Ruth Hughes Memorial District Library COVID-19 Preparedness and Response Plan

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Date revised: (CDC Guideline Changes, Sick Leave Policy Change): August 17, 2022

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COVID-19 Preparedness and Response Plan

INTRODUCTION

In order to respond to the current state of emergency related to the novel coronavirus ("COVID-19") and to comply with relevant state and local orders related to COVID-19, the Ruth Hughes Memorial District Library ("Library") has prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended.

I.   GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for the Ruth Hughes Memorial District Library in accordance with the requirements in the most recent state orders concerning employee safety and health, and all requirements therein, and also in accordance with *Guidance on   Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration   ("OSHA").

II.   BASIC INFECTION PREVENTION MEASURES

Enhanced Hygiene
Employees are instructed to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to use hand sanitizer, including upon entry. Employees will also be provided with access to tissues and to places   to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms.   Hand shaking is also prohibited to ensure good hand hygiene. The Library will provide tissues and trash receptacles where appropriate.

Workers are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is not possible, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

Paid Sick Leave *this paid sick leave policy sunsets on December 31, 2022
Employees are encouraged to stay home if they are sick, and are required to self-quarantine if they have a Suspected or Confirmed Case of COVID-19, as described in the Plan. All employees will be provided with one paid period to isolate or quarantine annually. This paid quarantine period will be in accordance with current CDC guidance. The annual period will be based on a "rolling" 12-month period, which will look back from the date the quarantine is needed. If the employee has been paid to quarantine during that 12-month period, or is unable to work from home due to illness, the employee must use available PTO time for further quarantines. Once PTO time is exhausted, additional time spent to quarantine will be unpaid.

Employees will not accrue PTO time while off on unpaid leave. Similarly, employees will be responsible for a pro-rata amount of the cost of continuation of their health insurance during any periods of unpaid leave.

Remote Work

Employees who are required to self-quarantine may be eligible to work from home, in accordance with the Library's Remote Work Policy, a copy of which is attached at Appendix C, and as described in ***Paid Sick Leave.***

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) will be performed daily using products containing Environmental Protection Agency ("EPA") approved disinfectants. Employees will be provided with access to disposable paper towels and disinfectant so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, the Library will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The following methods will be used for enhanced cleaning and disinfection: the building will be closed for at least 24 hours or until a deep clean following the CDC guidelines has been performed. These include opening doors and windows to increase air circulation; cleaning and disinfecting all areas used by the person who was sick; such as offices, restrooms, common areas, and shared equipment; vacuuming; and disinfecting with an electrostatic sprayer.

Enhanced Social Distancing

Employees are directed to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration ("OSHA") and the Centers for Disease Control and Prevention ("CDC") applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19. The Library may consider alternating days, extra shifts, or work from home shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

The Library will follow CDC and OSHA guidance along with that from state and local authorities with respect to prevention and mitigation measures. Various posters will be mounted within the workplace to inform employees of recommended prevention and mitigation measures. The Library will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, the Library will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

III.   PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace
The Library has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day at   the start of each work shift, the Library will screen employees for signs and symptoms of COVID-19 as   required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to their supervisor and the library director before and during the work shift and employees have been provided with instructions for how to make such a report to the employer. The Employee Entry Screening Questionnaire is attached as Appendix A.

A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix B. A healthcare provider's note is not required to validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work).

Self-Monitoring for Symptoms
Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. The principal symptoms of COVID-19 are any of the following not explained by a known medical or physical condition: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestions or runny nose, nausea, vomiting, or diarrhea. See CDC, Symptoms of Coronavirus list.

Procedures for Reporting Illness

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the primary COVID-19 symptoms not explained by a known physical or medical condition, including:

        -fever or chills
        -cough
        -shortness of breath or difficulty breathing
        -fatigue
        -muscle or body aches
        -new loss of taste or smell
        -sore throat
        -congestion or runny nose
        -nausea, vomiting, or diarrhea

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and library director;
- Follow the guidelines in the Return to Work Plan, which could include quarantining; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the Library will:

- Notify all employees, contractors, or suppliers who may have come into close contact with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Close the workplace for at least 24 hours or until such time as the employee's work area and any shared areas have been thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and library director of his or her diagnosis; and
- Remain out of the workplace until cleared and able to return to work per the guidelines in the Return to Work Plan; and
- Seek immediate medical care or advice.

If an employee qualifies as a Confirmed Case, then the Library will:

- Notify all employees, contractors, and suppliers who may have come into close contact with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Close the workplace for at least 24 hours or until such time as the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected; and
- Notify the local health department immediately; and
- Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

Becoming Sick at Work

The Library will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

(a)   Not allowing known or suspected cases to report to or remain at their work location.
(b)   Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
(c)   If suitable, assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, the Library will identify a designated area with closable doors (for example, one of the study rooms) to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

PPE
The Library will check the OSHA and CDC websites along with those of state and local authorities regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The Library will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. At such times employees are required to wear masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. The Library will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. The Library also encourages employees to use PPE and hand sanitizer on public transportation.

IV.   ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls
The Library will implement the following engineering controls:

- Installing air scrubbers and acquiring an electrostatic disinfectant sprayer.
- Installing touchless trash bins, paper towel, soap, and sanitizer dispensers.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing social distancing floor decals and other physical markers.

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Administrative Controls

The Library will implement the following administrative controls and review and implement any other necessary administrative controls as appropriate:

- Allowing telework and phone-based communication when suitable to minimize face-to-face contact.
- Minimizing face-to-face contact through reopening stages that limit public entry (i.e., curbside service, reduced occupancy.)
- Posting signage on COVID-19, social distancing, and safety requirements.
- Providing face masks and shields for patrons if needed and if supplies are available.

Non-Essential Travel
All non-essential travel is discontinued until further notice.

Working with Insurance Companies and State and Local Health Agencies
The Library will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards
The Library will continue to adhere to all applicable existing OSHA standards and requirements.

Training
The Library will coordinate and provide training to employees related to COVID-19. At minimum,

we will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

Recordkeeping
The Library shall maintain the required recordkeeping under state orders.

The following records are required to be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

Workplace Coordinator
The Library will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. The supervisor will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role. The designated supervisors at the Imlay branch are Library Director Tracy Aldrich, followed by Technical Services Coordinator Jessica Bostian, Adult Services Coordinator Lisa Cox, and Youth Services Coordinator Lorry Traver. At the Attica branch, the library assistant on duty is the designated coordinator.

Additional Restrictions and Policies
The Library will follow any additional requirements as issued by state, local, or federal authorities.

V.   EMPLOYEE CLASSIFICATIONS

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Library has evaluated employee risk levels and has determined that we have employees in the following risk categories: medium. We will implement appropriate protections based on each job classification's risk level. See Appendix D for OSHA's classification system and How to Protect Workers at Different Classifications.

VI.   BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

EMPLOYEE ENTRY SCREENING QUESTIONNAIRE   (Revised 8-17-22)

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced any of these symptoms, not explained by a known medical or physical condition:

_____   fever or chills

_____   cough

_____   shortness of breath or difficulty breathing

_____   fatigue

_____   muscle or body aches

_____   new loss of taste or smell

_____   sore throat

_____   congestion or runny nose

_____   nausea or vomiting

_____   diarrhea

If you cannot so affirm, you will not be permitted access to the premises. Please self-isolate at home, contact your primary care physician for direction, and follow the Return to Work Plan guidelines.

If you can affirm, please check and sign below and proceed to enter the workplace premises:

_____   I will wear a face covering while required in any public spaces within the premises.

Signature: _____   Date: _____

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

Employees who are subject to a recommendation to isolate or quarantine consistent with current CDC guidance; have been instructed to remain home by a health or public health professional; or who are awaiting a   COVID-19 test or the results of a COVID-19 test after having symptoms of COVID-19, must not be present at work until the following conditions are met:

If you are exposed (a close contact):

People are considered infectious 2 days before their symptoms began, or 2 days before they tested positive. If you were with someone who had COVID-19 in that time frame, you would be considered exposed, and are a close contact.

Start precautions immediately:

- Wear a well-fitted, high quality mask (e.g., N95 or KN95) at work and in public indoor spaces as soon as you find out you were exposed. Start counting from Day 1. Day 0 is the day of your last exposure to the infected person; Day 1 is the first full day after your last exposure. Continue this precaution for 10 full days.

- Get tested on Day 6, which is 5 full days after your last exposure.

- If you test negative, continue masking through Day 10. You can still develop COVID-19 up to 10 days after you've been exposed.

- If you develop symptoms or test positive, isolate immediately and follow the instructions below for presumptively positive and confirmed cases.

If you develop symptoms (presumptively positive):

- Everyone who has symptoms must immediately isolate at home and get tested.

- If the test is negative, you can end your isolation (but must still mask for the full 10 days).

- If the test is positive, follow the full isolation guidelines below.

If you test positive (confirmed case):

- Everyone who tests positive for COVID-19 must stay at home for at least 5 days. You are likely most infectious during these first 5 days. Day 0 of isolation is the day you were tested (if you had no symptoms) or the day your symptoms began (if you had symptoms before testing positive). Day 1 is the first full day afterward.

- If you had no symptoms, you may end isolation after Day 5. Continue masking at work and in public indoor settings through Day 10.

- If you had symptoms, you may end isolation after Day 5 if:

      - You are fever-free for 24 hours (without the use of fever-reducing medication); and

- Your symptoms are improving. Continue masking at work and in public indoor settings through Day 10.

- If you still have fever or other symptoms, continue to isolate until they improve.

- If you had shortness of breath, difficulty breathing, or were hospitalized due to COVID-19, you need to isolate through Day 10.

- After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart your isolation at Day 0 and talk to your health care provider.

APPENDIX C

Remote Work Policy

The Ruth Hughes Memorial District Library ("Library") may approve remote work in situations where both the employee and the job are suited to such an arrangement. Remote work is not an entitlement, and it in no way changes the terms and conditions of employment with the Library. Remote work for all employees except the Library Director must be approved by the Library Director. Remote work for the Library Director must be approved by the President of the Board of Trustees.

Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. IT personnel will be available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary remote work arrangements, either the employee or their manager, with approval of the Library Director, can initiate a temporary remote work agreement during emergency circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement, including equipment needs, workspace design considerations and scheduling issues.

If remote work is approved, the employee must establish an appropriate work environment within his or her home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Consistent with the Library's expectations of information security for in-person work, employees approved for remote work will be expected to ensure the protection of confidential Library and patron information accessible from their home office.

Employees should not assume any specified period of time for remote work arrangements, and the Library may require employees to return to regular, in-person work at any time.

APPENDIX D

OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

Very High Exposure Risk:
Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.
Workers in this category include:
- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:
High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:
- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high.*)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:
Medium exposure risk jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):
Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (*i.e.*, within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The Ruth Hughes Memorial District Library's jobs all fall under the Medium Exposure Risk classification.

Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers
In workplaces where workers have medium exposure risk, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls
- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls:
- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019- ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (*e.g.*, pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (*e.g.*, drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (*e.g.*, on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)
When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask,

and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category

will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage:

www.osha.gov/covid-19

APPENDIX E

EXAMPLE CHARTS

Employee Classification Determinations:

Positions/job/task	Determination (low, medium, high, very high)	Qualifying Factors (*e.g.*, no public contact, public contact, job task
Library Director	Medium	Public contact
Department Coordinators	Medium	Public contact
Library Assistants	Medium	Public contact
Pages	Medium	Public contact
Custodian	Medium	Cleaning public restrooms

Engineering Controls:

Positions/job/task	Engineering Control Implemented (*e.g.*, clear plastic sneeze guard installed)
Assistants, Pages, Coordinators	Plastic sneeze guards at service desks
Assistants, Pages, Coordinators	Social distancing floor decals & other markers
All staff	Air scrubbers added; touchless trash bins, paper towel, soap, and sanitizer dispensers installed; electrostatic disinfectant sprayer acquired

Administrative Controls:

Positions/job/task	Administrative Control Type Implemented (*e.g.*, minimize face-to-face contact/post signs, etc.)
All staff	Minimized face to face contact through reopening stages that limit public access to building (i.e., curbside only)
Director & Coordinators	Telework when suitable to minimize contact or reduce number of staff in building
All staff	Supply of face masks and shields for public if needed/available
All staff	Posted signage on COVID-19, social distancing, safety

Cleaning Schedule:

Type of Surface	Method/Disinfectant Used	Schedule/Frequency
Workspaces – desks, etc.	Cleaning/disinfecting solutions	Twice each shift
Common touch areas	Cleaning/disinfecting solutions	At least three times daily
Public restroom	Cleaning/disinfecting solutions	Once daily (increased from every other day)
Staff restroom	Cleaning/disinfecting solutions	After each use by that staffer

Additional PPE Selections:

Positions/job/task	PPE (*e.g.*, face shields, etc.)
All staff	Masks –disposable "surgical" & reusable, washable fabric
All staff	Face shields
All staff	Disposable gloves
All staff	Personal refillable bottle of hand sanitizer

RUTH HUGHES MEMORIAL DISTRICT
LIBRARY COVID-19 PREPAREDNESS AND
RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the Ruth Hughes Memorial District Library's COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1.   It complies with current orders from the State of Michigan.

2.   The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.

3.   The plan is available on the Ruth Hughes Memorial District Library website www.ruthhughes.org and at each Ruth Hughes Memorial District Library facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Ruth Hughes Memorial District Library

Signature: *Tracy Aldrich (signed electronically*)

Name of Official: Tracy Aldrich
Title: Library Director
Date: August 17, 2022