



LIBRARY BOARD'S AGENDA – JULY 27, 2020

Monday – 3:00 pm

VIRTUAL MEETING

<https://us02web.zoom.us/j/87659891714>

or

PHONE NUMBER (888 788 0099 Toll Free)

(webinar ID= 876 5989 1714)

3:00 p.m. Call to Order, Confirmation of Resolution Adopting Procedures for Public Meetings, & Disposition of the Minutes of the Previous Meeting

3:05 Announcements & Public Comments.

***Please consider leaving public comment in advance by emailing remarks to director@jmrl.org to be read into the public record. Otherwise the comment period will be open via the above link or phone number.**

3:10 Trustee Continuing Education- N/A

3:10 New Business-

1. JMRL's COVID-19 Response Plan
2. Beta Website (Dr. Josh Howard, JMRL's Collections and Technology Manager)

4:00 Committee Appointments and Reports- N/A

4:00 Old Business-

1. Committee Assignments
2. FY21 Schedule of Library Closings

4:20 Library Director's Report

4:30 Other Matters

4:35 Future Agenda Items

4:40 Proposed Adjournment



Jefferson-Madison Regional Library

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DRAFT

MINUTES OF THE JUNE 22, 2020 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

TRUSTEES PRESENT

President Marcia McDuffie (Nelson)
Carla Mullen (Charlottesville)
Thomas Unsworth (Albemarle)
Lisa Woolfork (Charlottesville)
James West (Greene)

Erica Younglove (Albemarle)
Jane B. Kulow (Albemarle)
Vice President Wendy Wheaton Craig (Louisa)
Kathy Johnson Harris (Charlottesville)

TRUSTEES ABSENT

OTHERS PRESENT

David Plunkett, Library Director
Ginny Reese, Staff Reporter & Greene Manager
Jerry Carchedi, Business Manager

Zach Weisser, Specialist
Krista Farrell, Assistant Library Director
Michael Powers

CALL TO ORDER & DISPOSITION OF THE MINUTES OF THE PREVIOUS MEETING

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was convened **VIRTUALLY WITH NO TRUSTEES PHYSICALLY CONGREGATED** on Monday, June 22, 2020 at 3:00 PM using videoconferencing software. (A recording of the meeting is available here: <https://youtu.be/v85OB9bVRfA>). The minutes for the May 18, 2020 Board Meeting were approved unanimously.

ANNOUNCEMENTS AND PUBLIC COMMENTS

Trustee Woolfork said that her husband was making use of Libby and RBDigital and appreciated their availability.

TRUSTEE CONTINUING EDUCATION

None.

JMRL STATEMENT ON ANTIRACISM

Director Plunkett read JMRL's Statement on Antiracism (see attached).

NEW BUSINESS

1. COVID-19 and JMRL Update

Director Plunkett reported that he sent out Tier 3 Regional Guidelines with a target date of July 6. Tier 4 has progressed well. Curbside pickup has been manageable. Tier 3 will retain the current curbside hours schedule with the addition of Monday evening hours. Not all branches will be able to implement Tier 3 at the same time. Scottsville and Gordon will remain curbside-only. He thanked the Friends of the Library and staff for their continued hard work. JMRL will provide masks to the public during Tier 3 if those entering the branches don't have them. Most holds will be moved to self-check locations.

2. Libraries Lead with Digital Skills Grant

Trustee Kulow moved to approve a \$2,000 award from a Libraries Lead with Digital Skills grant application headed by Librarians Stankovich, Cox, and Gorrell. The motion passed unanimously.

3. Membership of McIntire Room Working Group

Director Plunkett asked for Trustee involvement in the McIntire Room Working Group with future intention to engage members of the public. Trustees Mullen and Harris will join the working group. President McDuffie thought the working group's mission and progress should be widely announced.

4. Director's Goals for FY21

Director Plunkett presented his proposed goals for FY21, including: 1. Guide JMRL through the Library's 5 Tiered COVID-19 response plan; 2. In FY21, work with the Board Policy Committee and JMRL Equity Committee to craft an anti-racism policy for JMRL; 3. Update the staff training plan (JMRL Five Year Plan Goal 3, Objective 5)

COMMITTEE APPOINTMENTS AND REPORTS

None.

OLD BUSINESS

1. Voting on FY21 Board Officers

After a Trustee discussion, Trustee Harris moved that the sitting Officers (President McDuffie; Vice President Craig) maintain their current positions for the upcoming Fiscal Year. The motion passed unanimously.

2. Voting on Policies 4.7 (Computer and Internet Access), 5.1 (Meeting and Conference Rooms), and 5.5 (Photography, Audio and Video Taping in Library Facilities)

Trustee Unsworth moved to approve all three policies (Policies 4.7 (Computer and Internet Access), 5.1 (Meeting and Conference Rooms), and 5.5 (Photography, Audio and Video Taping in Library Facilities)). The motion passed unanimously.

3. Voting on JMRL FY21 Budget

Trustee West moved to accept the Proposed Budget as it was presented at the May 18 meeting. The motion passed unanimously. Director Plunkett reported that Greene, Nelson, and Louisa Counties are offering level funding, and Charlottesville and Albemarle County are cutting funding by 1%. This would fund year 3 of the compression adjustment, but no new hours and no COLI.

LIBRARY DIRECTOR'S REPORT

Director Plunkett reported that the Albemarle Charlottesville Historical Society experienced bad flooding on all floors from a plumbing leak. The new Director is working to recover as many materials as possible. At JMRL, the first big virtual program of the summer saw 330 attendees. Over 32,000 items had been checked out since curbside pickup started. Most locations will continue to offer curbside pickup during Tier 3. The Health Department provided 4,000 masks to distribute to the public, most of which have been used. The main floor of Central should be cleared this week, but the third floor bathroom renovations would keep that floor closed for a while. Nelson Memorial is integrating 8,500 new items as part of the renovations. Grow Nelson Library has received donation commitments which will achieve the Perry Grant match target.

OTHER MATTERS

The Trustees said their farewells to Trustee Kulow, whose last Board meeting is today.

FUTURE AGENDA ITEMS

Future agenda items include: discussion of adding Juneteenth as a holiday in FY21; new Committee appointments; Library Director's evaluation. The next Board Meeting will take place on July 27, 2020 with the meeting format and location to be determined.

ADJOURNMENT

The meeting adjourned at 4:08pm.

(MM:DP:zw)

JMRL Statement on Antiracism

JMRL stands with the Black Caucus of the American Library Association in supporting their statement Condemning Increased Violence and Racism Towards Black Americans and People of Color. The entirety of that statement is available at www.bcala.org.

Systemic racism and white supremacist violence are deeply rooted in our nation's past and present. Despite the sacrifice and efforts of many people, the growth and spread of these systems continues to create compounding inequities that fall on Black shoulders.

JMRL strives to be an anti-racist organization. This means that JMRL not only condemns racism, but actively seeks to dismantle systems of oppression that allow racism to spread from generation to generation. As part of the journey toward becoming anti-racist, JMRL will research and reflect on its own segregationist history and strive to uncover any racist action, policy, procedure, naming convention, or culture that have grown at any point during the Library's 99 years of service in this community.

One of the strongest tools of oppression is the withholding of knowledge and access to information. It is within the mission of public libraries to combat that, and to spread knowledge and access at every opportunity.

JMRL's Equity Committee will be working on an anti-racism policy to recommend to the Library Board Policy Committee. JMRL staff will continue to promote and make available anti-racist materials in digital, print, and program format for all the people of Charlottesville, Albemarle, Greene, Louisa, and Nelson.



Tier 3: Express Appointment Services & Curbside/Drive-up

Library buildings will be open to the public by appointment only. Buildings will initially allow five (5) people for 45-minute appointment slots on the hour, allowing for 15 minutes to clean between. Appointments can be made for essential computer use, browsing the stacks, and copying/scanning/faxing services. Individuals can make one (1) appointment per day, and appointments can be scheduled seven (7) days in advance.

For Staff

- Staff should expect to work the hours they are scheduled by their supervisor during Tier 3. Not all staff will work their full schedules, and work-from-home will be an option for tasks that can be completed entirely remotely. If for any reason staff cannot work their presented schedule, they will have to use leave for the scheduled missed time. If staff are concerned about leave balances, there are limited COVID-19 protections in place for time-off, and staff/managers should talk to their supervisors and JMRL Admin about the process. [Families First Coronavirus Response Act \(FFCRA\) Leave](#) may be an option for employees unable to work/telework. The two leave types are Emergency Paid Sick Leave and Emergency Extended Family and Medical Leave. All determinations on eligibility for FFCRA Leave will be made by the City of Charlottesville HR department.
 - Substitute employees will be paid for hours worked (starting July 11).
 - Public interaction should be expected.
- Personal Protective Equipment:
 - Gloves, masks, face shields, contactless thermometers, service desk shields, and hand sanitizer are available for all employees to use during Tier 3.
 - Masks will be required of staff while in any public area or common space of a library building. JMRL staff must comply with this procedure. The only exception is an individual alone in a room behind a closed door.
 - Masks must cover BOTH nose and mouth while in any JMRL building.
 - Gloves will be required of staff while in any public area and must also be used when handling returned materials. Gloves should also be used when sharing staff work stations, surfaces, or supplies. Gloves should be replaced whenever they need to be removed, such as during break, for handwashing, or after handling freshly returned materials.
 - Please follow CDC guidelines for donning/doffing [gloves](#) and [masks](#). Staff should wash their hands frequently.
 - Reusable face shields will be available for use when service is required between any staff member and the public that cannot be conducted behind a service desk shield. This means especially during public computer help (see below for further details). Any instance of service within 6 feet of a patron when not behind a desk shield should include a face shield. There are enough face shields for each staff member to have their own.
 - Face shields do NOT replace a mask, both must be worn concurrently.



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- Six feet of social distancing is required between all staff, and all staff and the public. At times, narrow entry points, navigation of floor space, and normal performance of job duties may require passing by at closer than six feet, but no interaction of that sort should be lasting.

- Staff should perform a self-assessment procedure each time they enter a library building. The self-assessment is to affirm that the employee is free of COVID-19 signs and symptoms that are not attributable to another condition (such as seasonal allergies) and/or cleared by a health professional to be in the workplace. The self-assessment shall be done as a mindful process and will not be documented by any other means. If staff are unable to affirm a clear health status, they can not enter Library buildings:
 - Cough
 - Shortness of breath
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Nausea, vomiting, diarrhea
 - Temperature self-checks available. Reusable contactless thermometers will be available at each branch. There are several per branch, and these must be shared, so please wipe down contact points after use.

- Staff that cannot affirm a clear health status are eligible for paid administrative leave should they need to seek a COVID-19 test. Supervisors and employees should consult with the Library Director on whether or not symptoms make the employee “Suspected to be infected with SARS-CoV-2 virus” which would engage the “Return to Work” protocols listed below.

- JMRL’s plan for encounters with individuals who carry COVID-19, [based on guidance from the CDC](#):
 - After a positive test or “close contact” with someone who has tested positive for COVID-19, staff should immediately notify their supervisor, who should notify the Library Director.
 - A positive test by a staff member (or “close contact” with someone outside of work who has tested positive) means a 14 day quarantine period for that staff member. In order to be eligible for extended leave options, this staff member must be seeking a medical diagnosis or the advice of a healthcare provider.
 - “Close contact” per latest Health Department information means contact within 6 feet for more than 15 minutes or in direct contact with secretions from a person who was diagnosed with COVID-19 (e.g., being coughed or sneezed on, kissing, sharing utensils, etc.).
 - Any staff in “close contact” with another staff member who has tested positive may also need to self-quarantine.
 - “Close contact” in the workplace determinations will be made on a case-by-case basis between staff, managers, and the Library Director, and mitigation steps may vary. Staff will be informed of the potential time and dates of contact, but managers may not share medical information about any individual JMRL employees during this disclosure.



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- If “close contact” is determined in the workplace, staff members who had contact with the staff member who tested positive will need to seek a medical diagnosis or the advice of a health care provider.
- Deep disinfectant cleaning will be scheduled for high-touch areas the employee who tested positive used.
- Branch or department closure may be necessary if widespread “close contact” would leave the location without enough staff to provide service.
- Any staff in “close contact” with another staff member who has had “close contact” with someone who has tested positive may continue to work. The Health Department considers these scenarios “contact of a contact” and classifies them as low-risk. If either staff member develops symptoms or tests positive for COVID-19, then further action will be taken as already described.
- Return to work ([from the State Standards for Infectious Disease Prevention](#))- An employee exhibiting any of the symptoms listed above should not come in to work. Employees may share their own health information with other staff, but managers will not share the reason for an employee's absence to other staff due to HIPAA. If the employee is “suspected to be infected with SARS-CoV-2 virus” they may return to work with one or more of the following conditions met:
 - With a confirmed diagnosis of another illness (e.g. the flu, common cold, allergies via in-person or Teledoc medical examination).
 - 10 days after the onset of symptoms, and 3 days after symptoms end.
 - With two (2) negative COVID-19 tests (taken 24 hours apart).
- If JMRL learns that a patron in the building during Tier 3 has tested positive for COVID-19, JMRL will attempt to identify areas requiring deep disinfectant cleaning. Staff and JMRL administration will work to determine if any “close contact” occurred between staff and the positive tested patrons, and if so a 14 day quarantine period will be necessary for staff. JMRL will contact the Health Department to assist in any contact tracing to determine to what extent patron to patron “close contact” may have occurred.
- All materials returned from the public will be quarantined for 72 hours. Delivery does not need to be quarantined, as items have already been sitting. Materials from Tech Services do not need to be quarantined.
- Delivery will be scheduled for three trips a week to Crozet, Gordon, Bookmobile, Northside (M-W-F) and twice a week to Greene, Louisa, Scottsville, and Nelson (Tu-Thu).
- All meetings/committee work should remain virtual, unless prior approval is given by the Library Director.
- [Enhanced cleaning of high-contact areas in place.](#) These procedures must be followed daily at each location.
 - Public restrooms to be used at individual's discretion.
 - Water fountains out of service, except bottle fillers.
- Break room guidelines:
 - Staff should socially distance (at least 6 feet) while taking breaks in staff rooms, kitchens, or other shared spaces. Alternate break spaces should be considered.



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- Staff should clean up after themselves according to [enhanced cleaning guidelines](#).
- During Tier 3 (Appointment Only) service, public service staff should be aware of the location of other staff and the public in the building at all times. Staff will need to know what services and areas the public used in order to apply enhanced cleaning protocols, and also to avoid unintentional close contact.
- Making Appointments
 - Scripts and checklists will be available for staff making appointments with the public to ensure consistency and to know how to answer patron questions.
 - Appointments should only be made by staff at the appointment location.
 - Appointments can be made up to seven (7) days in advance.
 - Each patron may request one appointment per day.
 - To begin with, there will be no limit to appointments per seven days, except for the one per day mentioned above.
 - Appointments are on the hour, and for 45 minutes only to allow staff time to clean before the next group comes in.
 - Appointments will be made using the [Meeting Room Booking System](#).
 - Each person, regardless of age, will require an appointment slot.
 - Walk-ins will be allowed IF there is an available appointment slot. If someone was scheduled, but did not show, that slot is not available for a walk-in.
 - Walk-in appointments will need to agree to items on the script, and must be aware that sessions will end at a quarter to the hour.
 - No-shows: If a person fails to show up for their appointment, then that slot will remain empty for the duration of the appointment window.
 - Latecomers: If a person shows up late for their appointment, they will be admitted for the remainder of the time left in their appointment (ex: if someone shows up at 10:30 for their 10am appointment, they will be permitted in the building for 15 minutes).

For the Public

- Hours will initially be 3-7 Mondays, 10-2 Tuesday through Saturday. After a two week trial with this schedule, hours may be added or adjusted on a per location basis.
- Library buildings will be open to the public by appointment only. Buildings will allow five (5) people for 45-minute appointment slots on the hour, allowing for 15 minutes to clean between. Appointments can be made for essential computer use, browsing the stacks, and copying/scanning/faxing services. Individuals can make one (1) appointment per day, and appointments can be scheduled seven (7) days in advance.
 - Scottsville can only accommodate one appointment per hour.
 - Gordon Avenue can only accommodate three appointments per hour.
 - The Bookmobile will not be in service during Tier 3.
- All branches will continue to offer curbside/drive-up service during Tier 3.
- Public health screening prior to entrance. Patrons must agree to the following before admittance for their appointment:
 - Masks are to be worn covering the mouth and nose at all times in the library.
 - The patron does not have any of the following symptoms:



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- Cough
 - Shortness of breath
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Nausea, vomiting, diarrhea
 - High temperature (contactless thermometer available upon request)
 - The patron has not tested positive for COVID-19 within the past 14 days.
 - The patron will maintain six feet of social distance between any other person they encounter in the library.
 - The patron understands that at fifteen minutes before the top of the hour, their appointment is over and they must exit the library building regardless of whether or not their library business has been completed.
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- No public meeting room use.
 - No physical library programming.
 - No food or drink in public areas.
 - Patrons are encouraged to use external bookdrops for library returns.
 - Face coverings/masks will be required for all those entering the library by state mandate. [By CDC recommendation, children under the age of 2 will not be required to wear a mask.](#) JMRL will offer free masks for patrons who are not wearing one, and will be asked to leave if they do not comply. Patrons will need to agree to wear face masks when making appointments, otherwise only contactless curbside/drive-up service will be available.
 - Social distancing is required, meaning 6 feet between all individuals, staff or the public.
 - Furniture has been removed to prevent gathering of patrons for non essential business
 - All in-building library service is by appointment only at this time.
 - Encourage self-pickup/checkout of holds/materials.
 - Public restrooms will be available, with signage indicating ““Restrooms are maintained, but are not on a frequent cleaning and sanitizing schedule. Use at your own risk.”
 - Public computer access:
 - Public computers will be available by appointment for essential use only (checking email, printing documents, filing for unemployment and other benefits, etc.)
 - Daily use is limited to 45 minutes per user.
 - Staff will not be able to provide any close-contact computer support, meaning within 6 feet. Face shields are available for staff giving computer support from more than 6 feet away.
 - Printing is self service, staff are authorized to add manual charges to cards in lieu of cash transactions.
 - Assistance from staff will be limited to 10 minutes or less, maintaining social distancing.



- Library materials will check out for their regular loan periods. Holds will expire on their normal schedule in Tier 3.
- No late fines will accumulate during Tier 3 for returned materials. Patrons should be strongly encouraged to make use of online payment formats in Tier 3 if they have previous fines to take care of, and cash handling should be very limited. While making change is permitted for printing/copying during Tier 3, staff may do the following to limit contact:
 - Add manual charges to patron accounts for printing/copying.
 - Override blocked accounts when patrons try to pay with cash; ask them to pay with debit or credit using the Library website. Mailing a check or waiting until Tier 2 are options as well.

Important: When overriding printer/copier, patrons are required to give staff adequate social distancing space.

- \$1 fee for replacement cards has been removed from JMRL's circulation fees.
- Virtual card holders may check out items using verifying information, and will show ID when they come in physically in Tier 3 or beyond. Recent online-card applicants may have some errors in their identifying information, but all will have a message in their account saying "Created via OnlinePatronCreationForm v1" with a date.
- The following services are NOT available in Tier 3:
 - Notarization
 - Meeting Rooms
 - Donation drop offs at branches
 - Computers in any childrens or teen areas
 - Library volunteers
 - 3d Printing
 - Office supplies like pens, pencils, scissors, tape or staplers
 - No toys, games, puzzles, puppets, other in-library tactile materials
 - Toy Library
 - Health Literacy and Maker Kits
 - Virginia Discovery Museum Passes
 - Proctoring
 - Donations not currently being accepted at any location.
- The following services are available in Tier 3 (see below regarding limitations on items):
 - Displays are at the discretion of the Branch Manager
 - ILL service is available, expect delays
 - Bookclub Kits
 - State Park passes (without backpacks)
 - Wifi Hotspots
 - Summer Reading Prizes



JMRL
July 27, 2020

COVID-19 and Infectious Disease Prevention Plan

Adoption Date:

Revision(s):

Organization Policy

The Virginia Department of Labor and Industry (DOLI) at the direction of Virginia Governor Ralph Northam has developed and implemented the policies set forth in Virginia Code 16 VAC 25-220. This Emergency Temporary Standard for preventing the infectious disease SARS-CoV-2 (otherwise known as COVID-19) is designed to prevent the spread of COVID-19 and protect Virginia's workers. The Jefferson Madison Regional Library (JMRL) is dedicated to ensuring that our employees (full-time, part-time, and temporary) are fully protected, and can return to their families at the conclusion of their shifts. This policy sets forth the measures, policies, assessments, and enforcement measures that JMRL will utilize to ensure the best possible outcome. Employees failing to abide by the requirements of this policy may receive disciplinary action in conformance with the employee handbook.

Should you have any questions please contact your supervisor or the Library Director to address any questions or concerns that you may have.

Thank you,

JMRL

Definitions

Administrative Control: Any procedures which significantly limits daily exposure to COVID-19 related to workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed. Personal Protective Equipment (PPE) is not considered an administrative control.

Asymptomatic: A Person who does not have symptoms.

Close Contact: Any individual within six (6) feet of an infected person for at least ten (10) minutes starting from two (2) days before the person became sick until the person was isolated.

Engineering Control: The use of substitution, isolation, ventilation, and equipment modification to reduce exposure to COVID-19 related workplace hazards and job tasks.

Exposure Risk Level: Assessment of the possibility that an employee could be exposed to the hazards associated with COVID-19 disease which are based on risk factors present during the course of employment regardless of location. These have been broken down to “very high”, “high”, “medium”, and “lower”.

- **Very High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the COVID-19 including but not limited to specific medical, postmortem, or laboratory procedures.
- **High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure with known or suspected sources of COVID-19 that are not otherwise classified as “very high”.
- **Medium:** Exposure risk hazards or job tasks that are not otherwise classified as very high or high and require more than minimal occupational contact with other employees or persons who may be infected with, but are not known or suspected COVID-19 carriers.
- **Lower:** Exposure risk hazards or job tasks are those not otherwise classified as very high, high, or medium, that do not require contact with person known to be, or suspected of being, or who may be infected with, nor contact with other employees, other persons or the general public except as otherwise provided in this definition.

Face Covering: Item normally made of cloth or various other materials with elastic bands or cloth ties to secure over the wearer’s nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source. A face covering is not subject to testing and approval by a state government

agency, so it is not considered a form of personal protective equipment or respiratory protection equipment under VOSH laws, rules, regulations, and standards.

Physical Distancing: Keeping space between yourself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six (6) feet from other persons.

Symptomatic: Employee is experiencing symptoms similar to those attributed to COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Symptoms may appear in two (2) to fourteen (14) days after exposure to the virus.

Employer Requirements

Employees are encouraged to self-monitor for signs and symptoms of suspected COVID-19 infection. These signs and symptoms may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Symptoms may appear in 2 to 14 days after exposure to the virus.

Employees who are experiencing symptoms listed above should stay home and notify a supervisor of your absence. On a case-by-case basis, you may be authorized to work remotely. Should the need arise to remain away from work for an extended period of time due to COVID-19, the JMRL sick leave policy allows for: a) use of accumulated JMRL leave time and/or b) the potential for federally protected CARES act leave in the form of Emergency Sick Leave and Emergency Extended Family and Medical Leave. All determinations on eligibility for FFCRA Leave will be made by the City of Charlottesville HR department.

Any organizations conducting contracting work with JMRL is required to impress upon the contractor(s) about the importance of suspected COVID-19 contractors or temporary employees staying home. Known or suspected COVID-19 contractors or temporary workers shall not report to work or be allowed to remain on the job site until cleared to return to work.

To reduce the spread of COVID-19, employees, unless infeasible, will be required to practice physical distancing. When in JMRL facilities, all employees will be required to use a face covering. All employees when occupying a vehicle together for work purposes are required to utilize a face covering.

Employees who are required to interact with customers, contractors, or the general public will be provided with, and must immediately use supplies to clean and disinfect areas where there is potential for exposure to COVID-19. All common areas and frequently touched surfaces must be cleaned as determined by enhanced cleaning procedures.

Return to Work

If an employee of JMRL is suspected or has tested positive for COVID-19, the following guidelines are to be followed:

If an employer (supervisor) is notified of a positive test for one of its own employees, contractors, temporary employees, or other person who was present at the place of employment within the previous fourteen (14) days, the employer shall notify:

- Its own employees at the same place of employment who may have been exposed within twenty-four (24) hours of discovery while keeping confidential the identity of the COVID-19 person in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Other employers whose employees were present at the work site during the same time period; and the building/facility owner (if different from the employer).

Choose one or both of the strategies below

Employees may return to work based on the time-based strategy implemented by JMRL. Employees who are suspected or known COVID-19 employees may return to work when (seventy-two) 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms); AND at least ten (10) days have passed since the symptoms first appeared.

Employees may return to work based on the test-based strategy implemented by JMRL. Employees who are suspected or known COVID-19 employees may return to work when there is a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms, AND two (2) consecutive negative results from a U.S. Food and Drug Administration Emergency Use COVID-19 test taken at least (twenty-four) 24 hours apart. An employee has the right to refuse the COVID-19 test; however, the employer will then be required to follow the symptom-based strategy.

Job Safety COVID-19 Analysis			
Exposure	Potential Risks	Infection Protection Measures	Department/Work Class Groups
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 COVID-19 nor frequent close contact with (within six (6) feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.	<ul style="list-style-type: none"> ● Promote frequent and thorough hand washing ● Provide alcohol-based hand rubs containing at least 60% alcohol, or access to hand washing facilities for regular use. ● Employees must stay home if they are sick ● Facial coverings must be worn at all times while in a JMRL building (unless along behind a closed door. ● Encourage respiratory etiquette, including covering coughs and sneezes. ● Take advantage of policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees. ● Prevent employees from using other's phones, desks, offices, or other work tools and equipment, when possible. ● Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. 	Technical Services Department

Exposure	Potential Risks	Infection Protection Measures	Department/Work Class Groups
Medium Exposure Risk	Medium exposure risk jobs include those that require frequent and/or close contact with (within six (6) feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. (Schools, juvenile detention centers, jails, sports, venues, entertainment, airports, bus and transit stations, high-population-density work environments, and some high-volume service settings).	<ul style="list-style-type: none"> ● Include recommended safe job procedures from lower exposure risk above. ● Install physical barriers, such as clear plastic sneeze guards, where feasible. ● Offering face masks to all employees and patrons to contain respiratory secretions until they leave the workplace. ● Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in areas where sick customers may visit. ● Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas. ● Consider strategies to minimize face-to-face contact (e.g., curbside delivery, phone-based communication, telework). ● Communicate the availability of medical screening or other employee health resources (e.g., telemedicine services). ● Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face 	All public service positions, or positions that have contact with the public.

Medium Exposure Risk (cont.)		mask, and/or a face shield or goggles. PPE for employees 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.	
High Exposure Risk	<p>High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:</p> <ul style="list-style-type: none"> Healthcare delivery and Emergency staff (e.g., doctors, nurses, emergency response staff who must enter patients' rooms/homes) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.) 	<ul style="list-style-type: none"> Include recommend safe job procedures from Lower and Medium exposure risks above. Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at any healthcare facility and use disposable face masks. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite. Encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Communicate procedures for employees to report when they are sick or experiencing symptoms of COVID-19. Where appropriate, develop procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially 	None

<p>High Exposure Risk (cont.)</p>	<ul style="list-style-type: none"> • Medical transport workers (e.g., ambulance vehicle operators) or Law Enforcement moving known or suspected COVID-19 patients in enclosed vehicles. 	<p>infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.</p> <ul style="list-style-type: none"> • Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth) • Restrict the number of personnel entering isolation areas. • Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks. • Provide personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for 	
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		decontamination in the field.	
Very High Exposure Risk	<p>Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:</p> <ul style="list-style-type: none"> Healthcare workers (doctors, nurses, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, or invasive specimen collection) on known or suspected COVID-19 patients. Healthcare or laboratory personnel collecting or handling specimens 	<ul style="list-style-type: none"> Include recommend safe job procedures from Lower, Medium and High exposure risks above. Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks. Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage: www.osha.gov/covid-19 PPE ensembles may vary, especially for workers who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19. 	None

	from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).		
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Training

JMRL is dedicated to ensuring employee protection. This is done to ensure that employees can return home to their families safely at the conclusion of their shifts. To do that, employees must be effectively trained. Training will be accomplished as prescribed below:

- To all employees initially
- To all employees who lack understanding of the policy
- To all newly hired employees

Training will cover the information as prescribed below:

- COVID-19 signs and symptoms
- Self-monitoring for signs and symptoms
- Employer responsibilities and return to work policy
- Cleaning and disinfecting
- Specific COVID-19 analysis for employee jobs
- JMRL's enforcement procedures
- Allow for questions and answers

Responsible Party

JMRL has developed this policy based on the temporary 16 VAC 25-220 Emergency Temporary Standard developed by the Virginia DOLI. This policy is designed to be in place through January 15, 2021; however, this policy may be continued by JMRL based on Federal, State, or local guidelines. The Library Director is responsible to ensure the adoption, dissemination, and enforcement of this policy for the safety and health of the employees of JMRL.

Draft Option A
2020-2021 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2020	Saturday	Independence Day
(p)	September 7, 2020	Monday	Labor Day
	October 12, 2020	Monday	In-Service Day
(p)	November 11, 2020	Wednesday	Veterans Day
(p)	November 26, 2020	Thursday	Thanksgiving Day
(p)	November 27, 2020	Friday	Day after Thanksgiving
(p)	December 24, 2020	Thursday	Christmas Eve
(p)	December 25, 2020	Friday	Christmas Day
(p)	December 26, 2020	Saturday	Day after Christmas
(p)	January 1, 2021	Friday	New Year's Day
(p)	January 18, 2021	Monday	Martin Luther King, Jr. Day
(p)	February 15, 2021	Monday	Presidents' Day
	April 4, 2021	Sunday	Easter (Central Library)
(p)	May 31, 2021	Monday	Memorial Day
(p)	June 19, 2021	Saturday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 12 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 13, 2020 thru May 23, 2021 (Sunday after Labor Day through Sunday before Memorial Day weekend).

Draft Option B
2020-2021 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2020	Saturday	Independence Day
(p)	September 7, 2020	Monday	Labor Day
	October 12, 2020	Monday	In-Service Day
(p)	November 11, 2020	Wednesday	Veterans Day
(p)	November 26, 2020	Thursday	Thanksgiving Day
(p)	November 27, 2020	Friday	Day after Thanksgiving
(p)	December 24, 2020	Thursday	Christmas Eve
(p)	December 25, 2020	Friday	Christmas Day
(p)	December 26, 2020	Saturday	Day after Christmas
(p)	January 1, 2021	Friday	New Year's Day
(p)	January 18, 2021	Monday	Martin Luther King, Jr. Day
	April 4, 2021	Sunday	Easter (Central Library)
(p)	May 31, 2021	Monday	Memorial Day
(p)	June 19, 2021	Saturday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 12 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 13, 2020 thru May 23, 2021 (Sunday after Labor Day through Sunday before Memorial Day weekend).

Draft Option C
2020-2021 SCHEDULE OF LIBRARY CLOSINGS

(p)	July 4, 2020	Saturday	Independence Day
(p)	September 7, 2020	Monday	Labor Day
	October 12, 2020	Monday	In-Service Day
(p)	November 26, 2020	Thursday	Thanksgiving Day
(p)	November 27, 2020	Friday	Day after Thanksgiving
(p)	December 24, 2020	Thursday	Christmas Eve
(p)	December 25, 2020	Friday	Christmas Day
(p)	December 26, 2020	Saturday	Day after Christmas
(p)	January 1, 2021	Friday	New Year's Day
(p)	January 18, 2021	Monday	Martin Luther King, Jr. Day
(p)	February 15, 2021	Monday	Presidents' Day
	April 4, 2021	Sunday	Easter (Central Library)
(p)	May 31, 2021	Monday	Memorial Day
(p)	June 19, 2021	Saturday	Juneteenth

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 12 paid holidays, eligible staff receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- Library closes at 5:00 p.m. on Thanksgiving Eve & New Year's Eve.
- **Central Sunday Openings:** September 13, 2020 thru May 23, 2021 (Sunday after Labor Day through Sunday before Memorial Day weekend).