LIBRARY RE-OPENING SAMPLE TRAINING POLICIES & RESOURCES

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

Libraries should be sure to consult the State of Michigan Coronavirus website, https://www.michigan.gov/coronavirus, and their local municipal and Health Department directives for additional guidance.

Library Policies should ALWAYS be reviewed by the library's Attorney.

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Certain training is required by EO 2020-114 for all businesses and organizations re-opening after the pandemic. The information below provides resources and sample policies/procedure language to help libraries implement this required training.

Libraries can substitute their own materials and videos but should ensure that their materials include all required elements for each topic.

Sample Staff Training Policy

Executive Order 2020-114 (1)(c) requires that all businesses and organizations that are resuming activities must train employees on four (4) specific areas:

1. Workplace infection-control practices.
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.

In addition, Executive Order 2020-114 (6) requires two (2) additional training sessions specifically for libraries & retail establishments.:

1. Appropriate cleaning procedures, including training for cashiers on cleaning between customers.
2. How to manage symptomatic customers upon entry or in the store.

This policy will detail the specific training adopted by the **LIBRARY NAME** and indicate steps that all staff must take in order to confirm that they have completed the required training.

- Any staff person having any questions regarding the required training should contact their supervisor.
- All training must be completed within 30 days of returning to work.

- Any staff member having difficulty completing this training should contact their supervisor.
- Staff working remotely must complete this training while working remotely.
- Staff working in-person should complete this training during work hours.

How to confirm/verify completed training (below are examples of verification methods):

- A 'Training Session Verification" form available on the library (network/computer/Google Drive/server, etc. See sample below)
- A Google Form/Survey Monkey Survey (See Sample Attached as Appendix A2)
- E-mail (supervisor or whom board/director designates):
    - Screenshot of end of training video(s)
        - Title of training
        - Time and date of completion
    - Copy of certificate for completion of training (supplied by the training module)
        - Time and Date of completion

Sample Training Verification Form

Employee Name:

Supervisor:

Date:

Title of completed Training Session:

Format of Training (check all that apply)

In-person: Video: Written materials (accessed online or in hard-copy):

Date training completed:

I certify that all information on this sheet is accurate, and that I completed the above training as indicated.

Signature of employee:

Training Content

1. **Workplace infection-control practices**.

    - Topics Covered:

        - Routes by which SARS-CoV-2 is transmitted from person to person
        - Distance that SARS-CoV-2 can travel in the air
        - How long SARS-CoV-2 remains viable in the air and on environmental surfaces
        - Signs and symptoms of COVID-19
        - Steps the employee must take to prevent their exposure to SARS-CoV-2

    - Workplace Infection Control Practices Training Module examples

- Yale University School of Medicine-Infection Prevention for Covid-19, An Illustrated Summary - https://youtu.be/VgttqozWzBQ Excellent and engaging presentation that includes all required elements above.
- National Institute of Environmental Health modules - https://tools.niehs.nih.gov/wetp/covid19worker/ (Free. Online version requires brief registration/account creation. Comprehensive coverage, including info for high-risk medical personnel. Provides testing and a confirmation of completion at the end of the course. Saves user's progress so employees can complete it in more than one sitting. Takes less than 1 hour to complete entire course. However, some information is a bit old as this is from earlier in the pandemic). Good course but supervisors should review before requiring so they can answer questions from personnel regarding some information that may not pertain to library staff.
- https://youtu.be/DCdxsnRF1Fk - Understanding Covid-19 and how to be safe – Emmi training (prof. training corp) (Free) Engaging, and clear, but lacks information on length of time virus remains in air or on surfaces. This information would have to be supplied separately to employees if using this video.
- https://www.osha.gov/Publications/OSHA4027.pdf - OSHA social distancing for workplaces guide. (A good explanation of Social Distancing).

2. **The proper use of personal protective equipment**:

- Topics Covered:

    - Putting on PPE ("Donning")
    - Taking off PPE ("Doffing")
    - Dos and Don'ts of PPE

- The proper use of personal protective equipment (PPE) Training module examples:

- PPE Donning and Doffing

- https://www.ncptt.nps.gov/blog/covid-19-basics-personal-protective-equipment-ppe/ https://www.youtube.com/watch?v=gX7R5pHVnkU National Center for Preservation and Training
- https://www.osha.gov/video/ - basics videos on mask removal, prevention of virus transmission, designed for office workers.
- https://youtu.be/t1lxq2OUy-U - PPE Donning & Doffing CDC Sequence for Covid-19, Hippo Education.
- https://youtu.be/t1lxq2OUy-U - Donning PPE
- https://youtu.be/wLuYDv65_to - Doffing PPE
- Dos and Don'ts of Masks and glove wearing
- https://youtu.be/T5xLgETZIvs NBC News segment on Mask/Glove dos and don'ts including a discussion on why gloves are not a good idea to use for every activity. Includes Donning & Doffing. Informative and engaging.
- https://youtu.be/eVJbenwzR1s Centura Health Dos and Don'ts of wearing Masks and Gloves (includes information about virus transmission and donning/doffing) Informative & engaging but does not mention danger of wearing gloves when not needed.

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. (This training content depends on the library's individually determined procedure. A sample procedure is below:

    REQUIRED ELEMENTS OF PROCEDURE

    - Require employees to report when they are sick or experiencing symptoms of COVID-19

        - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

        - https://www.internationallawoffice.com/Newsletters/Employment-Immigration/USA/McDermott-Will-Emery/COVID-19-FAQs-on-employees-experiencing-symptoms-and-employee-absences

    - Notify the local health department IMMEDIATELY and

    - Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 within 24 hours.

Sample procedure/steps

Employees of **LIBRARY NAME** must follow the steps below if:

1. The employee is experiencing symptoms of Covid-19 (as explained by the CDC https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html, or as determined by the CDC Self-Check app https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#)

    OR

2. The employee (or someone in the employee's household) has received a positive diagnosis of Covid-19 as a result of a Covid-19 test.

    - Employee should contact supervisor as soon as possible.
    - If at home, employee must stay home.
        - If Diagnosed or ill with symptoms, employee must remain home and isolated for the time recommended by the CDC guidelines https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html
        - If the employee is caring for, or has been exposed to the virus by someone who has been diagnosed, they must remain quarantined following the CDC guidelines (14 days) https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html (*(If exposed employees are asymptomatic employer may choose to follow alternate CDC guidance* https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html)
    - If the employee is in the workplace (or fails health screening), Employee is to go home.
    - Employee must follow CDC Recommended Steps https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html**, and** contact their physician for advice and/or testing.
        - Staff may also contact the Michigan Testing Site Finder https://www.michigan.gov/coronavirus/contain-covid/test to locate a no-cost testing site (nurses at the site can authorize and order Covid-19 testing. No need to see a Dr.(EO 2020-104 https://www.michigan.gov/whitmer/news/state-orders-and-directives/2020/05/26/executive-order-2020-104).
    - Employer will, as soon as possible after notification by employee, notify remaining employees of possible Covid-19 infection. Employer may not disclose name of ill employee.

- Employees will be reminded of importance of following PPE and social distancing and hygiene requirements.
- Employee must complete the "Employee Contact Form" that will be provided to them by their supervisor. This form must be completed within 24 hours of employee's notification to employer.
    - Once contact form received, Supervisor or HR staff will notify particular staff and/or patrons of possible exposure.
    - Those staff will be evaluated for symptoms, and sent home in accordance with CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html, and https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html *(If exposed employees are asymptomatic employer may choose to follow alternate CDC guidance* https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html)
- Supervisor or HR staff will advise the employee of their benefits options within **X** hours/days of notice of illness from employee.
- Employer (supervisor, HR staff or Covid-19 contact) will immediately, if possible, and no later than 24 hours from notice, notify local Health Department (https://www.michigan.gov/mdhhs/inside-mdhhs/county-offices/lhd) of possible/confirmed illness (it is likely that health care insurer will also do this).
- The library will assess areas for possible hazard in accordance with CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html, and possibly close or restrict access to parts of the library in order to implement their "Deep Cleaning Protocol, as required by EO 2020-114. Deep cleaning will occur 24 hours after notification from employee. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html
    - Staff will be notified via text or e-mail of applicable benefits for the time off due to cleaning, if applicable (if staff will not be in the building or are not part of cleaning protocol).
- Supervisor or HR staff will complete required MiOSHA form to report workplace diagnosis https://www.michigan.gov/-/media/Project/Websites/leo/Documents/MIOSHA/Record-Keeping-and-Reporting/CIS_WSH_form300.pdf?rev=80e1d4d3c4a24ebeb9aa60aa0d4b6d07 Contact MiOSHA for assistance, https://www.michigan.gov/-/media/Project/Websites/leo/Documents/Executive2/Workplace_Guidelines_FactsheetEmployers_REV.pdf?rev=c473ada0b39345898eb2b0cd29820eb7 .

3. **How to report unsafe working conditions**.

   Every employee has a right to a safe workspace. The Michigan Occupational Safety & Health Act provides that employers must adhere to certain requirements with respect to maintaining a safe working environment. Executive Orders released as the result of the Covid-19 pandemic have added to these requirements. Executive Order 2020-114 lists the specific requirements that all businesses & organizations must adhere to, and additional requirements that Libraries must implement in order to keep workers and patrons as safe as possible and mitigate the spread of Covid-19.

   Employees of **LIBRARY NAME** can review the library's pandemic prevention and response plan by (*how to access plan/location of plan*).

   Employees of **LIBRARY NAME** must review the following information which will be provided to them via e-mail, or in print, and, after review, the employee must send an e-mail to their supervisor with the day and time of the review, or, provide the supervisor with a signed paper copy with the date of review listed on the page.

   Page to review (.*PDF file can be printed out and provided to employees, or e-mailed, as part of training*)

https://www.michigan.gov/-/media/Project/Websites/leo/Documents/Executive2/Workplace_GuidelinesEmployee_Rights.pdf?rev=b0f55b4f849644a2908825e40f7d95b7

Additional Resources: https://www.michigan.gov/-/media/Project/Websites/leo/Documents/MIOSHA21/leo_miosha_c19_workplace_guidelines_employee.pdf?rev=687715cb556f4478a86a66197d4198a2 (MiOSHA Workplace guidance for employees – see slide #23 – this information is what the unsafe working conditions training should contain.

 https://www.michigan.gov/leo/bureaus-agencies/MIOSHA/Enforcement-and-Appeals/how-to-file-a-complaint-with-miosha (MiOSHA website explaining procedures to report and link to form)

MiOSHA "Hotline" for questions regarding workplace safety and health may contact MIOSHA using the new hotline at **855-SAFEC19 (855-723-3219)**.

4. **Appropriate cleaning procedures, including training for cashiers on cleaning between customers.**
   a. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html – CDC guidelines for disinfection of workplaces.
   b. https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html CDC guidelines for cleaning/disinfecting public spaces - including handy .pdf sheet.
   c. https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html - CDC Guidelines for cleaning community facilities with a confirmed diagnosis
   d. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19 (EPA list of chemicals effective against COVID-19 with safety information)
   e. https://www.co.portage.oh.us/sites/portagecountyoh/files/pages/reopening_america_cleaning_disinfection_decision_tool_cdc_factsheet.pdf CDC tool on determining the best method of cleaning.
   f. https://youtu.be/fQxKXQ7NzsA Video on cleaning/disinfecting for COVID-19 from the Texas Department of State Health Services.

5. **How to manage symptomatic customers upon entry or in the library/store.**
   a. Understand the symptoms of Covid-19
      i. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
   b. Contact Supervisor/Covid-19-point person/contact
   c. Enforce social distancing
   d. Offer the Patron accommodated service away in area away from heavily trafficked/occupied area.

Record-Keeping

   e. Training
      i. Staff verifications or attendance sheets or logs
      ii. Training requirements/policies
      iii. Training curriculum/programs/ materials used
   f. Recording diagnosed COVID-19 Illnesses on MIOSHA 300 Log

          i. COVID-19 is a recordable illness and must be recorded by employer if
- 1. 1. The COVID-19 case is confirmed as defined by CDC
- 2. 2. Work-related as defined by MIOSHA
- 3. 3. Involves one or more of the general recording criteria
  https://www.constangy.com/newsroom-newsletters-972

g. Health Screenings
- i. Requirements/policy
- ii. Instances of failures.

The research and resources above are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem.

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