POLICY: Pierson Library

COVID-19 Program and Exposure Control Plan

PURPOSE: The purpose of this program is two fold:

1. To continue to protect the health and safety of our work force and by extension their families, and

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. 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.

DEFINITIONS:

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

RESPONSIBILITIES:

Health Officer:

Mandatory – 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

Our Health and Officer is Officer Robert Lake, 802-316-1754 and Kevin Unrath, Library Director, 802-458-7003
**Administrative Person**

**Kevin Unrath, Library Director** will be responsible for the administration of the following plan including the following:

- Assess the hazards in this workplace (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) is updated
- Review the effectiveness of this program
- Participate in any investigation of employee complaints, failure to comply with library rules
- Provide effective training reference COVID-19 and the preventive measures the library has taken and that the employee must follow.

**Department Managers – Katie Bosley, Katie Woodard and AJ Humphrey**

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

**All Library Employees and Volunteers**

- Follow all rules and practices created by the library, 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 Kevin Unrath 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 outlined by this library
  - Wear protective cloth mask as outlined by this library

**EXPOSURE DETERMINATION - General Information**

- This information is provided from the VOSHA’s Mandatory Health and Safety Requirements for all Business, Nonprofits & Government Operation as required by the Vermont Dept of Health, CDC Guidelines and VOSHA
  
  [https://labor.vermont.gov/VOSHA](https://labor.vermont.gov/VOSHA)

- 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 –
- Critical retail operations (e.g., grocery stores, pharmacies)

- 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.
  - Workers in other transportation operations.

- 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.

EXPOSURE DETERMINATION  Pierson Library

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

High Risk Employees or Job Descriptions
None

Medium Risk Employees or Job Descriptions.

All library employees and volunteers

Low Risk Employees or Job Descriptions.
None

Hazard Reduction

As with all hazards, it is the 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.
A. Elimination

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. Patron services done via internet
4. Other

The practices that this library has eliminated and replaced with alternative methods are:
1. Meetings with staff conducted online
2. Book clubs and story times offered remotely to patrons
3. Cataloging and processing materials from home whenever possible
4. Staff working on non-public service activities (planning, meetings) from home

B. Engineering Controls

We have reviewed our tasks - the following suggested controls have been evaluated:
1. Physical barriers to prevent spread; – i.e. workstation barrier i.e. sneeze guards for cashiers
2. Isolation of tasks
3. Employee to employee contact reduced by spreading out workstations
4. Ventilation patterns and air change rates
5. Other
The Engineering Controls that this library has implemented are:

1. Contactless Curbside delivery in library foyer for phase one
2. Sneeze guards to be installed at public service desks before reopening to public
3. Outward facing scanners so patrons can scan own materials when checking out
4. Adults directed through one entrance, to one floor, Children through another entrance, to a separate floor.
5. Furniture and computers removed for phase two.
6. Time and occupancy limits for each floor and meeting spaces.
7. Some staff relocated to 2nd floor and small meeting rooms to provide for safe distancing.
8. Volunteers not allowed back until phase three.
9. Ventilation in building turned on all the time.

C. Administrative Controls

It is believed that Administrative Controls / Work Practice Controls can be very effective in preventing the spread of COVID-19. We have reviewed our tasks and the following Administrative Controls have been evaluated:

1. Training
2. Behavior Modification - Social distancing of 6 feet apart. –
   2a. Personal Cleanliness: Hand washing
   2b. 1. Require employees to wipe down their area after use
3. Work Surface Cleanliness
   3a. Wipe down surfaces such as door push bars, shopping carts, points of sale machines, chairs in waiting areas, and other areas that customers, visitors, 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 2
7. Staggered work shifts, 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.

The Administrative Controls that this library has implemented are:

1. All staff have taken VOSHA safe practices during COVID-19 training.
2. Staff have been moved so desks are more than six feet apart, all staff wear masks and patrons are required to wear masks once building opens for phase two.
3. One bathroom door is permanently open as a hand washing station, and hand sanitizer units are installed at both entrances to the building.
4. Individual sanitizer spray bottles have been supplied to all staff, and a sanitizing routine covering frequently touched areas has been implemented.
5. Staff certify via a log sheet at the beginning of each shift that they have taken their temperature and it is normal and that they are feeling well, with no COVID 19 symptoms.
6. During phase one, curbside delivery, staff are working in shifts of two with the same other person to minimize staff cross contact. After phase two and beyond, with the public allowed in the building, staff will be assigned to one of two floors and will work on that floor exclusively, to minimize cross contact. Hours of the library will be reduced during early phases to allow for additional sanitizing efforts and staffing on two floors rather than one.

7. No in person programming will be conducted until at least phase three, and unless staff and patrons are able to stay six feet away from each other and wear masks during programs.

8. Deliveries will be received at an empty desk six feet away from all employees.

**D. Personal Protective Equipment**

**General Information:** what is and what is not considered PPE

Things that are PPE:

Gloves: various gloves protect against varying hazards, most commonly, medical grade. Nitrile or latex gloves are used to protect against pathogenic hazards.

Body Protection: Most often varying forms of protective suits are worn to protect from pathogenic hazards. In the case of facilities with direct contact of known or suspected COVID-19 infectious subjects, Tyvek, full body suits can be worn. However! To be impervious to the maximum of the design, all seems should be sealed.

Eye/face protection; Eye protection should also be worn for those involved in the direct contact of known or suspected COVID-19 infectious subjects. Eye protection should provide side protection at the least.

Face shield make excellent protection, especially when used in conjunction with eye protection.

Respirators - are tight fitting and considered personal protective equipment. If N95 masks are used voluntarily, there is no need to have a fit test conducted (but need to provide mandatory Appendix D) If respirators are required in a workplace, a fit test must complete, and the employer needs a full and detailed protection program (1910.134) Respirators must be used if involved in medical procedures when exposed to aerosolized virus (intubating, treatment of coughing, etc.) (See Appendix D of the respiratory standard at the conclusion of this document – Attachment 2.

Face Mask - Cloth – Often homemade, but not considered PPE, have been determined to be helpful in protecting others from coughing, sneezing or spraying droplets when talking.

Mandatory Requirements

The following are mandatory requirements:

**Mandatory** - 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.

- Staff have access to earloop surgical style masks and are or have acquired cloth face masks. Sneeze guards are being installed at all staffed service desks as well.

  The person responsible researching and accomplishing this is: Kevin Unrath

**Mandatory Requirement** - 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.

  The staff break room is off limits to staff. Any food or drink for staff will be consumed at work desks when six or more feet from other employees. Restrooms will be staff only throughout the building, with the exception of the hand washing station mentioned earlier.

  The person responsible researching and accomplishing this is: Kevin Unrath

**Mandatory Requirements** - 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.

  The Library’s ventilation system is on 24/7, and provides for exchange of air continuously. During phase one, curbside delivery keeps patrons out of the building while providing a safe ventilated location for pick up. For phase two and later, occupancy limits of 64 people in the building, including staff, will be strictly observed.

  The person responsible researching and accomplishing this is: Kevin Unrath
Mandatory Requirements - All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and 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-buildingfacility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-buildingfacility.html)

**Supplies:** J512 Sanitizer from Diversey, listed as effective against Covid-19 while being “food safe” for surfaces, is supplied in appropriate diluted form to all employees (see [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2), chemical 70627-63)

**Schedule:** Before opening the building, at mid-shift, and after closing on all common spaces, equipment, surfaces and doors.

The person responsible researching and accomplishing this is: Kevin Unrath

Mandatory Requirements - Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites.

A restroom is permanently designated as a handwashing station, and staff have been instructed to wash hands frequently. Additionally, hand sanitizer has been supplied to staff and the public.

The person responsible researching and accomplishing this is: Kevin Unrath

Mandatory Requirements - Businesses shall ask Customers, and the public in general, to wear face coverings any time they are interacting with others from outside their household.


Signage at each entrance indicates masks are mandatory for all patrons, unless under two years old or medically unable to wear a mask.

The person responsible researching and accomplishing this is: Kevin Unrath
**Mandatory** - Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.

Signs are posted at all entrances indicating no one may enter if they have symptoms of a respiratory illness.

The person responsible researching and accomplishing this is: Kevin Unrath

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 has no symptoms of COVID-19. Symptoms include:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever ($\geq 100.0\,\text{F}$) or subjective fever

Prior to the commencement of each work shift, pre-screening, including temperature checks and health survey shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath). 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

Staff are each checking temperature at home before commencing their shift, and are self-certifying that they are not experiencing any of the symptoms listed above on a log that is sent weekly to the town along with timesheets.

The person responsible researching and accomplishing this is: Kevin Unrath

**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.
Staff have been notified of this requirement and are instructed to inform the library director if they have tested positive or had contact with anyone diagnosed.

The person responsible researching and accomplishing this is: Kevin Unrath

**Employee Training**

All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protective/universal precautions) must complete training by May 4, 2020.


Kevin Unrath 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.

Staff have all completed training.

**Training Documentation:**

Documentation must include the name of the employee, 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, whichever is longer.

a. Training records required by the VOSHA standard are made available to employees, employee representatives, or to VOSHA representatives for examination and copying.

**Recording Workplace to COVID-19 Illnesses in the Workplace**

a. OSHA recordkeeping requirements (29 CFR Part 1904) mandate covered employer record certain injuries and illnesses on the OSHA 300 log.

b. COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, employers are only responsible for recording cases of COVID-19 if all of the following are true:

   1. The case is a confirmed case of COVID-19 (see CDC information on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19):
   2. The Case is work-related (as defined by 29 CFR 1904.5) and
   3. The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (e.g. medical treatment beyond first aid, days away from work).

Additional information can be found at OSHA’s Enforcement Guidance for Recording Case of COVID-19.
**Medical Records**

a. Medical records shall be maintained for at least the duration of employment plus 30 years.

b. If Pierson Library ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director of NIOSH, US Department of Health and Human Services, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three month period.

Issue Date: ________________________________

Reissue Date: ________________________________

Signature of Safety Monitor: ________________________________

Signature of Library Exec. ________________________________
Our Training Program includes the following elements (at a minimum)

- An explanation of the modes of transmission of COVID-19
- A general explanation of the symptoms of COVID-19
- An explanation of the modes of transmission of COVID-19
- An explanation of Pierson Library’s exposure Control Plan and the means by which employees can get a copy of the plan
- Instruction on how to properly put on and take off gloves, N95’s and cloth masks
- An explanation on the basis for the selection of PPE
- Information of how to contact someone if the employee has a temperature or does not feel well
- What to do if the employee traveled to high risk areas or have been exposed to possible COVID-19 cases
- Hand washing techniques
- Cleaning schedules
- Pre-screening before work

References: Note – requirements are continually changing. This document was prepared 5/15/2020. Changes will occur that are not reflected in this document.

https://labor.vermont.gov/VOSHA