

Glen Lake Community Library

COVID-19 protocols & policies, revised

Fall 2022

The COVID-19 pandemic continues to evolve, and in fact is likely moving towards endemic status. Though vaccination levels have improved, and incidence of severe illness has decreased, COVID is still very present in our communities. With that in mind, the library will continue to take simple preventive measures to minimize the risk of exposure to staff and visitors.

While public health agencies are not mandating any procedures at the moment, the library will observe general guidelines from the State of Michigan's Department of Health and Human Services (MDHHS) and the Centers for Disease Control (CDC). The library director will have the authority to manage the library's response to COVID at his discretion. The Board of Trustees will be advised of any significant service changes in advance.

Visitors to the library are also encouraged to observe currently advised COVID prevention measures. Both face masks and rapid self-tests (antigen) tests are available to visitors upon request.

This plan revision is available to the public via the library's website, social media outlets, and newsletters.

Workplace & staff preparedness

The library director will monitor advisories from public health agencies, and inform staff of any new recommendations or requirements in a timely manner. Library staff & volunteers will observe common-sense, routine measures to maintain a safe environment:

- Wear face masks: if unvaccinated; or managing COVID exposure, or other respiratory illness
- Daily facility cleaning and disinfection of work surfaces, fixtures and restrooms.
- Regular hand washing with soap and water, or a standard alcohol-based disinfectant.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Respiratory etiquette, which includes covering for coughs and sneezes.

Masks (*KN95, or equivalent*) and hand sanitizer are provided for staff, along with antigen tests (*rapid self-test*), as long as available from the MDHHS. Tests may also be available from area healthcare providers.

Vaccinations and boosters are also strongly recommended, unless otherwise directed by an employee's physician(s). The library cannot make special accommodations for personnel that choose not to receive vaccinations.

Operations

At this time, the library has resumed all normal services and hours of public services. In the event that COVID-19 contagion levels increase, services and hours may be restricted, according to guidelines and/or mandates from public health agencies. These could include **social distancing; mandatory use of face masks; building occupancy limits; and restricted in-person programs.**

Curbside or door-front pickup of reserved materials is still available upon request, for those patrons who are uncomfortable entering the building due to possible COVID exposure.

Library administration

If the director needs to take an extended absence due to COVID or other illness, the Public Services librarian will assume more managerial duties. In this event, part-time staff and/or substitutes may be asked to work additional shifts. This may also be needed in the event that other staff members are unable to work. If adequate staffing is not possible, services may need to be adjusted accordingly.

All meetings of the Board of Trustees and their working committees will take place in person, as required by the State of Michigan. Remote participation via videoconferencing may be allowed for non-voting trustees (*advisors*).

Staff Exposure to COVID

Symptoms

Library personnel will diligently monitor their own health, staying alert for any suspected symptoms of COVID-19. The most common symptoms are:

- Dry cough
- Shortness of breath
- Fever (*100.4 degrees or higher*)
- Sore throat

If staff members experience any of these common symptoms, they should report to the library director immediately. If there is any question about possible exposure, staff will remain off work while determining if he / she has been infected. An antigen should be administered as soon as possible, with the library director notified of the results.

If test result is **NEGATIVE**, the staff member may return to work, once symptoms allow, observing precautionary steps outlined by current MDHHS & CDC guidelines. This includes wearing a mask at work while any symptoms persist.

Positive Test

In the case of positive exposure, as confirmed by testing, the staff member will need to quarantine at home **for at least 5 days**, beginning on the day after the test. The library director will inform all staff, and any volunteers that may have had contact with the COVID-positive staff member. Self-testing will be recommended for these people as well, with additional steps taken as needed.

If **no symptoms** were experienced, the staff member may return to work after 5 day of quarantine and self-monitoring. An antigen test may be administered to confirm negative status, but is not required.

If **symptoms were experienced**, the staff member may return to work once symptoms have improved, including being fever-free for 24 hours, and a negative antigen test.

Suspected Exposure

Staff members that suspect exposure, but are not experiencing symptoms, do not have to isolate at home. However, they should self-monitor, and wear a mask while at work. On the fifth day after suspected exposure, an antigen test should be administered. If test results are negative, precautionary measures can be eased.

More complete CDC protocols are available at www.cdc.gov/coronavirus/2019-ncov. These are updated frequently based on current conditions and an evolving knowledge base, and will continue to inform the library's practices.

Paid Leave

Staff members that are required to miss work because of a positive COVID test will receive up to 5 days of paid COVID leave. Paid leave beyond 5 days, or sick leave for non-COVID illness, will be governed by the library's standard personnel policies.

Proof of the positive test will be required in order to receive paid COVID leave. This can be in the form of a photograph of the test result, emailed or texted to the library director.

Volunteers

All response measures outlined for staff members are also recommended for library volunteers. Volunteers should not come to the library if they experience any of the common COVID symptoms, and arrange for a substitute to cover their shift. Volunteers will be welcome to return to their normal shifts once they have cleared protocols.

Approved by the Board of Trustees, September 14, 2022