



COMPREHENSIVE COVID-19 EXPOSURE CONTROL, MITIGATION AND RECOVERY PLAN

FOR REOPENING LIBRARY TO STAFF AND PATRONS

In order to provide a safe back-to-work environment for employees and patrons, the San Juan Island Library will implement a staged approach, to be rolled out slowly and deliberately, based on our ability to address health risks. Measures we employ may include physical distancing, protective barriers and equipment, modifications to library spaces and services, and nightly cleaning. Individual measures may be eased over time, or reinstated as needed, under guidance from public health officials, and at the discretion of the Director or designee.

PUBLIC SAFETY MEASURES

PUBLIC HEALTH

1. The Library posts a COVID-19 exposure control, mitigation and recovery plan (this document).
2. The Library is permitted to operate with 50% of maximum occupancy during Phase III, or up to 64 people. In Phase II the maximum occupancy is 25% or up to 32 people.
3. Patrons are required to wear masks while on library property, anywhere but inside their vehicles.
4. Patrons who are ill should not come to the Library; patrons who exhibit symptoms of illness will not be permitted entrance, or will likely be asked to leave, for the safety and comfort of others.
5. Patrons may need to answer health questions or be screened for fever before entering building.
6. Patrons are required to maintain 6 feet of distance from staff members and other patrons outside of their own family while on library property. This includes waiting in line to enter the building, using the library walkways and aisles, and waiting in line to check out materials.
7. Library staff members may offer masks to patrons who arrive without masks.
8. Patrons are encouraged to disinfect or wash hands before using public computers, browsing, or checking out.
9. Patrons have access to hand sanitizer, soap and water, and other cleansers as needed throughout the Library.
10. Exposure response plan: If a member of the public becomes symptomatic in the Library:
 - a. If known about, it should be reported to the person in charge;
 - b. The ill person should be isolated until able to leave, and advised to seek medical attention from and follow guidance from their healthcare provider;
 - c. Areas used by the person should be closed off;
 - d. Outside doors and windows should be opened to increase air circulation;

- e. Cleaning and disinfecting should be done after 24 hours, or as long as possible if 24 hours is too long to wait;
- f. Health authorities should be notified if appropriate;
- g. Exposure should be communicated to staff members, keeping the ill person's name confidential (a sick person may voluntarily release their name to facilitate contact tracing);
- h. Staff members may be sent home if workspaces are closed off or cleaned, but may return to work after cleaning unless advised otherwise by a health provider.
- i. All areas used by the ill person must be cleaned and disinfected, such as bathrooms and common areas; shared items that were touched should be cleaned; and disposable items discarded.

SAFETY MEASURES

1. Patrons are expected to comply with all reasonable requests made by library staff in accordance with library policies and procedures.
2. Patrons are expected to follow instructions found on signage intended to maintain a safe environment for all.
3. Patrons are expected to use entrances and exits that are designated for their use.
4. Patrons may not use furniture or equipment that has been removed from use, nor move furniture that has been spaced to enable safe social distancing.
5. Patrons may not remove barriers placed to prohibit use of furniture, computers, or areas of the Library that are temporarily closed to the public.
6. Patrons are not permitted in staff areas.
7. Patrons are expected to remain on the public side of barriers installed to promote safety during close person-to-person interactions.
8. Patrons are expected to follow one-way directional paths laid out to facilitate social distancing through tight areas such as narrow aisles or walkways.
9. Janitorial services will clean and disinfect restrooms nightly.

SERVICE RESTRICTIONS

1. Patrons are expected to follow any restrictions on services, such as days and hours open, number of people permitted inside, time limits, hours set aside for COVID-19 high-risk populations, use of computers, availability of seating, service by appointment only, or any other service restrictions designed to protect the health and safety of patrons and staff.
2. Computer terminals are separated from each other by at least six feet. Individual computer sessions are limited in time. Patrons may wipe down equipment with available cleaning materials.
3. Staff members may be unable to help patrons using computers in person if social distancing cannot be maintained. Assistance may be available by phone, email, or remote connection.
4. Patrons wanting to meet with staff members are encouraged to meet remotely online or by telephone, if possible.
5. Headphones are not provided. Ear buds may be purchased at the information desk.
6. The water fountain is unavailable for as long as deemed necessary for health and safety.
7. Food and drink are not permitted due to the mask requirement.

STAFF ENFORCEMENT

1. Staff members monitor patron behavior and are responsible for enforcing compliance with all safety measures.
2. Patron non-compliance with any of these policies will result in the patron being asked to leave. Further non-compliance may lead to a Notice of Trespass, enforceable by law.
3. If conditions in the Library are deemed unsafe for any reason, including non-compliance, the Director or designee may immediately cease services and close doors until further notice.

STAFF SAFETY MEASURES

GENERAL

1. The San Juan Island Library posts COVID-19 safety information and requirements, including the employer written policies for COVID-19.
2. The San Juan Island Library has established a COVID-19 Team to monitor supply, placement, and distribution of safety measures. The team members are Brenna Normann and Laurie Orton.
3. Staff members are trained on new policies concerning COVID-19, cleaning and disinfection, and new services.
4. Patron safety behavior is monitored by staff as established in this exposure control, mitigation and recovery plan.

HEALTH PROTOCOLS

1. If an unvaccinated staff member or a member of the household of an unvaccinated staff member is ill, the staff member should not come to work. They may work from home if able.
2. Staff members conduct daily personal health screenings at beginning of each shift:
 - a. A temperature scan with a no-contact thermometer must be under 100.4 degrees;
 - b. Staff members must be asymptomatic (no fever, cough, sore throat, shortness of breath, fatigue, muscle aches, or new loss of taste or smell);
 - c. Unvaccinated staff members who are considered close contacts to a COVID-19 case by public health authorities should not return to work for 10-14 days and are subject to recommendations from San Juan County Health and Community Services' quarantine policies.
 - d. Fully vaccinated staff members who have had close contact to a COVID-19 case and are asymptomatic may come to work. No quarantine is required.
3. Exposure response plan: If a staff member becomes symptomatic at work:
 - a. The staff member must report at once to the person in charge;
 - b. The staff member should isolate themselves.
 - c. The staff member should be instructed by the person in charge to leave, and to seek medical attention from and follow guidance given by their health care provider;
 - d. Areas used by the staff person should be closed off;
 - e. Outside doors and windows should be opened to increase air circulation;

- f. Cleaning and disinfecting should be done after 24 hours, or as long as possible if 24 hours is too long to wait;
- g. Health authorities should be notified if appropriate;
- h. Exposure should be communicated to other staff members keeping the ill person's name confidential (a sick employee may voluntarily release their name to facilitate contact tracing);
- i. Other staff members may be sent home while workspaces are closed off or cleaned, but staff may return to work after cleaning unless advised otherwise by a health provider.
- j. All areas used by the person who is sick must be cleaned and disinfected, such as offices, bathrooms, common areas; and shared electronic equipment (telephones, tablets, touch screens, keyboards, etc.); and disposable items discarded;
- k. If any staff member is ill with COVID-19, they should not return to work until they have gone 72 hours without a fever while free from medication, other symptoms have improved, and it has been at least 10 days since they first felt sick.
- l. If a staff member has been ill with cold or flu symptoms and received a negative COVID-19 test, they should stay home until they have gone 24 hours without a fever while free from medication, and symptoms get better.

PPE MATERIALS

1. Staff members shall have access to appropriate personal protective equipment (PPE) such as masks, gloves, face shields, and hand sanitizer made with at least 70% alcohol, or acceptable substitutes.
2. Face coverings:
 - a. Reusable face coverings shall be worn in the workplace;
 - b. Face coverings should be discarded and replaced if soiled, damaged, or hard to breathe through;
 - c. Hands should be washed with soap and water before putting on a face covering;
 - d. Hands should be cleaned every time a face covering is touched during the day;
 - e. Staff should leave public areas before removing a face covering;
 - f. When removing a face covering, it should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded face covering can be stored between uses in a clean sealable paper bag or breathable container;
 - g. When done wearing a reusable face covering, it should be isolated safely until it can be washed or discarded;
 - h. Staff members should assume that there could be virus on both sides of a face covering any time it is touched;
 - i. Staff members should wear a clean face covering every day. It should fit as snugly as possible around the face to limit airflow around the mask;
 - j. Staff members should not assume they won't get sick when wearing a face covering.
3. Face coverings may be used in combination with a face shield that covers the entire front (that extends to the chin or below) and sides of the face, when not behind plexiglass barriers, or if splashing is likely.
4. Disposable gloves:

- a. Staff members may use single use disposable gloves, where safe and applicable, to prevent viral transmission, and discard when moving from one task to another;
- b. Gloves are optional except when handling recently returned materials
- c. Wash hands after discarding gloves when handling returned materials.

HYGIENE

1. Staff members should wash or disinfect hands at beginning of shifts, and frequently throughout shifts as needed
 - a. After blowing nose,
 - b. After coughing or sneezing,
 - c. After using the restroom,
 - d. Before eating and preparing food,
 - e. After touching facemask,
 - f. After removing gloves,
 - g. After touching materials,
 - h. After touching another person, etc.
2. Hands should be washed thoroughly for at least 20 seconds with soap and water.
3. Staff members should use a tissue when coughing or sneezing, then throw the tissue in the trash and wash hands; if no tissue is available, they should cough or sneeze into their elbow or arm.
4. Staff members should not touch their eyes, nose and mouths with their hands.

SAFE PRACTICES

1. Staff members should model safe behaviors:
 - a. No personal contact such as handshaking, high fives, or hugs;
 - b. Maintain 6 feet of distance from patrons and other staff members;
 - c. Masks are required for staff members in public spaces;
 - d. Masks are required for staff members in staff areas when maintaining a 6 foot distance is not possible. Staff members should always have a mask in case a situation arises where a mask is needed.
2. Staff members may wear gloves when handling money, library materials, equipment, and items that are shared. Gloves should be removed and discarded after handling to avoid transferring the virus to other surfaces, and hands should be washed thoroughly.
3. Staff members should disinfect their work areas at the end of every shift, if not more often.
4. Staff members should wash hands when using common equipment such as coffee or tea pots, refrigerator door handles, staplers, tape dispensers, etc.
5. Staff members should not touch anything from another staff person's work area, such as desks, work tools, phones, equipment, or chairs.
6. Staff members are encouraged to meet remotely when possible. When held in person, meetings may not exceed 10 participants if unvaccinated, and 6 feet of social distancing must be maintained.
7. Staff members should use phones or chat functionality to communicate with other staff in the building when possible.
8. Staff members are encouraged to bring their own food from home.

9. Staff members are encouraged to utilize outside ventilation as much as possible.
10. HEPA filters have been installed throughout the building in areas where staff work.

CLEANING

1. Cleaning/Disinfecting:
 - a. Workplace will be provided with disinfectant and sanitation products for staff members to clean their workspace, equipment and tools.
 - b. Staff members may be assigned rotating cleaning duties;
 - c. High-touch surfaces that may be cleaned include: doors, doorknobs, light switches, counters, tables, chairs, computers, keyboards and computer mice, touch screens, laptops, faucets, telephones, printer/copiers, supply cabinets, carts, shelves, and materials;
 - d. Gloves and masks should be worn while cleaning.
2. Laundering
 - a. Items might include cleaning cloths, wash cloths, and towels;
 - b. Gather items to be laundered in one place;
 - c. Don't shake dirty laundry;
 - d. Wash on warmest appropriate water setting, and dry completely;
 - e. Wash hands after handling dirty laundry;
 - f. Clean and disinfect dirty laundry containers.

HANDLING MATERIALS

1. Quarantining library material returns:
 - a. Quarantining of library material returns shall follow current Washington State Department of Health guidelines.
 - b. Wearing gloves is optional for check-in and re-shelving of materials.
 - c. Staff should avoid touching eyes, nose, and mouth when handling materials.
2. Mail and Money:
 - a. Staff may wear disposable gloves when handling mail or money.