

Emergencies Policies

MEDICAL:

The Beaver Island District Library staff will respond in an appropriate and considerate manner to provide assistance in the event of a medical emergency or accident where injuries are sustained.

INSURANCE: The library will maintain liability insurance in a sufficient amount to address claims arising from accident and/or injury of patrons or staff.

ACCIDENTS: Response will be varied depending on the severity of injury.

MINOR INJURY:

First aid will be provided only by trained persons. In the event or occurrence of any injury requiring first aid, 9-1-1- may be called. If a person in the building identifies himself/herself as a medical professional and offers assistance, staff should neither encourage nor discourage treatment of the injured person. A first aid kit is kept at the circulation desk and is available as needed. Band-aids, antiseptics, gauze, etc. May be offered to those who have cuts, bruises, scrapes, etc.

Minor injuries to persons under the age of 18:

- Responsible adult present: If a responsible adult is present, he/she should perform any treatment needed (such as applying the bandage to the wound). Staff members should provide assistance as needed.
- Responsible adult absent: If no responsible adult is present, the parent/guardian will be called to

(1) Explain injury or illness,

(2) Explain what actions have been taken by the staff member,

(3) ask the parent or guardian what further action the Library should take including whether the minor should be held for pick-up or if they will provide consent to release the minor. In some instances, it may be appropriate to call 9-1-1 before calling the parent.

Minor injuries to patrons 18 years of age and older

Patrons 18 years of age or older will be asked if they want to contact a family member and receive first aid. If first aid is refused, the injured adult will be asked to sign a release form stating that he/she voluntarily refused medical treatment (on Incident Form).

MAJOR INJURIES AND MEDICAL EMERGENCIES

9-1-1 will be called immediately and the responding paramedics will be directed to the location of the injured individual(s). A member of the library staff will stay with the victim until help arrives. Identity of the individual should be obtained if possible. If the victim is wearing a "Medic Alert" tag this will be pointed out to the responding paramedics. Family will be notified as appropriate and when possible.

2. The building evacuation is proceeding under other staff supervision
3. The fire is small and is not spreading to other areas.
4. Escaping the area is possible by backing up to the nearest exit.
5. The fire extinguisher is in working condition and personnel are trained to use it.

UPON BEING NOTIFIED ABOUT THE FIRE EMERGENCY, OCCUPANTS MUST:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location).
- Remain outside until the competent authority announces it is safe to re-enter.

STAFF MUST:

- Ensure that the building is empty, checking both restrooms and all public and staff areas unless doing so jeopardizes his/her safety.
- Disconnect utilities unless doing so jeopardizes his/her safety
- Coordinate an orderly evacuation of the personnel and patrons.
- Ensure that everyone has evacuated the building area.
- Ensure that exit doors are closed by unlocked
- Provide the Fire department personnel with all necessary information about the facility.
- Assist all physically challenged staff and patrons in emergency evacuation.

WEATHER OR OTHER COMMUNITY EMERGENCIES

The Executive Director has sole responsibility to determine Library closures due to weather or other total community emergencies with the aid of directives from the Townships or the community emergency manager. The Director shall notify staff of the closure and post on local social media, websites, etc. (Facebook, BIDL Website, Beaver Island Forum, WVBI).

Pandemic plans (such as the COVID-19) closures will follow state and federal guidelines similar to those issued in 2020 and are attached to this policy/procedure.

TELEPHONE BOMB THREATS

If a caller implies there is a bomb on the premises, follow the Telephone Bomb Threat Checklist guidelines. (see attached).

Call 9-1-1- and relay information about the call.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify supervisor/director immediately and evacuate the building until the authorities sweep the building for a bomb.

INSTRUCTIONS: BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER.

YOUR NAME _____ TIME _____ DATE _____

CALLER'S IDENTITY-SEX: MALE _____ FEMALE _____ ADULT _____ JUVENILE _____

ORIGIN OF CALL: LOCAL _____, LONG DISTANCE _____ CELL (MOBILE) _____

VOICE CHARACTERISTICS

____ Loud
____ high pitch
____ raspy
____ intoxicated
____ soft
____ deep
____ pleasant

SPEECH

____ fast
____ distinct
____ stutter
____ slurred
____ slow
____ distorted
____ nasal

LANGUAGE

____ Excellent
____ Fair
____ Foul
____ Good
____ Poor

MANNER

____ Calm
____ Rational
____ Coherent
____ Deliberate
____ Righteous
____ Angry
____ Irrational
____ incoherent
____ emotional
____ laughing
____ airplanes

ACCENT

____ Local
____ Foreign
____ Race
____ Not Local
____ Region

BACKGROUND NOISES

____ factory
____ machines
____ music
____ office
____ trains
____ traffic
____ animals
____ quiet
____ Voices
____ party

BOMB FACTS

PRETEND DIFFICULTY IN HEARING- KEEP CALLER TALKING- IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? (hour or time remaining)

Where is it located?

What kind of bomb?

What kind of package?

How do you know so much about the bomb?

What is your name/address?

Inform that detonation could cause injury or death.

Pandemic +
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Employer: Beaver Island District Library

I. Purpose

This COVID-19 Preparedness and Response Plan ("Plan") is adopted in compliance with Michigan Governor Gretchen Whitmer's Executive Order 2020-110, dated June 1, 2020; Executive Order 2020-114, dated June 5, 2020; and Executive Order 2020-115, dated June 5, 2020.

II. Designated Supervisors

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan:

~~Patrick McGinnity, Director~~; Merry Roe, Librarian; ~~Jacque LaFreniere, Librarian~~ ^{Director, Maeve Green, Librarian}

A designated supervisor must remain on site at all times when workers are present on site. An on-site employee may be designated to perform the supervisory role.

III. Workplace Considerations

This employer's workplace is a public library. The general public will be permitted to enter the public library, subject to certain restrictions and safeguards, pursuant to EO 2020-110. Thus, there is anticipated exposure from close contact with the general public and people who may not know or suspect that they are infected with COVID-19. The employer considers in-person workers who interact with the general public to be at "medium exposure risk" under OSHA's Guidance on Preparing Workplaces for COVID-19 ("OSHA Guidance"), which is defined as follows:

Medium exposure risk jobs include those that require frequent and/or close contact (i.e., within 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).

Workers who do not interact with the general public are considered to be "lower exposure risk" under the OSHA Guidance, which is defined as follows:

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 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). When choosing cleaning chemicals, the employer will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
8. Direct that face-to-face meetings should be replaced with virtual meetings.
9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.
10. Discontinue nonessential travel for workers.
11. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
12. Promote remote work to the fullest extent possible.
13. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
14. Install physical barriers, such as clear plastic sneeze guards, where feasible.
15. Comply with all requirements for libraries set forth in EO 2020-110 or subsequent orders, including any applicable limits on library capacity and any requirements that patrons wear face coverings.

VI. Identification and Isolation of Ill Workers; Response

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The employer will conduct a daily entry self-screening protocol, which will include asking workers entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The employer may also require workers to take their temperature and record the result in writing before working. Workers will enter the workplace at dedicated entry points.

Cleaning

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces 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 computers, and the patron side of the counter should be cleaned and disinfected after each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfection

- **Recommend use of EPA-registered household disinfectant**
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store chemicals out of the reach of the public

Diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

BIDL – Cleaning Protocols

- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.