COVID-19

Policy/Procedure considerations

April 21, 2020 MT

I used the documents provided to the Greene County Jail as my resource as well as PA Dept. of Health, CDC and OSHA guidelines.

**Communication within your organization is the first line of defense!**

* Personnel Policy/Practices:
* Review sick leave policy and actively encourage staff to stay home when sick.
* Define who has the authority to send symptomatic staff home.
* Notification of staff when there has been a potential exposure to someone displaying symptoms or tests positive.
* Identify which staff positions have duties that would permit them to effectively work from home (WFH).
* Discuss WFH options with your staff. Determine if they have the supplies and tech tools required.
* Put a WFH plan into place for tracking time and tasks.
* Develop a plan that addresses staff absences.
* Plan for alternative coverage and cross-training.
* Consider revised duties for staff that are at a high risk of severe illness.
* Refer to OSHA for recommendations with regards to worker health.
* Operational Supplies:
* Ensure sufficient stocks of hygiene, cleaning, PPE with a plan for rapid restock.
* Provide liquid, anti-bacterial soap and alcohol-based hand sanitizer.
* Provide tissues, cleaning supplies, latex gloves and facemasks.
* Operations
* Communicate regularly and consistently with: staff, board, System, District, local partners, municipal authorities, public.
* Communication of any changes to operations, hours open, visitation, curbside, closed stacks, limited pick-ups, programming limitations or alternatives.
* Communicate limitations of entrances and exits (i.e. in one/out one; one way in and out).
* Cleaning & Disinfecting Practices:
* Implement intensified cleaning and disinfecting procedures (soap & water prior to disinfecting).
* Adhere to CDC guidelines.
* Consider increasing the number of staff trained and responsible for cleaning public (shared) areas.
* Ensure adequate cleaning supplies and a rapid restocking plan.
* Clean & disinfect surfaces/objects frequently touched.
* Define cleaning/disinfecting requirements for different surfaces: hard (non-porous); soft (porous), electronics, books, paper, personal office supplies & equipment.
* Prevention Practices:
* Post good hygiene practices in all public areas, staff areas.
* Communicate good hygiene practices with your staff; make sure everyone knows. Make no assumptions.
* Screening. Consider a check-list for those entering your building. Touch-less temperature screening (a temperature of 100.4 or more should be the red flag for no entry). CDC Guideline.
* Physical indications to ensure social distancing (tape marks on floor, plexi-glass type barriers for public service desks).
* Know definitions: confirmed case vs suspected case.
* PA Dept. of Health (Governor Wolf, April 15, 2020)
* <https://www.dhs.pa.gov/providers/Providers/Pages/Coronavirus-2020.aspx>
* Provide masks for employees.
* Stagger work start & stop times.
* Prevent large groups from entering/exiting.
* Limit the number of employees in common areas.
* Adjust staff break area seating (no one facing another, 6 ft. apart)
* Adjust public seating.
* Plan to do all meeting and trainings virtually.
* In-person sessions: practice social distancing, no more than 10 people.
* Temperature screenings before entering.
* Implement sick employee guidelines.
* Provide liberal time-off for employees in isolation.
* Put cleaning protocols in place.
* Require customers to wear masks.
* Provide alternative methods for pick-up and delivery.
* Install shields or barriers at check outs.
* Every hour: wash hands, clean and wipe down equipment.
* Wipe down carts and baskets.
* Resources:
* Ready.gov
* Planning: <https://www.ready.gov/plan>
* Corona Virus Toolkit: <http://coronavirus.adcouncilkit.org/>
* CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
* OSHA Guidance on Preparing Workplaces: <https://www.osha.gov/Publications/OSHA3990.pdf>
* ALA: <http://www.ala.org/tools/ala-covid-19-response>
* Wearing a mask, guidelines: <https://health.clevelandclinic.org/unsure-about-actually-wearing-a-face-mask-heres-how-and-why-to-do-it/>