COVID-19 Reopening Missoula Work Group

Program Sector: Indoor “Public Facilities”

Sub-sector: Libraries

Working Group Members: (Honore Bray, ED Missoula Public Library, Jessie Herbert-Meny Executive Director, SpectrUM Discovery Area, Chloe Behan Mansfield Library Worker, Lisa Davey, Community Organizer Montana AFL-CIO)

Date: May 11. 2020

Assumptions: Libraries may operate with restrictions and per best practices as outlined. COVID-19 numbers are down/steady, testing and tracing levels are acceptable.

Additional Comments, Strategies, for on-going and future consideration - (see separate page at end of this document)

This guidance document outlines: (note changes, if/when applicable by Governor's Ph 1, 2, or 3)

- **minimum requirements** that must be in place before you resume or begin to have participants attend programs
- a list of **recommendations** that we hope you also incorporate into your business and service model to further protect the community, and
- some **ideas and strategies** you could consider when making your individualized plan.

These requirements and recommendations are straight from the Governor’s 4-22-20 directive and the Missoula City-County Health Officer Order issued on 4-24-20 and 5-8-20. From the outset, it is important to know that “open for business” is not “business as usual”. We all have a social responsibility to do the best we can for our neighbors.

Your program is unique, so there is not a one-size-fits-all plan. Each operator will have to determine out how these concepts and recommendations will look for your programs and operations.

Still have questions? Please contact us at 258-4755, or envhealth@missoulacounty.us.
MINIMUM REQUIREMENTS

1. Group Size

MUST – Groups are limited to 10 people if a physical six-foot distance cannot be maintained readily.

MUST – Groups are limited to 50 people if a physical six-foot distance can be maintained. (Families may remain within 6 feet of each other but must keep 6 foot distance from other families/people.)

Group – is defined by all people including parents/guardians, staff, participants, and spectators

Space – is defined by physical area and is dependent upon facility. Some facilities may have numerous separated and defined spaces as dictated by size, makeup, and location.

2. Sanitation and Cleaning

MUST - You must develop and implement an enhanced cleaning and sanitizing plan, and all employees must be trained in COVID-19 specific cleaning practices.

- Shared surfaces and supplies must be cleaned and disinfected between uses.
- Before you start, identify all the common surfaces in your operation. Common surfaces include, but aren’t limited to door handles, tables, and supplies.
- You must use an approved sanitizer at an effective concentration. The CDC has a list of disinfectants that will kill COVID-19. Pay attention to labels, manufacturer instructions and warnings.
- Ensure safe and correct application of disinfectants and keep products away from children
- Ensure you have adequate supplies to support healthy hygiene including soap, hand sanitizer, tissues, no touch waste cans. Post signs in program locations that share how to stop the spread of COVID.

3. You must conduct pre-shift health assessments of your employees, and sick employees must be excluded from the facility.

The employee health assessments are a way to screen employees for symptoms associated with COVID-19. While this is a protective measure that might prevent virus spread from symptomatic employees, remember that an employee might have the disease but not show signs of it. This is why it is extremely important to follow all other protective measures. Current CDC guidance indicates that people infected with COVID-19 may have the following symptoms:

- fever over 100.4°F Fahrenheit  - cough
- shortness of breath or difficulty breathing  - sore throat
- chills or repeated shaking with chills  - unexplained muscle pain
- new loss of taste or smell  - vomiting
- diarrhea
Employees experiencing any of the above symptoms must be excluded from work until they have been symptom-free for at least three days. In addition, any employees with symptoms should be tested for COVID-19. Testing centers in Missoula have recently expanded the criteria for testing eligibility. There are currently nine testing sites available in Missoula County, and the contact information is available on our website. If you are viewing this document online, please click HERE for the testing site contact information.

Additional considerations related to employee health checks:

- If you choose to record the information gathered as part of employee health assessments, be aware that personal health information should be kept confidential. Consider using individual slips completed by employees and submitted to only your supervisor or a specific designee, creating a health screening space that has privacy, or using of unique/confidential identifiers (rather than employee name) if you incorporate some sort of shared reporting form.
RECOMMENDATIONS

Now that you know what you **must** do in order to begin programs, here are a list of things that you **should** consider doing or implementing to add additional layers of protection during this first phase of operation. Again, items 1-3 above are **required** by the Governor’s directive or the local Health Officer Order. The items below are **recommended** by the Governor’s directives, by MCCHD, or by the CDC.

**General Recommendations for Distancing:**
- Consider telework for employees as much as possible to continue physical distancing
  - Staggered work schedules
- Reconfigure workspaces
- Sneezing guards should be installed for point of sale/organizational front facing areas

**Cleaning and Sanitizing Protocols:**
- Reduce furniture in common areas
- Provide “used needs to be sanitized” signs for public areas ie a couch or public computer for participants to mark for cleaning
- Sanitize known contact and use as soon as possible (example: meeting room chairs)
- Common spaces cleaned and disinfected at least every two hours
- Book covers can be wiped, but pages/books need to be stored for 72 hours before they are allowed to go back to the shelf (per CDC guidelines)
- Provide additional signage for patrons to put touched books on carts for sanitation and 72 hour hold (no immediate reshelving of books)
- All worker stations should be cleaned and disinfected every time a different staff person uses the station.
- Sanitizing materials need to be provided the workstation

**Public Patron Consideration:**
- Count number patrons in and out of building
- Limit patron time in building
- Brief health questionnaire (have you recently had symptoms) and sick individuals are not allowed in the building
- Provide signage indicating not to be present if you are sick
- Patrons should sanitize their hands at the door before entering

**Face Masks**
- All patrons and employees wear facemasks when in the public space. Remind and reinforce to sneeze/cough into elbow.
- Adult employees should wear facemasks while working
- Provide face coverings for employees/participants who do not bring their own

**Hand Washing**
- Staff should use hand sanitizer between contact with public
- Staff should wash hands every hour

**Facility**
- Furniture placed 6 feet apart
- Floor markers where people might line up at 6-foot distances
- Directionalize stacks for traffic flow/management to keep 6-foot distances

**Program considerations**
- Programming with youth should follow youth guidelines
• Programs, events, activities should be designed with guidelines and social distancing considerations
• Guest speakers, field trips, volunteers: Consider restricting non-essential visitors, volunteers, and activities involving other groups at the same time

Considerations:

• Consider air turnover and open windows where possible and safe. Increase air exchange and turn over without just blowing air around a closed space. Look at CDC guidelines for HVAC.
• Consider whether food and concession areas should be opened by phase
• Consider social distancing in bathroom and handwashing spaces
COVID-19 Reopening Missoula Work Group - Additional Comments, Strategies, for ongoing and future consideration

Date: May 11, 2020

Considerations/Recommendations & Questions that need to be addressed (examples)

- Robust testing and tracing necessary.
- Shared community messaging, understanding, is critical.
- Outreach to broad sector that represents all, particularly most vulnerable, needs to be accomplished.
- Identify measures for success.
- Need plans, processes, and protocols that allow for adaptations as situations, orders, etc change for the better or for the worse (more spread).
- Protections for front line/service workers a must and range from PPE and training, to childcare and sick leave, and protections for safety and report of lack of safety.
- What are long-term recovery strategies? How do residents, of all demographics/socio-economics, participate?

Resources

Public Library Association
http://www.ala.org/pla/issues/covid-19

CDC Guidelines

Montana Guidelines:

List of COVID Approved cleaning supplies
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

CDC information on face masks/coverings

Missoula County Health Department Guidelines
https://www.missoulacounty.us/government/health/health-department/emergency-preparedness/coronavirus