



Epidemic, Pandemic, and Communicable Diseases Procedure

COVID-19 Health Protection and Infection Prevention

Procedure Number: 024

Authorized by: Executive Director Effective Date: 7/14/2022 Review Date: 7/01/2027

1) **Purpose:**

Timberland Regional Library (TRL) has developed the COVID-19 Health Protection and Infection Prevention Procedure to provide guidance for staff upon return to work in TRL facilities during the COVID-19 pandemic. These procedures shall be enforced at all times in all TRL facilities by the management staff on duty at that time. All managers and employees must acknowledge having received and reviewed this document and its appendixes. Supervisory staff are responsible for ensuring employee health and safety; therefore, all supervisors shall coordinate with Human Resources and Administration to ensure compliance with this plan (see Appendix A). Noncompliance with this procedure may result in disciplinary action.

2) **Scope:**

This procedure pertains to all TRL employees, service providers, volunteers, and or contractors (as permitted).

3) **Background:** None.

4) **Definitions:**

A. COVID-19: Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

B. Personal Protection Equipment (PPE): Equipment worn to minimize exposure to a variety of hazards.

C. Social Distancing: Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

1. Stay at least six (6) feet from other people - about two (2) arms’ length.
2. Do not gather in groups.
3. Stay out of crowded places and avoid mass gatherings.

D. Quarantine/Isolation: Quarantine and isolation help protect the public by preventing exposure to people who have or may have a contagious disease.

1. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

2. Isolation separates sick people with a contagious disease from people who are not sick.

E. Clean and Sanitize: When disinfectant is not available, or if specified, surfaces must be cleaned with soap and water and then sanitized with EPA approved products.

F. Disinfect: High touch surfaces can be disinfected with relevant EPA approved disinfectant in place of cleaning and sanitizing.

5) Procedure:

A. Limiting Exposures:

Due to the nature of work staff perform, TRL can be classified as a low (caution) or medium-risk worksite per the OSHA Worker Exposure guidelines (see Appendix B). In order to limit the potential, spread of COVID-19 in district facilities, TRL has adopted a Zero Tolerance stance for employee health protection.

All TRL staff are expected to stay home if they are sick and to leave the worksite immediately should they begin to feel sick. Typical symptoms of COVID-19 include any combination of **cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea, fatigue, headache, congestion, or runny nose**. If a staff member exhibits any of the symptoms listed, they are to immediately report this to their supervisor (via phone, text, or email) and leave the worksite immediately. If coworkers appear to be experiencing or complain of COVID-19 like symptoms, they are to be directed to supervisory staff and asked to leave the facility immediately.

Employees exhibiting symptoms must be directed to leave the worksite and seek medical attention and applicable testing by their health care provider. Home Covid tests can be used to confirm a covid diagnosis however an official test from a medical provider or testing site will be required to utilize TRL Covid Leave. You are required to notify your supervisor immediately if you are diagnosed with a communicable illness. Supervisors and managers will notify their Public Services Manager or departmental Director who will then contact Human Resources, and TRL Administration. The employee **should quarantine and remain off work for at least five (5) full days from the date they tested positive**. After that time, they may end isolation and return to work if they are fever-free for twenty-four (24) hours without the use of fever-reducing medication and their other symptoms have improved. They must continue to wear a [well-fitting mask](#) around others for five (5) additional days (day six [6] through day ten [10]) after the end of your five (5) day isolation period.

B. Guidance for Staff Safety:

Employees are required to follow the guidance listed below to prevent exposure and limit the transmission of the virus:

1. It is recommended that staff wear face masks in libraries and spaces open to the public.

2. Control coughs and sneezes with a tissue, or into elbow if tissue is not available. Tissue must immediately be thrown away and hands washed prior to returning to work.
3. Individuals must take personal responsibility to ensure social distancing with peers and patrons when possible.
4. Supervisory staff must implement staggered breaks and lunches for employees in the event that social distancing cannot be obtained during break and mealtimes.
 - a. Personal belongings must be maintained at all times and are not to be left out in communal staff spaces; do not make others responsible for moving, touching, or interacting with possessions that are not theirs during their break or lunch period.
 - b. When leaving and returning to the worksite for breaks, lunches or other reasons, staff are required to wash hands with soap for at least twenty (20) seconds or use an alcohol-based hand sanitizer with at least sixty percent (60%) ethanol or seventy percent (70%) isopropanol before reporting to work.
5. Frequent use of handwashing (at least twenty [20] seconds) or alcohol-based hand sanitizers are encouraged and handwashing facilities and alcohol based hand sanitizers (sixty percent [60%] alcohol/seventy percent [70%] isopropanol) must be readily available for staff use during their scheduled shift.

C. Guidance for Safe Facilities:


1. All frequently touched surfaces and objects should be cleaned and disinfected regularly, including counters, tables, door handles, laptops, etc. Frequently touched surfaces will be cleaned using EPA-registered household disinfectants that combat the SARS-CoV-2 virus.
2. All common areas and meeting areas are to be cleaned and disinfected regularly.
3. All restroom facilities will be cleaned and sanitized regularly, and handwashing stations must be provided with soap, hand sanitizer and paper towels.
4. All restrooms and break room must have laminated COVID-19 safety guidelines and handwashing instructions.

D. Guidance for Supervisors:

Risk Prevention Practices

1. Employees must be provided PPE, when mandated. If use of PPE is not mandated, staff may self-select to utilize PPE at their own expense.
2. Ensure staff maintain at least six (6) feet of social distance whenever possible. Clean and disinfect all high-contact surfaces. This includes but is not limited to tables, desks, laptops, doorknobs, and computers.
3. Infection Protocol - Refer to Mandatory General Requirements for Employers from the Department of Labor & Industries...

Employees must be instructed that those who experience COVID-19 symptoms (i.e., cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell) must refrain from entering the worksite or attempting to work. Supervisors must take



immediate steps to limit infections at the job site in the event that a worker is found to have tested positive for COVID-19 or has COVID-19 related symptoms. There may be occasions in which someone who has tested positive for COVID-19 or who has COVID-19 symptoms has been in district facilities; prompt identification and isolation of potentially infectious individuals are a critical step in protecting workers, vendors, visitors, and others present.

As provided by law, the identity of the worker must be kept confidential.

- a. Upon learning of an infection, immediately notify your supervisor, who will then contact Human Resources and Library Administration. The supervisor or managerial staff present must direct the worker with COVID-19 related symptoms to leave the worksite immediately and contact their healthcare provider.
- b. Human Resources shall work with the Director of Operations and the employee to identify potential exposure to other employees or library locations.
- c. Disinfection of public and staff areas should follow the most current CDC guidance for the prevention of novel (new) Coronavirus infection in public areas.

E. Returning to Work:

1. All impacted workers should follow the current CDC guidance on being around others following COVID-19 diagnosis or COVID-like symptoms.





Appendixes:

Appendix A – Scope of Implementing COVID-19 Procedure

Administration, Human Resources and Library Managers have responsibility for the implementation of this procedure.

Work Scope: To provide a dedicated, single-point resource for COVID-19 related issues to include TRL employees, service providers, volunteers and/or contractors (as permitted) entering and working in TRL buildings.

Responsibilities:

1. Implement TRL's Epidemic, Pandemic, and Communicable Diseases Procedure (COVID-19 Procedure).
2. Maintain building COVID-19 plans.
3. Train existing staff and lead orientation for new hires/re-assignments on COVID-19 program procedures, and expectations.
4. Perform program and task specific audits and work hazard analysis for potential COVID-19 impacts.
5. Primary resource for any COVID-19 issues on location.
6. Provide technical support for COVID-19 safety programs for contractor work and building programming with activity coordination. Assist in the review of contractor's COVID-19 safety plans and procedures.
7. Ensure the COVID-19 plan is shared with all department personnel.
8. Prepare, disseminate, and train all staff on COVID-19 guidelines.
9. Maintain site-specific COVID-19 signage and awareness.
10. Promote personal hygiene practices in accordance with CDC recommended guidelines and actions.
11. Assist in the development of site orientation programs for implementation of COVID-19 safety procedures.

Communication:

1. Ensure protocol updates are shared with onsite personnel.
2. Reporting protocol executed when workers are diagnosed as carrying COVID-19 or suspected/confirmed as having been exposed to COVID-19.
3. Provide positive health messaging to onsite personnel.
4. Provide access and training for evolving guidelines.
5. Workforce engagement and process to incorporate improvements to daily work planning and execution to reduce possible exposure risks.

Preventative Measures:

1. Identify sick workers and limit contact.
2. Provide verification of the COVID-19 guidelines around the site and observe workforce to identify any workers who show symptoms of illness.

Social Distancing:

1. Ensure all individuals maintain safe working distance from others and points of contact are limited:
 - a. Lunch scheduling staggered to maintain safe worker distancing when space is limited.
 - b. Update plans daily to ensure staff work tasks can be maintained with adequate social distancing.

Site Cleaning Protocols:

1. Ensure adequate handwashing facilities are available.
2. If soap/water are not readily available, alcohol-based sanitizer that contains at least sixty percent (60%) alcohol will be made available throughout site.
3. Trash must be placed in appropriate receptacles.
4. All personnel must utilize their own dedicated PPE; sharing of PPE will not be permitted.
5. Review and approve cleaning protocols and schedules in high contact workspaces.
6. Support staff dedicated to cleaning consistent with L&I Requirements.

Appendix B - Work Hazard Assessment, COVID-19 Exposure

According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment.

1. Jobs Classified at 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 SARS-CoV-2 nor frequent close contact with (i.e., within six [6] feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - a. Engineering Controls:

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.
 - b. Administrative Controls:
 - i. Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information.
 - ii. Collaborate with workers to designate effective means of communicating important COVID-19 information.
 - iii. Additional Personal Protective Equipment PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.
2. Jobs Classified at Medium Exposure Risk: Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within six [6] feet of) people who may be infected with SARS-CoV-2, 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).

a. Engineering Controls:

- i. Install physical barriers, such as clear plastic sneeze guards, where feasible.
- ii. Improve building ventilation system(s) per ASHRAE and CDC recommendations. This may include some or all of the following activities:
 - Increase ventilation rates.
 - Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
 - Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
 - Disable demand-controlled ventilation (DCV).
 - Further open minimum outdoor air dampers (as high as one hundred percent [100%]) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
 - Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
 - Check filters to ensure they are within service life and appropriately installed.
 - Keep systems running longer hours (including twenty-four seven [24/7]) to enhance air exchanges in the building.

b. Administrative Controls:

- i. Keep patrons informed about symptoms of COVID-19, such as by posting signs about COVID-19 in areas where patrons may visit including COVID-19 information in automated messages sent when materials are ready for pick up.
- ii. Where appropriate, limit patrons' and the public's access to the worksite, or restrict access to only certain workplace areas.
- iii. Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, and telework options).
- iv. Communicate the availability of medical screening or other worker health resources.
- v. 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. 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.

6) **References:**

- A. Occupational Safety and Health Administration (OSHA) Worker Exposure guidelines.
- B. Center for Disease Control (CDC) and Environmental Protection Agency (EPA) guidelines.

7) **Citations:**

- A. None.

 7/14/2022
Cheryl Heywood, Executive Director

By the enactment of this procedure the Executive Director of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this procedure.

