

Media Loan COVID-19 SAFETY PLAN

February 2021

For Official Use Only

*The Evergreen State College
Olympia, WA*

Note: This document provides basic COVID-19 safety procedures for Media Loan (ML). Please refer to the Library COVID-19 Safety Plan or the Covid-19 Campus Safety Plan <https://sites.evergreen.edu/covid19/wp-content/uploads/sites/575/2020/07/Campus-Safety-Plan-Revised-07-29-2020.pdf> developed by EH&S for more detailed information.

Media Loan Covid-19 Safety Plan (updated 2/4/21)

I. PURPOSE

The purpose of the ML COVID-19 Safety Plan is to ensure that all individuals who work in Media Loan are trained in safety protocols specific to COVID-19, understand the college and state requirements, and have access to resources that will aid in safe business practices for both employees and patrons of Media Loan.

The strategy is comprised of six elements:

- COVID Supervisors
- Training Schedule and Modes
- Health Verification Form and Contact Tracing Log
- Distribution Plan
- Social Distancing
- Cleaning/Disinfecting protocols

Social Awareness Note: We would like to acknowledge that people have varied levels of comfort with exposure to the virus and different perspectives on required safety practices. This plan is in place to provide the the safest environment possible to all of the people that work at or attend school at the college. We understand that change in our daily routines can be difficult and we agree to offer grace in the transition of incorporating these new practices in our daily work environment. We acknowledge that interactions with our peers can be challenging with distancing and facial coverings because we lose the ability to read lips and facial expressions. Wearing facial coverings can create difficulties breathing, talking, and wearing glasses. We ask that we operate from a place that assumes each of us are acting with good intentions. Speaking up can be hard when we see others who not complying with the safety plan as we may be concerned about our ongoing professional relationships. However, we have an obligation to follow the procedures and the right protect our health if we feel it is being compromised. Your COVID Supervisor is there to help you navigate this new terrain and we hope that we cultivate a social environment where people can ask for help when needed.

Written Plan: This site specific COVID-19 Safety plan is designed to identify, communicate, and mitigate hazards associated with COVID-19 transmission in the workplace. Copies of the plan are posted in Media Loan. Additionally, copies of the plan are held by the Associate Director of Media Services, the Dean of the Library, and the Environmental Health & Safety (EHS) office.

Any individual who refuses to comply with/follow this plan may not remain in the workspace or on campus.

II. MEDIA LOAN COVID-19 AREA SUPERVISORS

Shannon Stewart	Media Loan Program Manager		
stewarts@evergreen.edu		360-867-5896	L2508
Nick Zornes	Media Technician		
zornesn@evergreen.edu		360-867-6253	L2504-B

III. SAFETY TRAINING

All staff working in Media Loan will be required to take the Covid Canvas Training course, read the Covid-19 Campus Safety Plan, and read the site specific Covid-19 Media Loan Safety Plan prior to working in the physical space of Media Loan Lib 2504.

Weekly training will be conducted during our Monday morning staff meetings over Zoom while staff are working remotely.

When staff are working in the space together we will review the daily work plan at the beginning of the day, assign computer stations, and determine locations to store and quarantine equipment kits.

IV. HEALTH CHECK FORMS and CONTACT TRACING LOG

Prior to coming to campus all employees must complete the Health Verification Form (HVF) through myevergreen.edu. The link below explains the form, expectations, who has access to results, and the responsibility of supervisors and faculty.

<https://sites.evergreen.edu/covid19/health-verification-form/>

Once completed, follow the final message that either clears you to come to campus or directs you to stay home.

Employees and students are to report to their supervisor or faculty if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift or class, the worker/student should be immediately sent home. If symptoms develop while the individual is not on campus, they should submit a Health Verification Form, respond to the Health Alert Team (who will reach out as soon as possible) and follow their guidance.

Completing the HVF is the preferred method to communicate illness to the campus health team even if you are not coming to campus. Please read more on the following website <https://sites.evergreen.edu/covid19/>. This site will be updated as information and procedures change.

All employees will use the Library Plus Contact Tracing Log stored in a shared file in Office 365 each time they come to campus. Employees will document their name, work group, location, times worked, and who they came into contact with during their shift. This log is reconciled daily with the HVF's by area Covid Supervisors.

V. Distribution Plan

Media Loan staff will work directly with faculty and ILC students to determine equipment packages for circulation. Equipment pick up and returns will be limited to a few weeks at the beginning and ending of the quarter. The following safety procedures will apply:

1. Students in preapproved programs and ILC's will be notified of open hours. They will complete the HVF before arriving to campus.
2. Signs will be posted on the locked doors of the main library lobby entrance with the front desk phone number.
3. Media Loan's interior roll up doors will remain closed during open hours.
4. Patrons will announce their arrival and provide their name, program information, and confirm they have completed the HVF to initiate equipment pick up.
5. Media Loan staff will prepare their equipment and meet the patron at either the main entrance or library loading dock.
6. All patrons will remain outside while waiting for their equipment. Official college provided stickers will be placed on the ground outside under the awning for patrons to stand in line 6 feet apart.
7. Media Loan staff will deliver equipment on a cart and students will retrieve it from the cart keeping social distancing. Students will sign an agreement form and staff will disinfect shared pens after each use.
8. Staff will disinfect carts, work stations, and their hands throughout their shifts.
9. Any special appointments made outside of open hours will follow the same procedures.
10. Equipment returns will be handled with the same safety protocols.
11. Upon return, equipment will be checked back into the circulation database and stored in designated quarantine zones within Media Loan's warehouse. These items will be labeled with the quarantine start date and remain out of circulation for at least 7 days before going through the intake process and being reshelved.
12. The intake process includes cleaning and normalizing equipment kits.

Health Verification Forms for Patrons

If we are exchanging gear with a patron OUTSIDE under 15 mins at 6 ft distance and all parties are wearing masks, we do not have to check the badge. If the patron volunteers that they did not pass and received a Red Badge, then Media Loan staff will refuse service and ask them to leave campus immediately. At a later time Media Loan staff may work with the patron for a safe no contact equipment exchange.

If a patron comes INSIDE the building or our work space, we can ask them to show us a badge. If the badge is green, they can come in following safety requirements of a mask and social distancing. If it is yellow, ask them to complete the form. If the badge is red, refuse service and send them home.

If a patron does not have access to the online form for any reason. We ask them to sign a form that can act as both contact tracing and HVF. We do not keep the records of the HVF specifics but can ask them to sign that they would pass this form. We have created a copy of the HVF form and a contact log that states “by signing this log you are confirming you would pass this HVF.” This can be kept at both the entrance of the ML front doors and used at the entrance of the library building during circulation for those that do not have access to the online form.

VI. Social Distancing

The following actions will be implemented to ensure that a 6 foot separation may be maintained by all persons at all times.

Front Desk

The front desk workstations have been outlined with tape on the floors providing a 6 foot perimeter on all sides. Only the person assigned to a particular workstation can be in that space during a shift.

Offices

Only office occupants allowed in designated offices.

General

Only Media Loan staff are authorized to be in the warehouse unless access is needed by custodial services, facilities, or health and safety personnel. Access by personnel other than Media Loan staff must be by appointment only and the number of employees working in the space at the time may need to be adjusted according to distancing requirements.

Media Loan aisles are narrow, only one person may be in any aisle at one time.

If a Media Loan employee needs to leave the work area they will maintain 6 foot distancing between people.

Patrons

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Will remain outside the building and call when they arrive. Media Loan staff will bring their equipment outside on a cart and remain 6 feet apart.

Patrons will be given online proficiency tests through Zoom by appointment or in a class workshop.

When Media Loan opens for indoor access

Patrons will be guided by signs to stand 6 feet away from the front desk workstations unless they need to sign a loan contract at which time they will remain behind the sneeze guards. Equipment will be passed back and forth between employee and patron by use of a cart.

Patrons will be given in person proficiency tests on equipment with sneeze guard barrier between patron and instructor.

VII. Cleaning/Disinfecting Protocols

Access to supplies

Personal sanitation protocols have been posted within the work area. The COVID-19 Supervisor will ensure sufficient quantities of hand sanitizers, equipment disinfectants, paper towels, other sanitation supplies for scheduled shifts.

All personnel have access to hand washing facilities with running water and soap at the restrooms directly across from Media Loan and in the restrooms located behind the circulation desk in the Library.

Hygiene/Sanitization Requirements

Employees must wash hands upon arrival and prior to leaving work, as well as before and after meal and break periods. Employees must sanitize shared tools & equipment after each use, and wipe down shared workstations after use. The COVID-19 Supervisor will select an employee to conduct daily sanitization of high-touch points like doorknobs, handrails, elevator buttons, etc.

Contamination

In cases of assumed contamination by an individual demonstrating symptoms associated with COVID-19, the affected space will be restricted from use/closed until all appropriate cleaning/disinfection activities have been implemented.

Equipment Quarantine

Equipment will be cleaned and sanitized before circulation. Upon return equipment will be quarantined for one week at minimum before circulation. Every effort will be made to leave cases open and not stacked. After quarantine, equipment will be cleaned and before being returned to storage shelves.

Cleaning/Disinfection SOP

Employees assigned to cleaning and disinfection tasks must follow these procedures:

Hard (Non-porous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for

cleaning and disinfection products used. Clean hands immediately after gloves are removed.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, and all soft goods related to media equipment in circulation such as bags, lighting control flaps, bounce cards, etc., remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Electronics

- For personal electronics such as computers, ipads, keyboards, and all media equipment in warehouse for circulation, remove visible dirt and debris if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.