

Jasper County Public Library

Infectious Disease & Illness Prevention Plan

The Jasper County Public Library (JCPL) strives to ensure its operations and workplace are safe and healthy for employees and non-employees alike. The exact manner and methods we use to accomplish that broad goal necessarily vary based on various dynamic factors, such as staffing and attendance levels, available resources, and public health situations in the community. This Plan is based on information and experience gathered throughout the COVID-19 pandemic and is intended to serve as a framework for general or “normal” operations that can be adjusted and/or “scaled” as needed during future emergent public health scenarios. This Plan updates and supersedes all versions of JCPL’s previous COVID Mitigation protocols. Like those prior measures, this Plan is intended to *supplement* public health authority guidance and/or executive order(s) that may be in place from time to time, and – if any aspect of this Plan ever conflicts with such guidance or orders – those governmental regulations will supersede and control over this Plan.

JCPL expects all employees to adhere to its health and safety initiatives and instructions, whether set forth in this Plan or elsewhere, and failure to do so may lead to disciplinary action. This Plan does not alter the at-will nature of JCPL employment.

Questions or suggestions should be directed to the Business Office or the Director.

1 Ongoing Standards and Expectations

1.1 *Employee Responsibilities for Monitoring Individual Health & Wellness*

- 1.1.1 All employees are responsible for monitoring how they feel and remaining alert to potential signs or symptoms of illness (whether related to a specific/current public health situation like COVID-19 or otherwise). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, each employee is representing that he or she has self-assessed and are not currently experiencing symptoms of an infectious disease/illness.
- 1.1.2 If an employee does not feel well – for any reason – the employee must: (a) isolate and/or distance themselves from others as much as practical; (b) notify their supervisor immediately; and (c) follow their supervisor’s instructions with respect to staying at work or returning home. Employees who leave work because they do not feel well should not return to work unless they are fever free for at least 24 hours (without the use of fever reducing medication) and any other applicable symptoms have resolved. In addition, if applicable, employees should follow any longer period of isolation recommended by their medical provider.
- 1.1.3 Employees who have had “close contact” with others under circumstances for which public health authorities recommend a period of quarantine and/or isolation must stay or return home and notify their supervisor immediately.

1.2 Environmental Cleaning and Disinfecting

- 1.2.1 Janitors remain responsible for the daily cleaning and disinfecting of the library generally. All other employees are responsible for cleaning and disinfecting their respective work areas and /or shared work areas, supplies, and equipment in accordance with management's instructions.
- 1.2.2 Handwashing and other good hygienic practice signage will be posted in appropriate locations.
- 1.2.3 Soap and paper towel will continue to be available at all sinks, including public restrooms, for handwashing.
- 1.2.4 Hand sanitizer will be made available for staff and patrons as supplies allow.

1.3 Personal Hygiene and Workplace Etiquette

- 1.3.1 Employees should regularly and thoroughly wash hands using soap and water (or sanitizer, when soap/water is not readily available). In particular, handwashing should take place:
 - a. Before using a co-worker's desk, phone, or workspace;
 - b. after moving materials between co-workers and patrons;
 - c. after processing the book drop;
 - d. after touching the mouth, nose, or eyes; and
 - e. before and after eating.
- 1.3.2 Employees are expected to practice consistent respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands only as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).
- 1.3.3 Avoid/minimize the use of co-workers desks, phones, or workspaces.

1.4 Vaccinations

JCPL strongly encourages all who can safely do so to be vaccinated as recommended by federal, state, and/or local public health authorities. We urge each individual employee to make their own informed decisions, in consultation with their chosen health care provider(s).

2 Situation-Specific Responses

2.1 First Principles

JCPL will follow applicable public health authority guidelines for specific situations such as pandemics, community spread, or other infections disease/illness scenarios. Management will strive to – and encourages everyone else to likewise – be flexible, patient, and gracious

with each other, our patrons, and all those with whom we interact during those inherently uncertain and anxious times.

2.2 Tailored Strategies

In addition to the above general principles, and to the extent consistent with applicable law, the library may institute any combination of strategies and approaches it determines appropriate to prevent and/or minimize the impact of specific infectious disease/illness outbreaks. Management may rely on procedures and/or standards from prior versions of JCPL's mitigation plan(s) as appropriate. Examples of steps that may be taken include (but are not limited to):

- 2.2.1 Required screening for pandemic-illness-related symptoms prior to entering the library/workplace
- 2.2.2 Social/physical distancing requirements, including protective barriers and/or markings to route and space foot traffic, queues, etc.
- 2.2.3 Reductions in hours or services
- 2.2.4 Occupancy/staffing limits, staggered shifts, and/or reassignments
- 2.2.5 Enhanced disinfecting/cleaning protocols for maintenance
- 2.2.6 Enhanced disinfecting/cleaning protocols for non-maintenance employees
- 2.2.7 Use of masks/face coverings or other personal protective equipment
- 2.2.8 Enhanced isolation/quarantine and return-to-work protocols. In particular, and particularly where the CDC or state or local health authorities have issued recommendations for particular illness(es) or symptoms, management may institute particular requirements and timelines for returning to work after actual or potential illness and/or close contacts.

Adopted April 11, 2022