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COVID-19 Safety and Preparedness Plan for Jackson District Library (JDL)

JDL is committed to providing a safe and healthy workplace for all of our staff. To ensure that, we have developed the following Safety and Preparedness Plan in response to the COVID-19 pandemic.

Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

Management and staff are responsible for implementing and complying with all aspects of this Safety and Preparedness Plan. JDL managers have full support in enforcing the provisions of this plan.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working at JDL. Staff involvement is essential in developing and implementing a successful COVID-19 Safety and Preparedness Plan.

JDL gathered and included feedback from Administration staff as well as Management staff in this process by listening and addressing any concerns regarding safety and preparedness brought to the emergency planning team. The JDL emergency team will continuously monitor implementation and feedback.

Our Safety and Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Michigan Health and Human Services guidelines, and federal OSHA standards related to COVID-19 and addresses:

Hygiene and respiratory etiquette;

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 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.

Staff who currently have a temperature of 100° or more, or who have been around



other people exhibiting pandemic-related symptoms are not allowed on JDL property for a minimum of 14 days.

Staff who are feeling ill on the job should report that status to their immediate supervisor and/or Human Resources and isolate themselves at the workplace until they can be sent home.

Staff affected by or thought to be effected by Covid-19 should speak to Human Resources to discuss options available. JDL has implemented leave Emergency Time Off Without Pay in conjunction with federal Families First Coronavirus Response Act 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.

Staff are to wear face masks at all times and are to practice the highest levels of personal hygiene, including thorough washing with antibacterial soap and use of hand sanitizer. Gloves are to be worn while working with cleaning products. Staff must adhere to strict social distancing guidelines.

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 restroom.

All locations will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

All handwashing/sanitizing material will be provided by JDL. Staff are encouraged to monitor and maintain appropriate amounts for staff and patrons.

Respiratory etiquette

Staff members will be required to wear face masks. Face masks will be provided by JDL and training on the proper use will be provided by JDL.

Cover your cough or sneeze.

Workers and patrons 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 staff and



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patrons.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Staggered shifts;

Virtual meetings;

Limited services;

Workspace modifications, increased distancing;

Maintain six feet of distance between workers;

Signage and instructions for employees and patrons clearly posted;

Regulate riding in or sharing of vehicles;

JDL will support communications plans to address employee concerns; etc.

PPE

JDL will provide Personal Protective Equipment (PPE) at each branch/dept location. Training for PPE and social distancing will be provided by JDL.

This includes, masks, gloves, disinfectant, wipes, Plexiglas guards, etc.

Physical workplace changes may include workspace modifications for proper social distancing. Patron barriers to the stacks and closed meeting/sitting spaces.

Staff are to distance themselves from other work spaces and the work tools and equipment in them. Phones, office equip, etc.

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.

Communications and training

This Safety and Preparedness Plan will be communicated to all staff upon reopen. Communication will come from administrative staff via email and on day of opening by administrative and management staff.

Additional communication and training will be ongoing by management and in email 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



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gathering feedback from the staff and having discussions with the administration team. Management and staff are to work through this new program together and update the training as necessary.

This Safety and Preparedness Plan has been reviewed by the Jackson District Board of Trustees on May 28, 2020, and is posted on the intranet and sent to all staff via email communication. It will be updated as necessary.

Certified by:

Sara Tackett

Director