

Mooresville Public Library

Staff & Public Health and Safety Procedures During Pandemic

The health and safety of MPL's staff is top priority. MPL will phase in library services to ensure adherence to all federal, state, and local health recommendations. To protect the health of the individual staff member, coworkers, and the public, the following measures will be addressed:

1. **Maintain Social Distancing Recommendations:** MPL requires social distancing of at least six feet between staff and patrons.
 - MPL will make changes in services and hours to ensure staff and patrons can adhere to social distancing recommendations.
 - Library hours may be reduced and staff schedules will be staggered in order to minimize the number of staff in a building at one time
 - In-House programming will be suspended until May 31, 2021.
 - Maintaining social distance between coworkers
 - Staff should work 6 feet away from their coworkers. Staff in small offices or close cubicles may need to find an alternate place in the building to work
 - Committee, taskforce, department, and building meetings should continue to be virtual as long as social distancing measures are encouraged
 - Maintaining social distance between staff and patrons
 - Limited service models will be enacted to protect social distancing measures
 - Staff should ask patrons who don't maintain a safe distance to step back
 - Public service points have protective shields placed to distance staff and patrons.
 - Library isles have signage marking one- way traffic in stacks.
 - Maintain social distance between patrons
 - MPL will make changes in our spaces, hours, and procedures to encourage social distancing between patrons
2. **Employees Will Implement Basic Infection Prevention Measures**
 - Frequently and thoroughly wash and sanitize hands. MPL will provide soap, water, and hand sanitizer
 - Employees will refrain from touching their face – mouth, nose, and eyes – while at work
 - Throw tissues, gloves, wipes in trash receptacle. MPL will provide multiple trash cans for staff and patrons
 - Practice respiratory etiquette including coughing or sneezing into elbow or tissue
 - Employees should respect personal working spaces and not use coworker's desk, phone, or workspace when possible
 - Shared workspaces like reference desks should be wiped down with Clorox wipes or disinfectant solutions thoroughly at the change of each shift. Employees should carry their own writing utensils
 - Maintain basic housekeeping practices include routine cleaning and disinfecting of surfaces, equipment, and other elements of the workspace using cleaning products approved by the CDC
 - Post handwashing signs in all restrooms that shows proper handwashing procedures
 - Public restrooms are sanitized daily with a 24-hour ProBan sanitizer in addition to the nightly cleaning.
 - Staff restrooms will contain supplies of sanitizers for employees to use as needed, beyond that nightly cleaning.
3. **Employees Will Monitor Individual Health and Wellness**
 - All employees should monitor how they feel and be aware of potential symptoms of COVID-19

- All employees are encouraged to self-assess their health prior to reporting to work, such as take their temperature in the morning or afternoon before reporting to work. If they have a persistent cough not related to allergies or other known non-COVID-19 symptoms.
- If the employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay home. It is recommended that employees seek medical guidance. If staff has a fever of 100.4 or over they must not report to work until 24 hours fever-free.
- All MPL employees have acknowledged, understand and agree to our MPL Employee Health Screening.
- If you're feeling ill, review the [CDC's recommendations on what to do if you're exhibiting symptoms](#)
 - If you're feeling increased stress or anxiety, talk with your supervisor or reach out to your healthcare provider.

4. Utilizing Personal Protective Equipment (PPE)

- All staff will be provided with two cloth face masks. Note: Cloth masks are encouraged to help protect others if the employee is ill but not showing symptoms. They do not necessarily protect the person wearing the mask from virus particles in the air. **Social distancing is still required.**
- The employee should read the [CDC's guidelines on how to properly use and sanitize their cloth mask](#).
- Masks should be washed at home at the end of each day
- Gloves are available for staff handling materials suspected of contamination. In order to reduce contamination, gloves must be replaced frequently or risk cross contamination. For this reason, staff is encouraged to rely on frequent and thorough handwashing as opposed to wearing gloves.
- Upon removal of any PPE, staff must wash hands thoroughly before touching anything else
- MPL requires visitors to the library wear a face mask during their visit and/or practice 6' social distancing as they browse the main library until the management has removed this restriction.
- MPL provides hand sanitizer stations throughout the library for public use. Wipes are available upon requests.
- For those visitors utilizing the computer lab, MPL requires visitors to wear a face mask while confined to the spaces in the Computer Lab until the management has removed this restriction.

5. Infection Disease Outbreak Plan: In the instance that an employee becomes ill, MPL will follow these steps.

- If an employee becomes sick or exhibits symptoms at work, they should immediately notify a supervisor, isolate themselves, and go home
- If an employee has a confirmed case of COVID-19 or a suspected case as recommended by the employee's doctor, they will give MPL a list of all employees who they had substantial contact with in the last two days as [defined by the CDC](#). All coworkers who had substantial contact with the employee will be informed while still respecting the employee's privacy: *"Someone in our workplace has tested positive for Covid-19, and they have identified you as a close contact according to the CDC definition. If you are at work, please prepare to leave as quickly as you can. Once you get home — or if you are already working from there — find a place to self-isolate, monitor yourself for any symptoms, and talk to your doctors.*
- All employees determined to have substantial contact with the infected employee in the last two days should follow the following procedures:
 - Self-isolate for 14 days and maintain a social distance of at least six feet from others at all times
 - Self- monitor for symptoms (take temperature and watch for symptoms) and seek medical attention if symptoms develop
 - Avoid contact with high-risk individuals
- MPL will contact the Morgan County Health Department
- The building the employee worked in will be closed for 24 hours to allow for enhanced cleaning and disinfection of employee's workspace and all high touch areas

- If an employee has a friend or relative with a confirmed case of COVID-19, the employee should follow the advice of their doctor and monitor symptoms before reporting to work.

6. Healthy Exemptions and Accommodations for Employees: Families First Coronavirus Response Act (FFCRA) provisions apply from April 1, 2020 through December 31, 2020. January 1, 2021 through May 3, 2021

- **Employee who has been advised by a health care provider to self-quarantine:** All employees are allowed up to two weeks [10 days] of paid sick time during the provision time of January 1, 2021-May 3, 2021.
- **Employee who is experiencing COVID-19 symptoms:** employee must stay at home and seek a medical diagnosis. Employee is eligible up to two weeks of paid sick time
- **Employee who is caring for a family member who has been advised to self-quarantine:** employee is eligible up to two weeks of paid sick time
- **Employee who is caring for their child whose school or place of care is closed due to COVID-19:** employee is able to take leave up to 12 weeks

Additional accommodations for Employees: MPL will try to work with all employees during pandemic

- **Employee who is at a higher risk of catching COVID-19:** employee can request to use paid time off benefits or unpaid time approved by the Director
- **Employee who does not want to work due to concerns of catching COVID-19:** employee can request to use vacation or personal paid time off benefits or request unpaid non-medical leave approved by the Director

Employees are encouraged to contact Director with questions and concerns.

Diane Huerkamp, MLS

Executive Director

4-27-2020

6-1-2020 updated

10-5, 2020 Reviewed per Indiana Executive Order 20-43: Back on Track Indiana: State FIVE- The New Normal During A Global Pandemic.

2-1-2021 reviewed and updated

Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>