

COVID-19 Preparedness Plan for Int'l Falls Public Library

International Falls Public Library (IFPL) is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. **IFPL** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **IFPL**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by working together with staff and board to create a plan that keeps everyone as safe as possible while allowing us all to work. We would like to open with fewer hours through the rest of May to allow us to work out any issues that come up and prepare ourselves for summer. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. A touchless infrared thermometer is available at the library for staff. Each staff member will be asked four questions at the beginning of their shifts and they will initial if all answers are no. If they have a temperature, feel sick, have been around someone sick or have someone sick in their house then we will evaluate whether or not they will work their shift. Communication is key.

Temperature reading may be performed by the employee or a person may be designated to perform the screening. A visual inspection of the employee should be performed to insure they do not have flushed cheeks or fatigue. The employee should confirm that they are not experiencing coughing or shortness of breath. The temperature testing protocol may be used if employees are symptomatic and/or at the start of each work shift. Current practice is to not allow nonessential contractors, vendors or visitors into City work sites. Temperature testing protocols and/or a Health Screening Questionnaire may be used before allowing personnel access to public facilities. This approach may also be used as more access is permitted to City facilities by the public or

other nonessential personnel as the Governor's Executive Order's change and/or City Council action is revised at any time in the future. A Health Screening Questionnaire is attached for optional use.

IFPL has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Through this pandemic, all part-time staff will be given pay for shifts they can't work due to illness. Full-time staff will be granted up to two weeks leave with pay, followed by using sick leave or PTO. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Anyone needing additional time off due to underlying health issues will be evaluated on a case by case basis, with error on the side of caution and generosity.

IFPL has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the needed amount of time. At such a time as cases have been identified as exposing staff members we will try and quarantine, or if necessary shut the library for a two week quarantine period. Confidential mental and emotional support is always available through the employees assistance program with the Sand Creek Group at 1-888-243-5744.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. We will not reveal the names of any staff members who have been asked to quarantine.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be asked to wash their hands prior to or immediately upon entering the facility. We have hand sanitizer gel at all public service desks available for all.

We have added soap and towels to the upstairs storage closet sink along with the already established, sinks in the building. They will be evaluated daily for supplies and cleanliness. Signs encouraging staff to wash their hands frequently are placed in several locations around the building.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. We have posted the "Do the Five" signs in both public and staff areas reminding them to cover their nose and mouth when they cough or sneeze.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: by and large our building is large enough that staff can do their jobs while remaining at a safe distance from each other. We are working with Ted Brokaw, City Building and Streets supervisor to acquire needed gloves and disinfectant. We have removed much of the public furniture to allow for safe distancing. Most of the items the library has used to encourage lingering in the library has been removed and will stay put away until such a time as we can again encourage community members to linger and play at the library. Meeting room use will be limited to groups of less than ten as much of the extra furniture is being stored in their and thus the room can't safely accommodate larger group. Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Staff workstations will be disinfected between shifts. Public Computer keyboards will have a plastic covering replaced between each use and the mouse wiped down.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. The building is cleaned and high touch surfaces disinfected each evening by the custodian. Circulation counters will be wiped down regularly. All materials returned to the library are being placed in quarantine for three days (by a staff member wearing protective gear) before being disinfected and made available for use by the public again.

Communications and training

This Preparedness Plan was communicated via this paper plan to all workers on or before May 18, 2020 and necessary training was provided. Additional communication and training will be ongoing via bulletin board notices and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by not having staff get sick. Management and workers are to work through this new program together and update the training as necessary.

This Preparedness Plan has been certified by the International Falls City Council on May 18, 2020 and posted throughout the workplace on or about May 19, 2020. It will be updated as necessary.

Certified by:

Harley M. Droba, Mayor

Diane Adams, Library Director

Kenneth R. Anderson, City Administrator

Ted Saxton, Library Board President

Attachment

Health Screening Questionnaire for City Hall / Public Building Employees and Visitors City of International Falls

The safety of our employees, their families and our citizens is the City of international Falls highest priority. The Centers for Disease Control and Prevention (CDC) and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions.

To reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us protect you and everyone in this building. Thank you for your time and participation.

Date:	
Employee or Visitor's Name:	Phone number: (mobile/home)
Visitor's Company/Organization:	
Self - Declaration by Employee or Visitor Please check yes or no for questions 1-5	
1	<p>Do you currently have symptoms that may be due to COVID-19, particularly:</p> <ul style="list-style-type: none"> • A fever, or a sense of having a fever? <i>Note:</i> If a person's body temperature is at or above 100.4 degrees Fahrenheit (38 Celcius), the individual may not be admitted to City Hall. • A new cough that you cannot attribute to another health condition? • New shortness of breath that you cannot attribute to another health condition? • A new sore throat that you cannot attribute to another health condition? • New muscle aches that you cannot attribute to another health condition or that that may have been caused by a specific activity (such as physical exercise)? • Fatigue that you cannot attribute to another health condition? • Chills, and or repeated shaking with chills, that you cannot attribute to another health condition? • A new loss of taste or smell that you cannot attribute to another health condition? <p> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> </p>
2	<p>Have you been in close contact with someone diagnosed with COVID-19 either within 72 hours before their symptoms started, within 7 days after their symptoms began, or within 3 days after their symptoms</p>

	<p>ended?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unknown</p>
3	<p>Have you attended any events larger than 10 people within the last 14 days?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
4	<p>Have you traveled internationally in the last 14 days?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
5	<p>Have you been in close contact with someone who has traveled internationally within the last 14 days and is now sick with any of the symptoms listed in Question 1?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

If the answer is “yes” to any of the questions, access to the facility will be denied. The City will make alternate arrangements to provide services to individuals denied access pursuant to this questionnaire.

The employee should work with their supervisor to discuss potential accommodations, such as working from home. An employee sent home with a fever can return to work when:

- Individual has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
- At least seven days have passed since symptoms began.

An employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

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I agree to abide by the **City of International Falls** rules and procedures regarding social distancing, handwashing, and face covering as well as any additionally required PPE during the time I am in this workplace.

Signature (visitor/employee): _____

Date: _____

Pursuant to the Minnesota’s Government Data Practices Act as well as the Americans with Disabilities Act, the content of this form is non-public data and only to be shared with those working for the City where their position reasonably requires access.

Phased Opening Plan – subject to adaptation as directed/needed

Phase 1

- Building – closed to the public
 - Mail and Deliveries accepted – orders still placed
- Staff – full-time staff work. Pt-time staff paid, not working.
- Circulation - Contactless curbside pickup offered – patrons contact library via phone, email or LiveChat, arrange time to pickup at parking lot doors, requests not available through catalog, no courier promote online materials, all library material due dates reset
- Programs –
 - online programming – weekly live storytime
 - create additional page with online resources,
 - social media posts with relevant options,
- Returns – Outside Bookdrop open for returns, held for 3 full days quarantine, followed by disinfecting each item
- Computers – wi-fi on 24/7, no physical computers available
- Printing – email to printer or to library email, print and meet at doors for pickup, no charge (staff don't handle money)
 - tax forms – arrange pickup time, no charge for copies of state forms

Phase 2 – CURRENT PHASE

- Building – closed to the public
 - Mail and Deliveries accepted – orders still placed
- Staff – full-time staff work 9-5, pt-time staff begin working in shifts with social distancing guidelines in place. Custodian focusing on sanitation. Some pt-time staff (health hazards) still at home. (Cataloging and processing done by staff, not volunteers)
- Circulation - Contactless curbside pickup offered – patrons contact library via phone, email or LiveChat, arrange time to pickup at parking lot doors, requests available through catalog (still just our material – no courier), promote online materials, all library material due dates reset
- Programs –
 - online programming – weekly live storytime
 - web page with online resources,
 - social media posts promoting what's available
- Returns – Outside Bookdrop open for returns, held for 3 full days quarantine, followed by disinfecting each item
- Computers – wi-fi on 24/7, no physical computers available

- Printing – email to printer or to library email, print and meet at doors for pickup, no charge (staff don't handle money)
 - tax forms – arrange pickup time, no charge for copies of state forms

Phase 3 – May 11 – 29?

- Building – open to public M-F, 10 – 4, furniture re-arranged, fewer seats, no activities in jr. room, sign asking for people to wear masks
 - Mail and Deliveries accepted – orders still placed
- Staff – full-time staff work 9-5, pt-time staff work - social distancing guidelines in place. Custodian focusing on sanitation. Work from home authorized on a case by case basis (Cataloging and processing done by staff, not volunteers)
- Circulation -
 - move checkout to sitdown station (improve flow of patrons, enabling distancing) staff members interacting with public will be masked
 - Contactless pickup offered – patrons contact library via phone, email or LiveChat, arrange time to pickup at courtyard doors (doors only for pickup, no entrance to library), requests available through catalog
 - courier – available from some libraries, all items quarantined for three days prior to handling
 - promote online materials
- Programs –
 - online programming – weekly live storytime
 - web page with online resources,
 - social media posts promoting what's available
- Returns – Bookdrops (in and out) open for returns, sign on counter that all returns must be placed in one of the drops, staff empty daily and stack in back for dated quarantine, held for 3 days quarantine, followed by disinfecting each item
- Computers – wi-fi on 24/7, enforce 1 hour time limit,
 - (no gaming equipment for in-house use)
 - Computers on a sanitized surface w/ keyboard covered in plastic wrap, mouse wiped between users.
 - 'sunny' warm days, lock Chromebooks outside to picnic table and railing outside – tell radio, Facebook post
- Printing – no charge - (staff don't handle money), copier available
 - tax forms – arrange pickup time, no charge for copies of state forms
- Carts placed outside on sunny days with free books from sale

Phase 4 – June – August?

- Building – regular hours open to public, still limit numbers of people in the building – encourage ‘come and go’ service, discourage ‘lingering’
 - Outside meeting room usage limited to groups of 10 or less (extra furniture stored in meeting room, can’t accommodate large groups safely)
- Staff – Staff back to full work schedules, volunteers return as feel safe
- Circulation -
 - still provide contactless pickup – patrons contact library via phone, email or LiveChat, arrange time to pickup at courtyard doors, requests available through catalog
 - courier – normal M-F service
 - promote online materials
- Programs – Summer
 - online programming – weekly live storytime, escape rooms, libratory, big play
 - web page with online resources,
 - social media posts promoting what’s available
 - Take and Make – pickup bag of ‘stuff’ weekly – still working on details
- Returns – Bookdrops (in and out) open for returns, sign on counter that all returns must be placed in one of the drops, staff empty daily and stack in back for dated quarantine, held for 3 full days quarantine, followed by disinfecting each item
- Computers – wi-fi on 24/7, enforce 1 hour time limit,
 - gaming equipment not available – not room in meeting room
 - Computers wiped daily, or if patron asks
- Printing – copier available, resume charging
- Friends book sales held downstairs – self regulate based on individual comfort levels

Phase 5

- Full work schedules and full hours to public
- Replacement of removed furniture and slow roll out of junior room activities (stealth programming)
- Outside groups use meeting room as ‘normal’
- Normal programming whatever that looks post pandemic

Timeframe guessing/hoping (working with state guidelines and statistics)

Phase 3 – May 11 – 31

Phase 4 – June – August

Phase 5 – September

Once fully open

- run 'fee' report again and waive
- run new patron report (since 3/17/20) and send 'welcome' to the library letter
- other?