

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

Contact Email Address: wardsboropubliclibrary@gmail.com

Date: June 24, 2020

Sections

1. Introduction
2. Four Phased Reopening Details
3. Responsibilities
 - a. Health Officer
 - b. Administrative Person - Trustees/ Library Director
 - c. Department Manager - Library Director
 - d. Employee - Library Employee
4. Risk Exposure Determination
5. Hazard Reduction Chart
 - a. Elimination/ Substitution
 - b. Engineering Controls
 - c. Administrative Controls
 - d. Personal Protective Equipment
5. Mandatory Requirements
 - a. Employee Face Covering
 - b. Social Distancing
 - c. Break Room
 - e. Air Flow
 - f. Vehicle Occupancy
 - g. Patron Face Covering
 - h. Hand Washing
 - h. Cleaning/ Disinfecting
 - i. Signage
 - j. Stay at Home
 - k. prescreening
6. Employee Training
7. Recordkeeping
8. Communication Plan

1. INTRODUCTION

Purpose: The purpose of this plan is three-fold:

A. To explain the phased reopening steps and document the measures the library plans to take to achieve their goals.

B. To continue to protect the health and safety of our library employees, library patrons and by extension their families.

C. 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

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

Commerce and Community Development (ACCD). To comply with the Emergency Order and Addendums as required by the Governor of Vermont and the VT Department of Libraries. This plan documents the measures the library will use to comply with the provided guidelines.

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

2. FOUR PHASED REOPENING DETAILS

The library board of trustees, working with the library director, and with the support from the Town and other advisors have developed a series of reopening phases. Those phases are detailed below, including information about the conditions and controls required for each phase to start, the services offered at each stage, and any other pertinent details.

The library notes that progress through these phases may need to be fluid, depending on Covid 19 conditions in Vermont and any future recommendations or requirements from the Governor, ACCD, CDC, and other authorities..

Phase 1	Building closure, online/email, phone, and mail services only. No book returns. Small library bookcase open to patrons to take free books.
Phase 2	Building closure, curbside/delivery services added. Book returns taken.
Phase 3	Building partial reopening. Maximum of six patrons at one time can access the library only for a maximum of 30 minutes.. Book browsing is allowed with restrictions and controls in place. Public access to only 2 public computers allowed, personal computer can be used inside/ outside the library. Chrome books will be available to borrow, while in the library. Social distancing signage and behavior policies are posted. Limited library programs to no more than 4 people at one time may be offered.
Phase 4	Building partial reopening. Maximum number of patrons allowed in the building increased to no more than 15. Book browsing is allowed. Public access to library computers is allowed. In person library programming with a maximum of 10 patrons per program at one time may be offered.
Phase 5	Building fully reopened.

Department of Libraries Note: The services each library provides at each phase should be based on the specifics of the following:

- your building capacity - 900 Sq, Ft.
- your employees/volunteer capacity
- safety requirements from the State of Vermont
- budget restrictions
- community needs
- and any other factors specific to your community and your library.

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

PHASE ONE - Library closed to all patrons. Library Director working from home, Distribution of free books to patrons. This phase began on April, 2020 and ended May, 2020.

PHASE TWO - The library remains closed to the public. Curbside Pickup Service began May, 2020 and is currently in effect and may continue until the library is fully reopened, if needed.

See the Curbside Pickup Plan for details.

The following ACCD requirements have been added to the curbside pickup plan. This phase is considered low risk work, therefore all low risk controls will be implemented, if not already done.
<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

Employees

All employees performing the duties related to the curbside pickup service are required to:

1. Complete the temperature check and health checklist at the beginning of each shift.
2. Stay at least six feet from others.
3. Not gather in groups.
4. Wear a mask when in the presence of others.
5. Wash hands when first arrive to work and frequently throughout shift.
6. Do not touch face.
7. The library director is the health safety officer when on duty. Bob Backus is the town health safety officer.
8. The library director works at circulation desk, computers, and telephones. Children's Librarian works in children's rooms and supply room.
9. Employees must wipe work space with bleach solution at the end of the work time.
10. All public and commonly used spaces, such as, keyboards, tables, mouse, scanner, arms of the chair, bathroom, etc. must be wiped down daily.
11. Jeans may be worn for work, until the library is reopened to the public.

Procedure For Handling Materials

1. The book drop box is emptied weekly and more often as needed.
2. Returned materials are placed in a cardboard box with a return date label.
3. The box is stored on a cart in isolation for 10 days.
4. The books and other library materials' covers are then wiped down with bleach and are returned into circulation.
5. Employees must wash hands after handling the books and shelving, or wear gloves while performing these steps.

Other Requirements

- Meeting room may be used for employee work, book quarantine, and furniture storage.
- Patrons are not allowed in the library during this phase.
- All programming is virtual. No onsite programming.
- Services and information are provided on the library's web page, by telephone and email.
- Signage is posted at library entrance.
- Volunteers are not working at this time.

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

- Material donations are placed in cardboard boxes which are stored in the garage.

PHASE THREE - Library opens to a maximum of 6 patrons at any given time during normal library hours. Limited services and programs may be offered. Curb-side pickup continues. (implementation date: for this phase is July, 2020)

All ACCD requirements for employees will continue during this phase.
<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>
This is a low risk activity and all low risk controls will be implemented.

Patrons are limited to 30 minutes in the library during regular library hours. Patron are allowed to browse and check out library materials, use Chrome book library computers in the library or use a personal computer. The scans and printing must be requested and performed by the employee on duty.

There is no drinks and food allowed in the library. Employees must remain in their work space for lunch and breaks.

Patron Process for Entering the Building

Patron knocks on the door. A employees member opens the door and checks in the patron. The patrons temperature is taken and recorded in the log. No names, addresses or other personal or health information can be collected because of privacy issues.

All patrons must wear a face covering. The patron is checked for face covering. The patron is asked the questions from the health survey. Answers are recorded on the log sheet. Safety requirements are reviewed with the patron and any questions are answered.

If the maximum capacity has been met, patrons who arrive at the library will have to wait while maintain social distance or return at another time to enter the library.

While patrons are in the building

Patrons must leave one half hour before closing. The extra time at the end of the shift will allow the employee on duty to clean and disinfect all work areas. Patron must keep track of the time spent in the library. If an employee notices that the patron has exceeded the time limit, the patron can be reminded of the time requirement.

Patrons must maintain a minimum distance of six feet circumference between persons not in their party. It is advised that a patron follow a one-way pattern around the book cases and should not linger more than a few minutes in one place. Sign and cues located on the floor or bookcases will help guide patrons in the proper direction.

Patrons are allowed to browse if they are wearing latex gloves provided by the library or has used a hand sanitizer before touching a book. A book can be taken from the book case and brought to a chair in the library for reading. Chairs set up six feet apart will be available throughout the library space. Reading outside may be an option. All books that have been touched and are not (borrowed, taken out of the library) must be placed on a tray for isolation. The book will be kept out of circulation for 7 to 10 days, then disinfected and returned to the bookcase.

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

Building

All chairs extra chairs and cloth covered chairs will be removed or blocked to prevent seating..
Book cases are repositioned against the wall to encourage one-way traffic flow

Computers

Only Chrome books are available to patrons by reservation. All other computer will be covered to prevent their use. Employees assign computers on a first-come, first-serve basis.

Employees must clean the computers between use. There is a 30 minutes limit on their use. If needed, more time can be requested, if there between appointments.

Computer help is available, while maintain some distance. Wearing masks.

Services

Copying and printing added. Payment is by donation. Employees will not make change.

No unaccompanied minors under age 14.

Signage

Maximum capacity, social distancing, no one may enter if they have symptoms of respiratory illness. (Required), wearing masks required, follow directional flow,

PHASE FOUR - Library is open to walk-in visits for a maximum of 15 patrons at any given time during normal library hours. Limited services and programs may be offered. Curb-side pickup continues. (implementation date: September, 2020 or earlier if it is safe to do so and the VT governor has amended the emergency order as well as the CDC and ACCD requirements have been changed)

All ACCD requirements for employees will continue during this phase.

<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

This is a medium risk activity and all medium risk controls will be implemented if not already done.

Same requirements as Phase Three, with these additions:

Patrons

Reservations for Chrome book computers are advised, but not required. Two public computer will be available for patron use.

Time limit for patron visits is increased for up to one hour in the library and number of patrons may be increased, as permitted by most recent regulations.

Overflow patrons will wait outside the building while maintaining social distancing of 6 ft. .

Services

Patrons may use their own laptops at library workspaces. Curbside pickup transitions to carry out, if a patron asked the librarian to find a book and deliver it in the curbside box. .

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

Volunteers

Reinstate volunteers for organizing the book sale and other fundraising events and perform other library services as needed.

PHASE FIVE - The library is open to all patrons with no limits. Service and programs delivered with no restrictions. Patrons and staff will continue to practice required safety practices that are required at the time the library has transitioned to this phase.

Large group meetings and events can be held. The community room is open for meetings and programs that host groups of no more than 15 people.

The library building fully open and all programming/activities can resume.

3. RESPONSIBILITIES

Health Officer (Mandatory): All libraries must have a designated Health Officer for all shifts.

- This person is responsible for ensuring compliance with the Executive Order and the Addenda thereto, as well as 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.

Name of Health Officer(s)

Bob Backus, Town of Wardsboro Health Officer in consultation with the Library Director

Administrative Person (Mandatory): This person is responsible for the administration of this plan.

- Assess the hazards in the library (see Hierarchy of Controls described in this document)
- Administer and update this plan as necessary
- Review regularly the guidance from Agency of Commerce and Community Development (ACCD) and check for updates
- Review the effectiveness of this plan with input from the library trustees and library director
- Participate in any investigation of employee complaints or failure to comply with library rules, except when the employee is the library director, then an appointed library trustee is responsible
- Provide effective training on COVID-19 and the preventive measures the library has taken and employees must follow

Name of Administrative Person

Library director or an appointed library trustee if the library director is unable/ unwilling to do carry out any of these responsibilities or a conflict of interest arises.

Department Manager: This person is responsible for the implementation of the risk reduction controls and supervision of employees.

- Ensure that all employees follow the protective measures outlined in this plan
- Enforce compliance with this plan using the existing disciplinary structure of the library
- Ensure training for COVID-19 protections has been completed and documented in accordance with the ACCD guidance
- Ensure there is appropriate coverage for all shifts while the library is open.

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

Name of Department Manager

Library director

Employees and Volunteers:

All employees and volunteers are responsible for following all rules, policies, procedures and practices, 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 the library director if an employee feels sick, has a temperature, or has had close contact with a person suspected of having COVID-19
- Wear protective PPE as required
- Wear protective cloth mask as required
- Follow all mandatory requirements set by ACCD

Name of Employee Positions

Assistant librarian

Children's librarian

Website administrator

4. RISK EXPOSURE DETERMINATION

General Information: This information is provided by the Mandatory Health and Safety Requirements for all Business, Nonprofits & Government Operations, the Vermont Dept of Health, CDC Guidelines and VOSHA:

a) High Risk: 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, and critical retail operations (e.g., grocery stores, pharmacies).

b) Medium Risk: 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), and workers in other transportation operations.

c) Low Risk: 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.

In the context of library work, examples for the three different levels could include:

- **High risk** - employees who have close or direct contact with many patrons or co-worker who is known to have Covid 19, has been exposed to someone who has Covid 19. or when it is unknown whether the individual has Covid 19 or has been expose to someone who has Covid 19.
- **Medium risk** - employees who a quick transaction with patrons when providing assistance:

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

- **Low/ No risk:** no patron or co-worker interactions in the performance of the job functions. No physical contact with contaminated objects or library materials.

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

Potential Exposure Risk Levels at Wardsboro Public Library

HIGH RISK The risk of exposure to Covid 19 is high when public events or educational and recreational programs that may attract greater than 25 people who congregate inside a small library space (900 sq. ft.) for more than 30 minutes are held. These may include fundraising events, books sales, presentations, movies, book club meetings, art shows, receptions and other library or Friends of the Library sponsored gatherings.

MEDIUM RISK The risk of exposure to Covid 19 is medium when the library is open to library patrons for small group activities that attract less than 25 people. These activities may include: book readings, book club meeting, board and community meetings, computer based classes and instruction and other short programs and services.

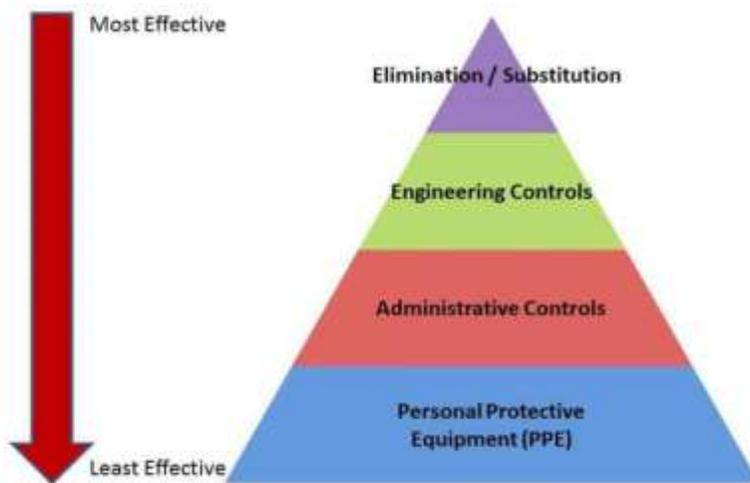
LOW RISK the risk of exposure to Covid 19 is low when the library is closed to the public, employees are able to work from home and when the library is open to fewer than 4 patrons. There is low risk when handling library materials, furniture and other object that are not frequently used by patrons. These activities may include processing returned library materials, sorting, collecting and filing library materials, patrons browsing for books, magazines, and sitting and reading and using personal computers for less than 30 minutes.

Wardsboro Public Library Phased Reopening/ COVID-19 and Exposure Control Plan

5. RISK REDUCTION

As with all risks are created by one or many hazards. It is the library's goal to eliminate the hazard if possible, thereby reducing the risk of exposure to Covid 19. When elimination of the hazard using the Hierarchy of Controls and the VOSHA Mandatory Health and Safety Requirements is not feasible, the library will minimize the hazard to the lowest extent possible. There are six Controls that can be reviewed and evaluated to reduce risk. They are shown in the chart below::

Hierarchy of Controls



Controls To Reduce Hazards For The Three Risk Levels

Controls	High Risk Level	Medium Risk Level	Low Risk Level
Elimination/ Substitution	<p>Cancel all large group events, meetings and gatherings for over 25 people or hold the event at an alternative location such as the town hall.</p> <p>Hold event outdoors on the grounds of the library.</p> <p>Reduce the number of people who can attend to less than 25 by requiring a reservation.</p>	<p>Group events and meetings with less than 25 and more than 4 people are held via video conferencing, such as Zoom or GoToMeeting.</p> <p>Conduct meeting at an alternate location such as the town hall or outdoors on the grounds of the library where people can easily social distance.</p> <p>Reduce the number of attendees by requesting limited reservations.</p>	<p>Substitute patrons browsing in the building with "Curbside Pickup"</p> <p>Substitute use of public computers with Chrome Books and personal computers</p> <p>Make WiFi available outside building 24/7</p> <p>Substitute hard cover books with eBooks</p> <p>Eliminate all cloth seating, stuffed toys, books with paper covers, and other furniture, objects, materials that are difficult or unable to be frequently cleaned and sanitized.</p> <p>Eliminate tasks that required direct or close contact with patrons, such as assisting or coaching patrons on using computers.</p> <p>Planning, coordinating, communicating, researching and other operational tasks are performed remotely or in the library building with no one else in the building.</p>
Engineering Controls	None identified	<p>Install "sneeze guard" plexi glass shield at the circulation desk to reduce people contact</p> <p>Adjust building ventilation patterns and air exchange rates, if possible</p>	<p>Spread out employee work areas to reduce employee to employee contact</p> <p>Install a sneeze guard at the circulation desk.</p>

		<p>Keep windows open when possible</p> <p>Assign one employee to the circulation desk</p>	<p>Children’s librarian's work is located in the children’s room and storage room.</p> <p>The library has air control patterns that can be modified to increase the air flow.</p>
<p>Administrative Controls</p>	<p>None identified</p>	<p>Conduct VOSHA employees training and training on new library policies and procedures.</p> <p>Lay out physical cues to maintain social distancing of 6 feet apart</p> <p>Personal cleanliness: Employees perform frequent hand washing</p> <p>Employees clean and sanitize work areas, furniture and computers after use.</p> <p>Wipe down several times daily surfaces such as door knobs, book drop handle, plastic chairs and other areas that patrons or worker use or touch frequently.</p> <p>Upon entering the library, all employees and patrons will take their own temperature, record it on a log and complete health survey. Clip board with individual papers with the list of symptoms and a no-touch thermometer are located on a table in front of the door. Keep daily log and retain for one year.</p> <p>Employee self-monitoring (stay home if ill)</p>	<p>Same controls listed under Medium risk employees</p> <p>All employees use gloves, face covering, hand sanitizer, alcohol spray, disinfecting solutions, frequent hand washing and face shields when making contact with other employees, patrons in the library and library materials possibly contaminated with the virus.</p> <p>One employee is assigned to their own work space.</p> <p>Implement a safe process to receive supplies and deliveries, such UPS, mail or donated books, etc.</p>

		<p>Configure the book cases against the wall to facilitate the one-way movement through the library.</p> <p>Make available plastic gloves for those people who want to handle or open books.</p> <p>All books that have been touched by patrons or employees without gloves will be placed in a bin for quarantine.</p> <p>If magazines or brochures are handled, they should be given to the patron. "You touch it, you keep it."</p> <p>Bathroom is not available to the public.</p> <p>Employee who use the bathroom must clean the area after use.</p> <p>Library cleaning performed by a cleaning professional will be increased to once a week.</p> <p>No food or drinks permitted in the library.</p> <p>Remove from circulation books without a plastic covering which would impede proper cleaning.</p> <p>Book check out process should be engineered to reduce or eliminate physical contact with the book by the employee.</p> <p>The library shall clearly post the policy limiting the occupancy of the space, and the</p>	
--	--	--	--

		<p>minimum social distancing, hand washing/hand sanitizing and space cleaning requirements.</p>	
<p>Personal Protective Equipment</p>		<p>All patrons (adults and children) and employees are required to wear face covering while in the library.</p> <p>Patrons can be offered a paper or cloth face covering if the patron does not possess one. Library employees reserve the right to refuse patrons from entering the library as a last resort.</p> <p>Patrons should sanitize hands upon entering the library</p> <p>Patrons should wear gloves if books are handled while browsing</p> <p>Employees must wear gloves when handling used books during collection and distribution activities</p> <p>A sneeze guard has been installed at the circulation desk to protect employees from direct contact with patrons</p>	<p>Same as medium risk controls</p>

6. MANDATORY REQUIREMENTS

The following are mandatory requirements from the State of Vermont. All of these requirements are listed in the controls chart. In each case, the library director is responsible for ensuring the requirements are met and followed.

Face Coverings: Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of the librarian at the circulation desk, a translucent shield or “sneeze guard” is acceptable in lieu of a mask.

Distancing and Face Touching: 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.

Break Room: If possible, common areas, break, or lunch rooms should be closed or controlled. If the nature of the work or the work area itself does not allow employees to safely consume meals in the workspace, an employer may designate a common area or room where meals may be safely consumed provided all of the following conditions are met:

Airflow and Occupancy: 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.

Vehicle Occupancy: No more than 3 people shall occupy one vehicle when conducting work, and shall wear face coverings when riding together.

Department of Libraries Note: You may enter N/A if there is no vehicle-based work through the library.

Cleaning/Disinfecting: All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and work-purpose 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-building-facility.html>

Soap and Sanitizer: Employees must have easy and frequent access to soap and water or hand sanitizer during the duration of their work, and hand washing or hand sanitization is required frequently including before entering, and leaving job sites.

Patron Masks: Libraries shall ask patrons to wear face coverings any time they are interacting with others from outside their household. Update on New Work Safe Additions to the Stay Home, Stay Safe Order: <https://accd.vermont.gov/news/update-new-worksafe-additions-stay-home-stay-safe-order>

Signage: Signs must be posted at all entrances clearly indicating (1) that no one may enter if they have symptoms of respiratory illness, (2) building occupancy limits, and (3) mask expectations (whether they are *required* or *suggested* for patrons in the library). <https://accd.vermont.gov/covid-19/business/restart/signage>

Employee/Volunteer Screening: 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/volunteer has no symptoms of COVID-19. Self temp with instructions. Symptoms include;

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (>100.0oF or subjective fever)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Sick/Exposed Employees/Volunteers: Employees/Volunteers 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/volunteers are not allowed on site and any worker(s)/volunteer(s) who have contact with a worker/volunteer or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

7. EMPLOYEE/VOLUNTEER TRAINING

Training: All employees/volunteers, including those already working, have completed the COVID-19 training. VOSHA has provided a Power Point to assist with this endeavor.

<https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>

The library director will either train, or arrange for training, if there additional training elements required by VOSHA. Training will be provided at no cost to the employee and during working hours.

Documentation: Documentation must include the name of the employee/volunteer, 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/volunteering, whichever is longer. Training records required by the VOSHA standard are made available to employees/volunteers, employee representatives, or to VOSHA representatives for examination and copying.

8. COMMUNICATION PLAN:

The library will use the following methods to communicate to the public and stakeholders which phase the library is currently operating under (select applicable methods):

- Emails sent from the Wardsboro Library gmail account
- Webpage announcement and updates
- Facebook Group posts
- Front Porch Forum
- Local newsletter Bucketville News
- Public service announcement in Deerfield Valley News and Commons
- Community and library bulletin boards
- Local radio announcements

Note: This template is adapted from the one provided by VOSHA and posted on the ACCD website to put it in context for libraries. VTLIB provides this template as a guide for those libraries that would like to adapt it to meet their needs. Using this specific template is neither mandatory nor required.