

## **Bay County Library System COVID-19 Preparedness and Response Plan**

Bay County Library System (BCLS) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

BCLS aims to protect its workforce by enacting all appropriate prevention efforts. BCLS is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Human Resources via phone at 989-894-2837 and/or email at [etrapp@baycountylibrary.org](mailto:etrapp@baycountylibrary.org) or [kayala@baycountylibrary.org](mailto:kayala@baycountylibrary.org)

### **1. Prevention Efforts and Workplace Controls**

#### **a. Cleanliness and Social Distancing**

BCLS abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible; meetings are held remotely;
- Employees maintain physical distance from each other (more than six feet) whenever they are in the building and wear masks at all times unless in a private office;
- Employees’ work stations are no fewer than six feet apart whenever possible;
- Employees’ interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

BCLS provides employees with, at a minimum, non-medical grade face coverings. Employees are encouraged to wear their own masks for comfort.

In addition, BCLS is instituting the following cleanliness measures:

- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning their work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees’ phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;

- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on BCLS premises;
- Complying with BCLS daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

**b. Supplemental Measures Upon Notification of Employee’s COVID-19 Diagnosis and/or Symptoms**

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, BCLS:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure; (exposure/close contact is defined as being within six feet of someone who has COVID for more than a total of fifteen minutes over a 24 hour period). Employees should not be within 6 feet of each other and should not have any potential exposure.
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee’s workstation, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 10 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

BCLS completes an OSHA Form 300, as well as a Form 301, “if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness.” If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

**c. Worker Exposure Classification**

Employees’ “worker exposure” is classified as medium risk by the Occupational Safety and Health Administration’s guidance because they do frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

Given this classification, in addition to the prevention efforts and workplace controls listed above, BCLS also installed plexiglass barriers at public service desks, removed public seating, and may limit the number of people allowed in the building.

**2. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

#### **a. Employees' Self-Monitoring**

The following employees should **not** report to work and, upon notification to BCLS, will be removed from the regular work schedule:

- Employees who display at least two COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting that cannot be attributed to any other cause, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, rash, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

#### **b. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, BCLS screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, rash, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with (close contact or exposure is defined as being within six feet of someone who has COVID for more than a total of 15 minutes over a 24 hour period) someone in the last 10 days diagnosed with or displaying the symptoms of COVID-19?

- a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

### **c. Return-to-Work Requirements**

If you are notified that you tested positive for COVID-19:

Inform your supervisor immediately. Contact the health department in the county in which you live. Get written confirmation from them of when you are able to return to work. With guidelines changing often, it is best to get the information from the health department directly. Below are some typical timelines -

Self-isolate for 14 days. After 14 days, if your symptoms have improved and you have not had a fever for 24 hours (without the use of medications), you may return to normal activities.

Notify all of your close contacts immediately. A close contact is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24- hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

If you were notified that you were a close contact to a positive case:

Self-quarantine for 14 days beginning the first full day after the last date of exposure to the positive case.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, BCLS may accept written statements from employees confirming all the factors supporting their release.

### **3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees may be permitted to utilize available paid-time off provided under BCLS policy concurrently with or to supplement any approved leave.

#### **a. FFCRA**

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3 above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6 above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

**NOTE** – The FFCRA provisions above have expired and BCLS is no longer required to pay staff who need to take time off for COVID. However, at this time, BCLS will continue to allow up to 14 consecutive calendar days with pay if needed for quarantine or falling ill with COVID as stated in current CDC guidelines.

#### **b. Executive Order 2020-36**

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

#### **c. Unemployment Compensation Benefits**

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

**a. FMLA and ADA**

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

BCLS is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then BCLS engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

**4. Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, BCLS will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by BCLS and in accordance with guidance from local, state, and federal health officials.

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