless noted, and should refrain from touching their faces.

RFL No congregation of employees is allowed. All common areas, unless excepted below, such as break rooms and cafeterias, but excluding restrooms, are closed.

Break Room: Mandate

RFL Posted max. occupancy of the break room as two people. Employees are encouraged to eat away from the break room if they can do so safely. Employees must wipe down the area where they eat, in or out of the break room.

The person responsible researching and accomplishing this is: Randal Smathers

Air Flow: Mandate

RFL We will open the windows wherever possible. We have limited the number of people in the circulation office to one. Fans must be on. We have limited the number of librarians working in the librarians office to three. We have limited the number of staff working in the basement work room to four. Admin will work with maintenance to encourage air flow in all areas of the building.

The person responsible researching and accomplishing this is: Randal Smathers

Social Distancing: Mandate - Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask.

RFL Note: Duplicated from above in the VOSHA template. Gummint work, eh?

The person responsible for this snarky comment is: Redundant Redundant Randal Randal

Cleaning Supplies: Mandate

RFL

Disinfectant spray and wipes stored in the janitorial closet and basement office.

Cleaning Schedule: Mandate Minimum is start, middle, end of shift & on staff changeover.

RFL

Start of work day: All common surfaces, the break room, and bathrooms to be disinfected by janitorial staff;

11:45 AM M-F All common surfaces, including break room counter & table, door handles / push bars, elevator buttons, and bathroom vanities and faucets to be wiped down again by janitorial staff before leaving for the day;

11:45 AM Saturday

As above, except work to be done under the supervision of the in-charge person.

Start of evening shift (where appropriate) and at close of business:

All common surfaces, including break room counter & table, door handles / push bars, elevator buttons, and bathroom vanities and faucets, to be wiped down under the supervision of the in-charge person.

Shift change: All staff to wipe down their work space when they are switching work spaces during the day.

The person responsible researching and accomplishing this is: Randal Smathers

Soap / sanitizer: Mandate

RFL Wipes and / or disinfecting spray and hand sanitizer kept at both public desks, in the admin & librarian offices, the break room, and the basement workroom. Handwashing is available in staff restrooms. Bulk Purell dispensers put up around the building.

The person responsible researching and accomplishing this is: Randal Smathers

Signage: Mandate – Posted signage requiring patrons to wear face coverings. Exception for children 2 and younger. Signs posted at entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.

The person responsible researching and accomplishing this is: Randal Smathers

Staff Screening: Mandate

RFL

Posted notice / screening for staff at start of shift warning of the following symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Screening for temperature at or below 38.3 C

The person responsible researching and accomplishing this is: Amy Williams

Screening Reminders: Mandatory - Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath). • Non-symptomatic COVID-19 positive workers are not allowed on site and any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

Posted notice for staff in high-visibility locations and reminded staff in email and staff meetings.

The person responsible researching and accomplishing this is: Randal Smathers

Employee Training: Mandate

All staff have a certificate from the VOSHA PowerPoint on file & available for inspection.

The person responsible researching and accomplishing this is: Randal Smathers

Training / Health Documentation: Mandate

The person responsible researching and accomplishing this is: Randal Smathers / Darby Gorham

NOTE:

The state template states that employers are responsible for training staff in use of N95 masks;

however there are no tasks that require N95 masks in the library, nor do we have any N95 masks to train with or put into daily use, nor is any such training readily offered on VOSHA / OSHA sites (two+ hours into the rabbit holes that are the state / federal DoL websites). There is a video on the need to do N95 training on the OSHA website at https://www.osha.gov/video/respiratory_protection/training.html. However, it clearly states that it is NOT the actual training, nor is the actual training provided. I can only assume that VOSHA / OSHA help provide that training to businesses that require N95 masks.

This document created for RFL use in anticipation of opening; not all tasks are 100% complete but will be by the time we reopen to the public. Based on a template provided by the State of Vermont on May 1, 2020.

Randal Smathers, Director May 22, 2020