**Library Phased Reopening/COVID-19 Template and Exposure Control Plan**

This template is adapted from the one provided by VOSHA and [posted on the ACCD website](https://accd.vermont.gov/content/covid-19-exposure-control-plan) to put it in context for libraries. VTLIB provides this template as a guide for those libraries that would like to adapt it to meet their needs. Using this specific template is neither mandatory nor required.

|  |  |
| --- | --- |
| **Library Name** |  |
| **Director** |  |
| **Contact Email Address** |  |

**Sections**

1. Introduction
2. Responsibilities
3. Exposure Determination
4. Hazard Reduction
5. Mandatory Requirements
6. Employee Training
7. Phased Reopening Details
8. **INTRODUCTION**

**Purpose:** The purpose of this policy is three-fold:

1. To continue to protect the health and safety of our library workers and by extension their families.
2. To implement the **Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations** as required by the Vermont Department of Health, Centers for Disease Control and Prevention (CDC) Guidelines, Vermont Occupational Safety and Health Administration (VOSHA) and the Vermont Agency for Commerce and Community Development (ACCD). Using the measures provided by these agencies, our library will strive to protect the health of our employees. This program will document the measures we use to comply with the provided guidelines.
3. To explain the phased reopening steps the library plans to take.

**Definitions: COVID-19** - COVID-19 is a respiratory disease spread from person to person. SARS-CoV-2 is the virus that causes COVID-19.

1. **RESPONSIBILITIES**

**Health Officer (Mandatory):** All libraries must have a designated Health Officer for all shifts.

* This person is responsible for ensuring compliance with the Executive Order and the Addenda thereto, as well as 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.

|  |  |
| --- | --- |
| **Name of Health Officer(s)** | **Shift(s)** |
|  |  |
|  |  |
|  |  |

**Administrative Person (Mandatory):** This may be the Health Officer. This person will be responsible for the administration of the following plan.

* Assess the hazards in the library (see Hierarchy of Controls in this document)
* Administer and update this program as necessary
* Regularly review guidance from Agency of Commerce and Community Development
(ACCD) and check for updates
* Review the effectiveness of this program
* Participate in any investigation of employee complaints or failure to comply with library rules
* Provide effective training on COVID-19 and the preventive measures the library has taken and that the employee must follow

|  |  |
| --- | --- |
| **Administrative Person** |  |

**Department Managers:**

* Ensure that all employees follow the protective measures outlined in this program
* Enforce compliance with this program using the existing disciplinary structure of library
* Ensure training for COVID-19 protections has been completed and documented in accordance with the ACCD guidance

**Employees:**

* Follow all rules and practices, including, but not necessarily limited to:
	+ Participate in all trainings relative to COVID-19
	+ Stay home if you are sick
	+ Wash hands frequently
	+ Practice Social Distancing – 6 foot minimum
	+ Report to your HR person if you feel sick, have a temperature, or you have had close contact with a person suspected of having COVID-19
	+ Wear protective PPE as required
	+ Wear protective cloth mask as required
1. **EXPOSURE DETERMINATION**

**General Information:** This information is provided by the Mandatory Health and Safety Requirements for all Business, Nonprofits & Government Operations, the Vermont Dept of Health, CDC Guidelines and VOSHA:

1. High Risk: Workers in some sectors have a high risk of occupational exposure to COVID-19, including in:
* Healthcare and Laboratories, emergency response, mortuary services and other death care, airline operations, border protection and passenger screening, and critical retail operations (e.g., grocery stores, pharmacies).
1. Medium Risk: Workers that are in a medium exposure risk are jobs that require frequent (i.e. more than a few minutes) and/or close (i.e., within 6 feet) contact with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples include:
* Critical retail workers (such as those in pharmacies and grocery stores), transit workers, (such as bus drivers, subway operators, and taxi drivers), and workers in other transportation operations.
1. Low Risk: Workers that are in a low exposure risk are jobs that do not require contact with people known to be or suspected of being infected with SARS-CoV-2, nor frequent close contact with (within 6 feet) of the general public:
* Workers in this category have minimal occupational contact with the public and other coworkers.

**Department of Libraries Note**: In the context of library work, examples for the three different levels could include:

* High risk: helping a patron on the computer while being in relatively close contact;
* Medium Risk: conducting quick transactions at the front desk; and
* Low risk: being in the back doing cataloging with no patron interaction or providing contact-free curbside service.

**Assessment:** The first step the library has taken is to conduct a hazard assessment to determine our risk level and exposure potential. The following was determined.

|  |  |
| --- | --- |
| **Exposure Risk Level** | **Positions** |
| High |  |
| Medium |  |
| Low |  |



1. **HAZARD REDUCTION**

As with all hazards, it is this library’s goal to eliminate the hazard if possible. Using the Hierarchy of Controls and the VOSHA Mandatory Health and Safety Requirements for all Business it is our goal to minimize the hazard.

**Elimination/Substitution:** We have reviewed our tasks - the following practices have been evaluated:

1. Working Remotely - The State of Vermont Agency of Commerce and Community Development is requiring all business, non-profit and government operations work remotely whenever possible
2. Meetings and trainings conducted via internet
3. Client-patient services done via internet
4. Other

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

|  |
| --- |
| **Practices Eliminated or Replaced** |
|  |

**Engineering Controls:** We have reviewed our tasks - the following suggested controls have been evaluated:

1. Physical barriers to prevent spread – i.e. workstation barrier such as sneeze guards
2. Isolation of tasks
3. Employee to employee contact reduced by spreading out workstations
4. Ventilation patterns and air change rates
5. Other

|  |
| --- |
| **Engineering Controls Implemented** |
|  |

**Administrative Controls:** We have reviewed our tasks - the following Administrative Controls have been evaluated:

1. Training
2. Behavior Modification - Social distancing of 6 feet apart
	1. Personal Cleanliness: Hand washing
	2. Require employees to wipe down their area after use
3. Work Surface Cleanliness
	1. Wipe down surfaces such as door push bars, book drop handles, chairs, and other areas that patrons or workers frequently touch
4. Employee self-monitoring - stay home if feeling ill
5. Temperature testing
6. Reducing the number of people riding in a vehicle to 3
7. Staggered work shifts and break times to reduce employee and public contact
8. Limit staff travel between multiple sites
9. Implement a safe process to receive supplies and deliveries

|  |
| --- |
| **Administrative Controls Implemented** |
|  |

**Personal Protective Equipment:** General Information:

* Gloves: various gloves protect against varying hazards; most commonly, medical grade Nitrile or latex gloves are used to protect against pathogenic hazards.
* Face shields and/or Sneeze Guards: provide a physical barrier to others.
* Face Mask – Cloth and/or disposable: have been determined to be helpful in protecting others from coughing, sneezing or spraying droplets when talking.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

1. **MANDATORY REQUIREMENTS**

The following are mandatory requirements from the State of Vermont. In each case, a staff member is listed as being responsible for researching and accomplishing the goal.

**Face Coverings**: 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.

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

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

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

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Break Room:** If possible, common areas, break, or lunch rooms should be closed or controlled. If the nature of the work or the work area itself does not allow employees to safely consume meals in the workspace, an employer may designate a common area or room where meals may be safely consumed provided all of the following conditions are met:

* The library shall limit occupancy of designated common area or room so that occupants maintain strict social distancing of no less than 6 feet per individual.
* The library shall enforce the occupancy limit as determined by the library director and trustees.
* Hand washing facilities and/or hand sanitizer shall be immediately available at entrances of the designated common area or room.
* Employees shall be required to wipe down their area prior to leaving - or there shall be cleaning of the area at regular intervals throughout the day.
* At the entrances of the designated common area or room, the library shall clearly post the policy limiting the occupancy of the space, and the minimum social distancing, hand washing/hand sanitizing and space cleaning requirements.

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Airflow and Occupancy**: When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Vehicle Occupancy**: No more than 3 people shall occupy one vehicle when conducting work, and shall wear face coverings when riding together.

Department of Libraries Note: You may enter N/A if there is no vehicle-based work through the library.

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Cleaning/Disinfecting**: All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and work-purpose vehicles must be cleaned and disinfected at the beginning, middle and end of each shift and, when possible, prior to transfer from one person to another. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

|  |  |
| --- | --- |
| **Supplies** |  |
| **Outside Vendor (if relevant)** |  |
| **Cleaning Schedule** |  |
| **Responsible Person** |  |

**Soap and Sanitizer**: Employees must have easy and frequent access to soap and water or hand sanitizer during the duration of their work, and handwashing or hand sanitization is required frequently including before entering, and leaving job sites.

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Patron Masks**: Libraries shall ask patrons to wear face coverings any time they are interacting with others from outside their household.

Update on New Work Safe Additions to the Stay Home, Stay Safe Order: <https://accd.vermont.gov/news/update-new-worksafe-additions-stay-home-stay-safe-order>

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Signage**: Signs must be posted at all entrances clearly indicating (1) that no one may enter if they have symptoms of respiratory illness, (2) building occupancy limits, and (3) mask expectations (whether they are *required* or *suggested* for patrons in the library). <https://accd.vermont.gov/covid-19/business/restart/signage>

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Employee/Volunteer Screening**: To the extent feasible, prior to the commencement of each work shift, prescreening or survey, including temperature checks, shall be required to verify each employee/volunteer has no symptoms of COVID-19. Symptoms include;

* Cough
* Shortness of breath or difficulty breathing

Or at least two of these symptoms:

* Fever (>100.0oF or subjective fever)
	+ At the present time non-contact thermometers are in short supply, however employers shall immediately order, and use their best efforts to obtain, thermometers in order to conduct routine temperature checks.
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* New loss of taste or smell

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Sick/Exposed Employees/Volunteers:** Employees/Volunteers 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/volunteers are not allowed on site and any worker(s)/volunteer(s) who have contact with a worker/volunteer or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

1. **EMPLOYEE/VOLUNTEER TRAINING**

**Training:** All employees/volunteers, including those already working, must have completed the COVID-19 training. VOSHA has provided a Power Point to assist with this endeavor. <https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>

This person will either train, or arrange for training, in the required elements of the VOSHA COVID-19 requirements. Training will be provided at no cost to the employee and during working hours.

|  |  |
| --- | --- |
| We have used the VOSHA training |  |
| **OR** |  |
| We opted for a different training that meets or exceeds VOSHA’s |  |
| If so, please describe |  |
|  |  |
| Responsible Person |  |

**Documentation:** Documentation must include the name of the employee/volunteer, date of training, summary of training, and the name of the trainer/s. We maintain our training records for at least (3) years or for the duration of the employment/volunteering, whichever is longer. Training records required by the VOSHA standard are made available to employees/volunteers, employee representatives, or to VOSHA representatives for examination and copying.

1. **PHASED REOPENING DETAILS**

The library board of trustees, working with the library director, the Town(s) supporting the library (if applicable), and other stakeholders have developed a series of reopening phases. Those phases are detailed below, including information about the conditions required for each phase to start, the services offered at each stage, and any other pertinent details.

The library notes that progress through these phases may need to be fluid, depending on conditions in Vermont and any future recommendations or requirements from the Governor, ACCD, CDC, and \other authorities..

**Communication Plan**: The library will use the following methods to communicate to the public and stakeholders which phase the library is currently operating under (select applicable methods):

* Email

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

* Webpage Updates

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

* Facebook

|  |  |
| --- | --- |
|  **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

* Front Porch Forum

|  |  |
| --- | --- |
|  **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

* Paid Advertisements/Announcements

|  |  |
| --- | --- |
| **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

* Community Boards

|  |  |
| --- | --- |
|  **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

* Radio/TV Spots

|  |  |
| --- | --- |
|  **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

* Other Methods

|  |  |
| --- | --- |
|  **How Have We Accomplished This?** |  |
| **Responsible Person** |  |

**Department of Libraries Note**: Which services each library provides at each stage should be based on the specifics of the following:

* your building capacity,
* your staff/volunteer capacity,
* safety requirements from the State,
* budget restrictions,
* community needs,
* and any other factors specific to your community and your library.

**Potential Example Phases** (provided only as examples; your library’s situation may require different phases):

* Building closure, online/email, phone, and mail services only. No book returns.
* Building closure, curbside/delivery services added. Book returns taken.
* Building partial reopening. Patron access by appointment only for a maximum of \_\_\_ minutes. Maximum of \_\_\_ patrons allowed in the building. Book browsing allowed/not allowed. Public access computers allowed/not allowed. Distancing signage and behavior policies posted. No library programming.
* Building partial reopening. Maximum number of patrons allowed in the building increased to \_\_\_\_. Book browsing allowed. Public access computer usage allowed. In person library programming starts with a maximum of \_\_\_ patrons per program.
* Building fully reopened.

PHASE ONE:

Conditions Required for this Phase to be In Effect:

Description of Phase:

Services Offered:

Maximum Number of Patrons Allowed in the Library Building:

Staffing Requirements for These Services:

Safety Measures Taken:

PHASE TWO:

Conditions Required for this Phase to be In Effect:

Description of Phase:

Services Offered:

Maximum Number of Patrons Allowed in the Library Building:

Staffing Requirements for These Services:

Safety Measures Taken:

PHASE THREE:

Conditions Required for this Phase to be In Effect:

Description of Phase:

Services Offered:

Maximum Number of Patrons Allowed in the Library Building:

Staffing Requirements for These Services:

Safety Measures Taken:

PHASE FOUR:

Conditions Required for this Phase to be In Effect:

Description of Phase:

Services Offered:

Maximum Number of Patrons Allowed in the Library Building:

Staffing Requirements for These Services:

Safety Measures Taken: