

Staff Policies and Procedures During Phased Reopening Plan Downers Grove Public Library

Purpose

The purpose of this document is to provide temporary policies and procedures necessitated by the COVID-19 pandemic and to align with the Phased Reopening Plan.

Duration

This document will modify the Personnel Policy, Employee Handbook, and other policies until the Phased Reopening Plan reaches Phase 6, New Normal. It is subject to change according to the needs and requirements of the Phased Reopening Plan, public health authorities, and applicable laws, including Executive Orders.

Coronavirus (COVID-19) Statement

The health, safety, and well-being of our employees is our highest priority. Therefore, Downers Grove Public Library wishes to reinforce best practices with regard to preventative health and safety measures.

Hygiene Practices

The Downers Grove Public Library recommends the following health and safety actions, as recommended by the Centers for Disease Control and Prevention and the requirements of the State of Illinois:

- **Wash your hands often**
 - Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your face, especially eyes, nose, and mouth, with unwashed hands.
- **Avoid close contact**
 - Avoid close contact with people who are sick
 - Stay home as much as possible.
 - Put distance (6 feet) between yourself and other people.
 - Remember that some people without symptoms may be able to spread the virus.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- **Cover your mouth and nose with a face mask when around others**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone must wear a face mask when in public.
- Face masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The face mask is meant to protect other people, in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. A face mask is not a substitute for social distancing.
- Cover coughs and sneezes
 - If you are in a private setting and do not have on your face mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Travel Outside the Country

If you or anyone in your household has traveled to or from a country that is designated a Level Warning Three as designated by the CDC within the past month, please notify your supervisor or Administration. You may be asked to self-quarantine for 14 days after possible exposure. You must notify your supervisor or Administration if you develop any COVID-19 symptoms during this time.

Stay Home If Sick

- If an employee has [signs or symptoms indicating COVID-19](#), including fever (100.4° or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches, they should stay home and call their doctor. Employees should notify their supervisor or Administration as soon as possible after seeking medical assistance.
- Employees who become sick during the day will immediately be separated from others and sent home. Touchless thermometers are available in Administration and the Staff Lounge for any staff needing to check for fever.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to discontinue home isolation and/or quarantine are met, in consultation with healthcare providers and state and local health departments.

- Employees who are well but who have a sick household member with COVID-19 should notify their supervisor or Administration and follow [CDC recommended precautions](#).
- Employees who are out sick for more than three consecutive days, or who have tested positive for COVID-19, must provide a doctor's note indicating they are fit to return to duty.

Exposure Plan

In the event of any employee has been exposed to and shows signs of COVID-19:

Step 1:

Any employee who appears to have any **one** of the following severe COVID-19 symptoms (fever, cough or shortness of breath), **or**, two or more of the following mild COVID-19 symptoms (fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell) upon their arrival at work, or during the course of their workday, will immediately be separated from all other employees, patrons, etc. and sent home.

Any employee who is well, but has a sick family member at home with COVID-19, must inform his/her manager or supervisor immediately. The employee will be told to stay home or sent home and advised to seek advice from healthcare professionals regarding quarantine requirements and follow CDC recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Manager/supervisor will request written authorization from the employee to disclose employee's identity and COVID-19 status to coworkers and others with whom they had contact in the event they test positive.

Step 2:

The employee's manager or supervisor will verify and document the following information: all co-workers who had contact with the sick employee; all locations in the building where the employee worked; that PPE was used properly by interviewing co-workers in contact with the sick employee.

Step 3:

Isolate all areas where the employee made known contact. Disinfect all affected areas (workstations, telephones, furniture, surface areas, etc.) and follow the EPA and CDC recommendations for disinfecting methods and approved disinfectants.

Step 4:

If the employee is confirmed to have COVID-19 infection: inform fellow employees of their possible exposure to COVID-19 in the workplace; maintain the sick employee's confidentiality as required by the American with Disability Act (ADA); instruct fellow employees about how to proceed on the CDC Public Health Recommendations for Community-Related Exposure; close the building immediately for a period of 72 hours; contract a deep-cleaning and disinfecting of the entire building; and replace RTU

filtration and open RTU fresh air intake to 100% for 72 hours, to allow as much fresh air in the building as possible.

Accessing Library Physical Space

General Guidelines

All staff working in the library during the Phased Reopening Plan are required to do the following:

- A log of all staff scheduled to work in-library, with employee names, hour worked, and areas accessed, will be maintained by managers and supervisors. Please communicate with your manager or supervisor about this information at the end of each scheduled in-library shift.
- Wear a face mask when entering and exiting the library, in common areas, and whenever 6 feet of distance may not be maintained.
- Use best practices, as detailed in staff training, for donning and doffing personal protective equipment (PPE).
- Clean and sanitize work surfaces and equipment as instructed. See Cleaning and Disinfecting section below.
- Avoid entering workrooms or offices other than your own unless absolutely necessary.
- Avoid touching workstations, work surfaces, or equipment unless absolutely necessary.
- Wash hands thoroughly at least once per hour when working in a shared space.
- If you use equipment, such as carts, clean and disinfect equipment when done. See Cleaning & Disinfecting section below.
- Use red trash cans located in each department to dispose of used PPE. Used PPE is not considered biohazard waste because the library is not a healthcare setting. The red trash cans are a reminder to Facilities staff to use extra caution during disposal.

Entrance, Lobby, and Public Areas

- Always wear a face mask when entering or exiting the building.
- Avoid passing other staff in the staff hallway, if possible, by waiting for others to clear the hallway before entering or exiting.
- Refrain from loitering in the staff entrance hallway and other high traffic areas. Facilities staff at their desk are working and are not considered loitering.
- Wash hands or use hand sanitizer immediately after entering and before exiting the building.
- Be aware of others when in the Lobby and public areas to maintain social distancing.
- Avoid gatherings to maintain social distancing.

- Arrive and leave promptly for scheduled shifts to maintain separation of shifts and social distancing.
- Stay to the right when ascending or descending stairs to maintain maximum social distancing.

Workrooms

- Keep workroom doors propped open to minimize contact with high touch surfaces, until the public is allowed access to the library building.
- Be aware of social distancing, especially when entering and exiting the workroom.
- At the end of the day, clear surfaces as much as possible to allow for overnight cleaning and disinfecting.
- Do not use common coffee pots, mugs, flatware, etc.

Shared Workstations/Areas

- Clean and disinfect your shared workstation before and after working. See Cleaning and Disinfecting section below.
- At the end of each shift, think through what you have touched to ensure you clean and disinfect each surface, including things like carts you used and chair arms.
- At the end of the day, clear surfaces as much as possible to allow for overnight cleaning and disinfecting.
- You are responsible for cleaning your desk phone, computer, keyboard, and mouse. These are not done by the cleaning crew. See Cleaning and Disinfecting section below.

Individual Workstations

- At the end of the day, clear surfaces as much as possible to allow for overnight cleaning and disinfecting.
- You are responsible for cleaning your desk phone, computer, keyboard, and mouse. These are not done by the cleaning crew. See Cleaning and Disinfecting section below.

Elevator

- Only one employee is allowed in the elevator at a time.
- If possible, use a tissue, elbow, or other alternative to fingers to press elevator buttons.
- Wash hands or use hand sanitizer before and after using the elevator.

Staff Lounge

- Employees are encouraged to bring food that does not require preparation or heating.
- Employees may choose to eat at their desk or workstation.
- Seating is limited. One person per table to maintain social distancing.
- Do not gather in the Staff Lounge.
- Clean and disinfect your table before and after eating or drinking. See Cleaning and Disinfecting Expectations section below.
- Do not use common flatware, plates, bowls, or kitchen utensils.
- Do not use the dishwasher in the Staff Lounge.
- Refrain from leaving items in Staff Lounge refrigerators beyond your shift.

Deliveries

- Deliveries will be quarantined in Access Services. Cardboard boxes will be quarantined for 72 hours and plastic/vinyl packages for 7 days before opening.
- Access Services will accept deliveries and notify other departments as applicable of arrival of deliveries.

Scheduled Work and Pay Practices

Prior to the implementation of the Phased Reopening Plan, staff were paid for all pre-closing, regularly scheduled shifts and expected to work approximately 50% or their scheduled hours from home, depending on position and availability of applicable work. As the Phased Reopening Plan is implemented, schedules will be set by each department's manager and/or supervisor. Employees are expected to work all assigned shifts and complete all assigned tasks and duties. These temporary scheduled work and pay practices will be in force until Phase 6, New Normal, of the Phased Reopening Plan.

Equity in Required Work

Due to differences in department responsibilities, job descriptions, and job duties, complete equity among departments and positions is impossible to achieve. Every effort will be made to equitably schedule and require work for all employees. If you have a concern regarding equity in scheduling or required work, please discuss your concern with your manager, supervisor, or Administration.

Required In-Library Shifts

During Phase 1 of the Phased Reopening Plan, staff will begin to have required in-library shifts. Staff should be prepared for required in-library shifts to increase as further phases are implemented. Telecommuting is encouraged for all work that can be accomplished remotely, according to the Telecommuting section below.

Accommodations for COVID-19 Vulnerable Employees

COVID-19 vulnerable employees or those with a COVID-19 vulnerable household may request an accommodation in the form of receiving telecommuting shifts in lieu of required in-library shifts. Employees must notify your manager or supervisor to request accommodation for in-library shifts. Accommodations are limited by the availability of telecommuting work for the employee's position. If accommodations cannot be made or an employee does not qualify for accommodations, see Substituting Paid Time Off for Required In-Library Shifts section below.

FMLA, EFLMA, and EPSL

Employees who qualify for Family Medical Leave (FMLA), Extended Family Medical Leave (EFMLA), or Employer Paid Sick Leave may request such leave according to the Personnel Policy and/or Expanded Family Medical Leave and Emergency Paid Sick Leave Policy. Being COVID-19 vulnerable does not necessarily qualify an employee for these types of leave.

Substituting Paid Time Off for Required In-Library Shifts

If an employee cannot work a scheduled in-library shift for any reason, the employee may substitute paid time off for the in-library shift. Vacation and personal leave must be used first. Sick leave may be used after vacation and personal leave are exhausted. Vacation, personal, and sick leave are advanced at the beginning of each year and will be pro-rated for any employee separating prior to year end.

Telecommuting

During the Phased Reopening Plan, telecommuting is encouraged for all work that can be accomplished remotely. Managers and supervisors are responsible to ensure that their departments perform the work necessary to operate at the currently implemented phase of the Phased Reopening Plan, both in-library and remotely. Managers and supervisors will communicate expectations for both in-library shifts and telecommuting to department staff as early as possible for planning purposes. All staff are expected to complete all scheduled shifts, in-library or telecommuting, as assigned by their manager or supervisor.

Expectations for All Staff

Telecommuting employees are responsible for:

- All assigned work including:
 - Scheduled hours for assigned work such as online meetings and chat reference
 - Communicating equipment and materials needs
 - Contacting manager or supervisor with any questions or information needed to complete assigned work
- Adhering to timekeeping policies and procedures

- Being available by phone and/or email during scheduled telecommuting hours
- Responding to all emails and voicemails within one business day
- Providing updates on pending projects and/or assigned work

Conditions

Telecommuting schedules and work assignments will be available during the Phased Reopening Plan according to the operational needs of the Downers Grove Public Library and may be withdrawn at any time. Employees who cannot work remotely due to illness, caring for children during school closures, absence of childcare, or caring for other family members may qualify for leave under the Family Medical Leave Act section of the Personnel Policy and/or Expanded Family Medical Leave and Emergency Paid Sick Leave Policy.

Use of Paid Time Off

Beginning Sunday, May 31, 2020, if an employee cannot work the minimum of 50% of their hours on a scheduled work day or on an alternate telecommuting schedule approved by their supervisor, the employee may substitute vacation, personal, or sick leave for the full amount of scheduled hours for that day (i.e. a pro-rated day for part time or 7.5 hours for full time). Use of sick leave is subject to the parameters outlined in the Personnel Policy. Your manager or supervisor will determine if your scheduled and telecommuting work meets their expectations for any given time period.

Guests and Visitors

Guests and visitors are prohibited in the library until Phase 5 of the Phased Reopening Plan.

Employee Travel and In-Person Meetings

Employee travel for conferences and professional development is suspended until Phase 6 of Phased Reopening Plan. In-person meetings are discouraged until Phase 5 of the Phased Reopening Plan unless employees' physical presence is necessary to the work being done (i.e. recording virtual programming or evaluating physical space needs).

Cleaning and Disinfecting

General Guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water or surface cleaner, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as public service desks and public use computers should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- EPA-registered disinfectants will be provided in each workroom and at each public service desk.
- Follow the instructions provided by the Facilities Department or on the label to ensure safe and effective use of the product.
- Many products recommend:
 - Keeping the surface wet for a period of time (see Facilities instructions or product label).
 - Precautions such as wearing gloves and a mask and making sure you have good ventilation during use of the product.

Electronics

For electronics, such as tablets, self check screens, keyboards, and mice:

- Wipeable, antimicrobial film will be placed on self-check screens when received.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

For Staff at Public Services Desks

- Plexiglas sneeze guards have been installed for staff protection. Items that do not fit through the opening may be passed around the side of the guard. Avoid touching the sneeze guard. Sneeze guards require a special cleaner. Notify Facilities via email if sneeze guards need additional cleaning.
- Use disinfectant spray on desk surfaces after each transaction.
- Never use wipes when you can spray! Disinfectant wipes should be reserved for electronics. Use disinfectant spray and a paper or shop towel to help conserve supplies.

For Staff in Working in Public Areas

- Use disinfectant spray on all surfaces as frequently as after each use, if possible.

- Use alcohol-based wipes on public computers after each use. If alcohol-based wipes are not available, use alcohol-based spray cleaner sprayed onto a paper towel, making sure it is wet but not saturated.
- Never use wipes when you can spray! Disinfectant wipes should be reserved for electronics. Use disinfectant spray and a paper or shop towel to help conserve supplies.