

# Colon Township Library

## COVID-19 Plan

Colon Township Library will implement this reopening plan as a response to an infectious disease pandemic which has mandated the Library's closure. The purpose of this plan is to resume service to the community in a manner that minimizes the risk of infection to both staff and patrons.

### Regulations

- I. The Library Director will ensure that the plan is created in accordance with public health guidelines from federal, state, and local authorities. These authorities include but are not limited to: The Center for Disease Control, the Occupational Safety and Health Administration, the State of Michigan, and the Branch-Hillsdale-St. Joseph (BHSJ) Health Department.
- II. The Library Director will establish and maintain frequent communication regarding the plan with the Library Board, staff, and patrons as appropriate.
- III. The Director is authorized to administer this plan and to make changes, amendments, or alterations as necessary. Within the plan, each stage will indicate public services offered and staffing levels within the library building. The plan will also include safety and cleaning protocols and hours of operation.
  - **Stage 1:** The only staff members working in the library building are those required to perform essential tasks; all other staff will work remotely to provide virtual customer service or complete online training.
  - **Stage 2:** All staff members will return to work in staggered shifts to prepare the building and materials for contactless public services. Virtual customer service will continue. Hours of operation will be Tuesday-Friday, 12-5 pm, and Saturdays 9-1 pm.
  - **Stage 3:** Contactless curbside pick-up is implemented on limited days and times. Virtual customer service continues. Hours of operation will be Tuesday-Friday, 12-5 pm, and Saturdays 9-1 pm.
  - **Stage 4:** Library building access is restored to the public with limits on the number of people allowed in at one time: reduced hours and limited access to services and resources. Virtual customer services will continue. Hours of operation will be Tuesday-Friday, 12-5 pm, and Saturdays 9-1 pm.
  - **Stage 5:** Library will return to full service; special arrangements may still apply. Hours of operation will go back to normal. Tuesday and Thursdays, 10-7 pm, Wednesday and Fridays, 10-5 pm, and Saturdays 9-1 pm.
- IV. The Library Board authorizes the Director to take any and all actions as required under any Executive Order, or as deemed necessary by the Director in the spirit of this policy, without prior approval from, but with notification to, the Board.

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The Director is not authorized to take any action that is not lawful or is otherwise inconsistent with the spirit of this policy.

If any provisions in the Reopening Plan policy conflict with other library policies, the provisions in the Reopening Plan policy shall take precedence.

### **REOPENING PLAN. STAGES 1-5.**

During and following an infectious disease pandemic, the Library will resume service in stages. The movement from one stage to another and what services may be offered in each stage will be dictated by the requirements of the Governor's Executive Orders as well as recommendations from the BHSJ Health Department.

#### **In all stages the Library will:**

- Monitor conditions and limit the effects of a resurgence or new outbreak by returning to an earlier stage as needed.
- Implement procedures for cleaning and disinfecting common areas.
- Quarantine returned materials.
- Provide masks and gloves for staff to wear while working with library materials and masks to the public.
- Require staff to stay home if they are not feeling well, and self-quarantine as necessary.

#### **What is required to allow the Library to be open?**

- Access to a sufficient supply of the necessary materials to maintain high hygiene standards.
- Sufficient staffing to run all of its core operations.
- Clear guidance for workplace safety from state and local governmental health care agencies.

### **STAGE 1: Under Stay-at-Home Order; Library closed to staff and public**

#### **Access to building**

- Library building is closed.
- The exterior book drop is locked.

#### **Physical materials**

- No physical materials may be returned or borrowed.
- No overdue charges will be levied, and all items will be renewed.

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### **Digital materials**

- Library card applications will be accepted over the phone. The Library will remove as many barriers as possible to those who wish to obtain and use library cards to access digital materials.
- Purchase, promote, and make available as many digital materials and services as possible.

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## **Non-lending services (computers, copiers, fax, etc.)**

- No non-lending services will be available while the building is closed.

## **Communication**

- Check the Library's email daily to respond to questions from patrons.
- Check the Library's telephone voicemail daily.
- Maintain frequent updates on the Library's website, social media and voicemail recording.
- Provide links to free or low-cost resources and services of immediate and practical interest to the community on the Library's website and social media.
- Post informational signs on the Library's front door.

## **Library Board of Trustees meetings**

- Monthly meetings will be held via teleconference or online conference, as state regulations allow.
- Instructions for participating in the meeting will be posted on the Library's website and social media account, as well as on the library building's front door.

## **Programs and Events**

- All programs and events are canceled, except those that can be held online.

## **Meeting Room Use**

- All meeting room use is canceled.
- Those who have scheduled use of the meeting rooms should be notified by the Director or the Director's designee.

## **Staffing**

- Entrance to the building is restricted to the Library Director and the Library Caretaker to perform critical operations. Critical operations include, but are not limited to, paying invoices, payroll processing, picking up mail from the Post Office, and building safety checks.
- Other staff may enter the building to retrieve supplies needed to allow them to work remotely upon permission from Library Director.
- The Director will gather materials such as desk shields, masks, gloves, disinfectants and other cleaning materials that will be needed to maintain high hygiene standards when the building reopens.

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### STAGE 2: Stay-at-Home Order lifted; staff only in building

#### Access to building

- The library building is closed to the public.
- The exterior book drop will reopen as soon as staff are prepared to safely handle returned materials.

#### Alterations to public spaces

- Computer workstations, tables, and chairs in public and staff areas will be moved or put into storage as necessary to maintain the proper social distancing protocols when the Library reopens.
- Items in the public areas that could spread the contagion will be cleaned and placed in storage, including toys, games, and puzzles.
- Signage will be set up to facilitate and maintain social distancing when the Library reopens.

#### Physical materials

- Returned materials will be placed in the exterior book return only. No overdue fines will be assessed.
- When handling library materials, staff must review and follow the *Safe Handling of Library Materials* [p.12].

#### Digital materials

- As described in Stage 1

#### Non-lending services (computers, copiers, fax, etc.)

- As described in Stage 1

#### Communication

- As described in Stage 1

#### Library Board of Trustees meetings

- If state regulations continue to allow online meetings, the monthly Board meetings will be held via teleconference or online as described in Stage 1.
- If state regulations mandate in-person meetings, the Community Room will be set so that all attendees maintain required social distancing. All attendees will wear masks.

#### Programs and Events

- As described in Stage 1.

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## Meeting Room Use

- As described in Stage 1.

## Staffing

- The number of staff in the building at one time will be limited to maintain social distancing.
- All staff working in the building will be provided with masks, gloves, and disinfectant cleaner. All staff working in the building must review and follow the *General Health Guidelines & Practices [p.10]*.
- Staff working in the building will prepare for a contactless material delivery service ("curb service") that will begin in Stage 3.
- Staff will continue to work remotely as directed.

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### STAGE 3: Contactless service to the public

#### Access to building

- The library building is closed to the public.
- The exterior book drop is open.

#### Contactless pick-up service will be offered to the public on:

Tuesday-Friday 12 pm – 5:00 pm

Saturdays 9:00 am to 1:00 pm

#### Physical materials

- Physical materials may be picked up at the exterior of the building via a contactless pick-up service.
  - Staff will wash hands before and wear masks during, preparation of physical materials for pick-up.
  - Staff will wear masks when working with the public.
  - Holds will be monitored and filled throughout the day. Staff will call patrons to set up a curbside pick-up time.
  - Materials may be selected by patrons via the Library's online catalog or by calling the Library.
  - Social distancing and safe hygiene protocols will be maintained at all stages of the exterior pick-up service.
- Returned materials will be placed in the exterior book return only.
  - No overdue fines will be assessed.
  - Staff will follow the *Safe Handling of Library Materials [p.12]* while handling returned materials.
- Ordering of new materials will resume.

#### Digital materials

- As described in Stage 1.

#### Non-lending services (computers, copiers, fax, etc.)

- As described in Stage 1.

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## Communication

- As described in Stage 1.

## Library Board of Trustees meetings

- As described in Stage 2.

## Programs and Events

- As described in Stage 1.

## Meeting Room Use

- As described in Stage 1.

## Staffing

- A modified, staggered schedule will allow all staff to work in the building while practicing social distancing.
- Staff working in the building must follow the *General Health Guidelines and Practices [p.10]*.
- When handling returned materials, staff must follow the *Safe Handling of Library Materials [p.12]*.
- Some staff may continue to work part of their schedule remotely as directed.



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### STAGE 4: Library open with limited access

#### Access to building

- The library building is open. Hours will be expanded when current conditions allow.
- Returns must be put in the book drop outside the building.
- Patrons will use the doorbell at the entrance to alert staff that they want to enter the library building. Staff will use the time approaching the door to assess whether the patron is wearing a mask and if they have returns. If they do not have a mask, one will be offered free of charge. If they are unwilling or unable to wear a mask, staff will offer to gather the library materials they need and bring them back out to them. All returned library materials will be put in the book drop.
- Staff will limit the number of people allowed in the building at one time to 10.
- Visits will be limited in duration to 30 minutes.

#### The Library will be open to the public on:

Tuesday-Friday 12 pm – 5:00 pm

Saturdays 9:00 am to 1:00 pm

#### Physical materials

- Patrons may check out materials at the Circulation desk. Contactless pick-up service will also continue to be provided.
- Returned materials will continue to be quarantined and handled according to *Safe Handling of Library Materials [p.12]*.

#### Digital materials

- As described in Stage 1.

#### Non-lending services (computers, copiers, fax, etc.)

- **Computers**
  - The number of available computers will be limited to maintain social distancing.
  - Time restrictions of 30 minutes will be in place to allow all patrons reasonable access.
  - In-person assistance for computers will be limited in order to maintain social distancing protocols.
  - The computer stations will be disinfected after each use.
- **Copier:** Staff will make copies for patrons upon request at no charge. Limit 20 per patron per day.
- **Fax:** Staff will fax items for patrons by request at no charge. Limit 20 pages per patron

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per day.

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### Communication

- Signage and floor markers throughout the Library will encourage safe hygiene and social distancing.
- Other communication will continue as outlined in Stage 1.

### Library Board of Trustees meetings

- As described in Stage 2.

### Programs and Events

- Large group gatherings will be suspended. Virtual programming will continue.

### Meeting Room Use

- As described in Stage 2.

### Staffing

- Staff will be expected to use face masks and gloves as needed.
- Staff will follow *General Cleaning Procedures [p.14]* throughout the day.
- Staff will continue to self-monitor for illness and stay home when not feeling well.
- Some staff may continue to work part of their schedule remotely as directed.

## STAGE 5: Library open with minimal restrictions

### Access to building

- The library building is open during normal hours of operation.
- Exterior and interior book drops are open.
- Some restrictions may still apply.

#### The Library will be open to the public on:

Tuesday & Thursday 10 am – 7:00 pm

Wednesday & Friday 10 am-5 pm

Saturdays 9:00 am to 1:00 pm

### Staffing

- Staff return to a regular schedule
- Staff continue to follow *General Health Guidelines & Practices [p.12]* and *General Cleaning Procedures [p.14]* as directed.

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### GENERAL HEALTH GUIDELINES AND PRACTICES

#### How the COVID-19 virus is spread

- The virus is thought to spread mainly from person to person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - COVID-19 may be spread by people who are not showing symptoms.

**All Library employees must review and follow these guidelines and practices whenever they are working in the library building.**

The Library will provide supplies such as hand soap, hand sanitizer, gloves, tissues, and a reusable face mask and face shield.

- **Practice social distancing: Do not remain closer than 6 feet to another person for more than 5 minutes.**
- **Wear a mask** or face shield when working on the public floor or when working near a colleague, unless you have a medical condition preventing its use. Wear a mask when using the staff restroom; do not brush your teeth in the staff restroom.
- Practice good respiratory etiquette, including **covering coughs and sneezes** with a tissue or the inside of your elbow.
- **Frequently wash your hands with soap and water for at least 20 seconds.**
- When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **Avoid touching your eyes, nose, or mouth with unwashed hands.**
- Review and use proper practices in removing your face mask: be careful not to touch your eyes, nose, or mouth when removing the face covering and wash your hands immediately after removing it.
- Do not consume food in public spaces.
- Staff members who travel internationally or to COVID "hot spots" within the United States will be asked to follow current CDC guidance on quarantine upon their return.

#### Keeping Employees Safe

- **STAY HOME when sick.** It is very important to stay home when you are not feeling well.
- If you develop symptoms of respiratory or other illness while at work, you will be asked to go home.
- **Anyone exhibiting symptoms of COVID-19 or that has been diagnosed with COVID-19 should not return to work until:**

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- At least 14 days have passed since symptoms first appeared, or since the first positive COVID-19 test, if tested, **and**
- At least 3 days (72 hours) have passed since symptoms have resolved without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).
- **If a staff member tests positive for COVID-19:**
  - **Anyone who has been in close contact with the person** should self-quarantine away from others for 14 days since the last day they had contact with that person. If symptoms of respiratory illness develop, they should reach out to their healthcare provider.
  - **Anyone who has not been in close contact with the person** should monitor for symptoms of respiratory illness and remember to practice good social distance, but quarantine is not required. If any symptoms develop, they should self-isolate at home and contact their healthcare provider.
  - **The Library will clean the employee's workspace, equipment, and surfaces** such as doorknobs or elevator buttons. **The Library may need to close** for 24-72 hours to clean the workspace, depending on where in the Library that person has recently worked. The Library will contact the local health department for cleaning and sanitizing recommendations.

**Close Contact.** Some have had a "close contact" with an individual with COVID-19 if they were within 6 feet of the ill person for greater than 10 minutes while the ill person had symptoms of COVID-19.

**Quarantine.** Quarantine is for individuals who have been exposed to COVID-19 but are not sick. Quarantine lasts for 14 days. Individuals who are quarantined should not leave their home.

**Isolation.** Isolation is for individuals who have tested positive or are suspected to be sick with COVID-19. Individuals in isolation should not leave their home and should avoid all members of their household. Isolation lasts for 7 days since the onset of symptoms, and 3 days after the individual is fever-free (lower than 100.4 F) without medicine.

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### Safe Handling of Library Materials

Library materials are not generally considered high-risk material for transmission of a virus. However, studies have shown that quarantining returned materials significantly reduces the likelihood of virus viability for transmission.

- Staff members handling returned library materials must wear a mask or face shield and gloves.
- After handling materials, staff should correctly remove their gloves [see the following instructions] and immediately wash their hands with soap for at least 20 seconds.
- Returned library materials will be quarantined as follows:
  - Seven days for all library materials (this is based on the results of the REALM Project that was released on 8/18/2020, which specified five days. Due to the REALM Project guidance having shown that Covid lives on items longer thought for the second time, CTL is choosing to implement a 7-day quarantine for all items. <https://www.webjunction.org/news/webjunction/test3-results.html>)
  - After this quarantine period, the materials will be checked in, organized on book carts, and reshelved. Staff should wear a mask but need not wear gloves when reshelving.
- Do not use cleaning products directly on the item unless there is visible evidence of contamination.

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## How to Remove Gloves

To protect yourself, use the following steps to take off gloves



1 Grasp the outside of one glove at the wrist.  
Do not touch your bare skin.



2 Peel the glove away from your body,  
pulling it inside out.



3 Hold the glove you just removed in  
your gloved hand.



4 Peel off the second glove by putting your fingers  
inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling  
it away from your body, leaving the first glove  
inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

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### General Cleaning Procedures

Examples of frequently touched surfaces and objects that need regular cleaning and disinfection:

- Tables
  - Doorknobs
  - Light switches
  - Countertops
  - Handles
  - Phones
  - Handrails
  - Keyboards
  - Computer mice
  - Barcode scanners
  - Cash register
  - Chair arms
  - Faucets
- 
- Visibly dirty surfaces should first be cleaned with soap and water. Normal routine cleaning with soap and water alone can reduce the risk of exposure.
  - Use spray disinfectant or disinfecting wipes as needed, especially for high-touch, shared items such as service desk phones and computers.
  - Public access internet and catalog computers and should be disinfected between each user.
  - Book carts should be disinfected at the close of each day.
  - The Library's janitorial service will be asked to disinfect things such as tabletops, doorknobs, handrails, and bathrooms during scheduled cleaning.



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### Resources

CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

Kalamazoo County HCS Coronavirus Disease (COVID-19) Workplace Checklist

[https://www.kalcounty.com/hcs/pdf\\_files/COVID-19%20Healthy%20Workplace%20Screening%20Checklist%20and%20Tool.pdf](https://www.kalcounty.com/hcs/pdf_files/COVID-19%20Healthy%20Workplace%20Screening%20Checklist%20and%20Tool.pdf)

Kalamazoo County HCS COVID-19 Response

<https://www.kalcounty.com/hcs/covid19.php>

Kalamazoo County HCS Public Health Guidance to Reopen Workforce

[https://www.kalcounty.com/hcs/pdf\\_files/COVID-19%20HCS%20Reopen%20Plan\\_FINAL%205.11.20.pdf](https://www.kalcounty.com/hcs/pdf_files/COVID-19%20HCS%20Reopen%20Plan_FINAL%205.11.20.pdf)

OSHA Guidance on Preparing Workplaces for COVID-19

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

State of Michigan Coronavirus Site

<https://www.michigan.gov/coronavirus>

MDHHS issues Emergency Order designed to protect the health and safety of all Michiganders  
The directive restricts gatherings, requires face coverings, limits bars and other venues

<https://www.michigan.gov/coronavirus/0,9753,7-406-98163-541440--,00.html>

Emergency Order Under MCL 333.2253 – Gathering Prohibition and Mask Order

[https://www.michigan.gov/documents/coronavirus/DRAFT\\_MDHHS\\_epidemic\\_order\\_-\\_Gatherings\\_masks\\_bars\\_sports\\_-\\_FINAL\\_704284\\_7.pdf](https://www.michigan.gov/documents/coronavirus/DRAFT_MDHHS_epidemic_order_-_Gatherings_masks_bars_sports_-_FINAL_704284_7.pdf)

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Revised on: 8/18/2020:

“Library Materials” (pg. 12) quarantine period reflects new REALM Project findings that advise materials should be in quarantine for five days, rather than four. Due to the study finding out that COVID lives on objects longer than previously thought (again), CTL is choosing to implement a 7-day quarantine out of an abundance of caution for library employees and patrons.

Revised on 7/21/2020:

“Library Materials” (pg. 12) quarantine period reflects new REALM Project findings that advise materials should be in quarantine for four days, rather than three.