



# **Comprehensive COVID-19 Plan**

## **Exposure control, mitigation, and recovery**

### **COVID-19 Supervisor by location**

Clallam Bay: Troi Gale, Branch Manager

Forks: Troi Gale, Branch Manager

Port Angeles: Noah Glaude, Library Director

Sequim: Emily Sly, Branch Manager

### **Patron traffic management**

- Max patron occupancy 50%
- Occupancy, 6' social distancing and mask requirement signs posted
- Distance markers placed outside entrance and at high traffic areas
- Use of self-check stations encouraged during in-library service
- Sneeze guards installed at all customer service points

### **PPE utilization**

- Unvaccinated staff required to wear mask while in NOLS facilities, unless alone in an office with door closed. All staff required to wear masks in public areas of NOLS facilities during open hours.
- Gloves are available for handling cash, documents, and similar items received directly from patrons.
- Gloves available for use at any time by staff.
- Fully vaccinated patrons will be encouraged to wear masks but are not required to. Unvaccinated patrons age 2 and older will be required to wear a mask. Exceptions will be allowed for children age 4 and under and anyone with a health condition that limits mask use.

### **On-location physical distancing**

- Social distancing markers in place at all NOLS locations, at 6' spacing
- Social distancing signs posted
- Staff workstations located 6' (or more) apart
- Staff encouraged to maintain 6' distance from others whenever possible

### **Hygiene**

- All patrons will be asked to wash their hands or use hand sanitizer before entering the building.
- Hand sanitizer is available throughout the building.

### **Sanitation**

- Daily thorough cleaning occurs when library is closed
- Commonly touched surfaces are cleaned at least once daily by staff during open hours
  - Door handles
  - Self-check touch screens and counters
  - Staff desks
  - Copier buttons

- Handwashing signs posted in all restrooms
- Employees must wash hands before starting shift, and encouraged to wash hands before/after handling cash, using the restroom, eating or coughing, sneezing, blowing nose.
- Disinfectant spray and sanitizing wipes provided to employees for regular use throughout shift.

### **Symptom monitoring**

- Unvaccinated staff are required to complete a daily self-health assessment prior to entering any NOLS facility
- In any scenario when an employee has COVID symptoms, NOLS HR/ADM uses testing and quarantine guidance provided by the Clallam County Health & Human Services, WA DOH, and the CDC to determine whether staff can or cannot enter a NOLS facility, when to strongly suggest the employee take a COVID test, and to determine a timeline for an employee's return.

### **Incident reporting**

- Unvaccinated staff are required to report to their supervisor or HR if they have experienced any COVID symptoms within the past 72 hours, if they have traveled outside of Washington State within the past 10 days, or if they come into contact with anyone who has tested positive for COVID within the past 14 days.

### **Disinfection procedures**

- Disinfectant spray and sanitizing wipes are used to clean commonly touched surfaces throughout the day.

### **COVID-19 safety training**

- All employees are trained on library policy, cleaning procedure, social distancing requirements, mask requirements and daily health assessments. Safety protocols are posted at staff entrances.

### **Exposure response procedures**

- COVID-19 supervisors will work with Executive Director and HR to notify Clallam County Health and Human Services, in the event of COVID-19 exposure. NOLS will follow the direction of public health officials, closing specific locations as needed, requiring exposed staff to quarantine, and conducting thorough cleaning as directed.

### **Post-exposure incident project-wide recovery plan**

- NOLS operations impacted by COVID-19 incident will resume once all safety criteria established by state and county health officials have been met.