

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Employer: Milford Public Library

I. Purpose

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted in compliance with the MIOSHA Emergency Rules on Coronavirus Disease 2019 (COVID-19), filed with the Secretary of State on October 14, 2020 (“MIOSHA Rules”). The Plan has been subsequently revised to comply with the updated MIOSHA Rules filed on May 24, 2021.

II. Designated Supervisors

The following employees are designated as workplace safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under this Plan: Tina Hatch, Karin Boughey, Karen Dobson, Dawn Chlebo and Jeanne Brown.

III. Training

The employer will provide COVID-19 training to employees that covers, at a minimum, all of the following:

1. Workplace infection-control practices, including information on available vaccinations.
2. The proper use of personal protective equipment.
3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. How to report unsafe working conditions.

The employer will provide updated training if the employer changes its preparedness and response plan or if new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

IV. Basic Infection Prevention Measures & Safe Work Practices

To protect its in-person workers, the employer will:

1. Comply with all workplace safeguards set forth in MDHHS orders, the MIOSHA Rules, and local public health department orders.
2. Require in-person workers to comply with the social distancing practices described in the MIOSHA Rules, which includes keeping workers, except fully vaccinated persons, at least six feet from other workers to the maximum extent feasible.
3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require workers to stay home if they are sick or experiencing symptoms of COVID-19.

5. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). When choosing cleaning chemicals, the employer will use Environmental Protection Agency (EPA)-approved disinfectant labels that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
6. Provide non-medical grade face coverings to on-site employees who have not been fully vaccinated and require any employee, except fully vaccinated persons, to wear a face covering when the employee cannot consistently maintain six feet of separation from other individuals in the workplace.

V. Compliance

The employer will ensure compliance with the MIOSHA Rules for social distancing and face-coverings for unvaccinated employees through any manner the employer deems effective. This may include any or all of the following:

1. Keeping records of whether employees are fully vaccinated persons, and exempting them from social distancing and mask requirements as provided under the MIOSHA Rules. These records will be kept for at least 6 months from time of generation.
2. Posting signs in the work area reminding employees that are not fully vaccinated to wear face coverings and maintain appropriate distancing.
3. Allowing or requiring remote work.
4. Requiring face coverings and social distancing for all employees regardless of vaccination status.

“Fully vaccinated persons” means persons for whom at least 2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine.

VI. Identification and Isolation of Ill Workers; Response

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The employer will conduct a daily entry self-screening protocol, which will include asking workers entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19. The employer may also require workers to take their temperature and record the result in writing before working. Workers will enter the workplace at dedicated entry points.
3. Workers in the workplace who display signs or symptoms of COVID-19 must immediately report the signs or symptoms to the employer and be isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.

4. All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.
5. If an in-person worker tests positive for COVID-19, the employer will notify all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure.
6. The employer will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention.

VII. Record Keeping

The employer will maintain records of the following information:

1. All COVID-19 employee training.
2. Health screening for each non-vaccinated employee or contractor entering the workplace.
3. COVID-19 contact notifications provided to employees, contractors, and suppliers.

The employer will maintain these records for 6 months following the time of generation.

Workers with questions or concerns should contact their supervisor.

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