COVID 19 TESTING AND CONTACTING TRACING POLICY

Employees who are sick should stay home following normal library procedures for calling out sick. All employees will be required to fill out a short health screening self-assessment form at the beginning of their shift via the health app purchased by the library attesting to their wellness and ability to work on that day.

Staff is strongly urged to be vigilant in monitoring their own health and notify the Administration office if they feel unwell at work. Before coming to work, staff should determine if they have any of the following symptoms:

 Cough

 Shortness of breath

 Fever

 Chills/Body Aches

 Muscle Pain

 Chest constriction

 Sore throat

 Loss of smell or taste

 Blueish/purplish coloring of toes and fingers

Please contact your health provider and be assessed for Covid-19 prior to coming to work if you have any of these symptoms. DO NOT come to work if you have any of these symptoms.

Employees who begin their shift and then display Covid-19 symptoms will be sent home and are to contact their health care provider for medical assessment and testing. They are to remain home until receiving test results.

If an employee tests positive for Covid-19 (with or without displaying symptoms) he or she may return to work after completing a 14 day quarantine and when:

 The employee has remained fever free without use of a fever reducing

 medication for 72 hours.

 Respiratory symptoms (coughing and shortness of breath) have resolved.

 The employee has subsequently tested negative or tested as

 recovered for Covid-19.

 The employee produces a physician’s authorization that the employee may

 return to work.

An employee who has not been tested for Covid-19 but has symptoms may return to work if:

 The employee has remained fever free without the use of fever reducing

 medications for 72 hours.

 Respiratory symptoms (coughing or shortness of breath) have resolved.

 At least 7 days have passed since a symptom has appeared.

 The employee produces a physicians’s authorization that the employee may

 return to work.

The library reserves the authority to have a physician appointed by the library corroborate or independently establish the capacity of an employee to return to work without placing in jeopardy the health and safety of the staff and patrons.

Employees who have had close contact with a person confirmed or suspected of having Covid-19 but are not experiencing symptoms should inform their supervisor and may be permitted to return to work with additional precautions.

The library will maintain a log of all employees and visitors who may have had close contact with other individuals at the library, excluding patrons and deliveries that are performed with the appropriate PPE or through contactless means.

If an employee, visitor or patron was in close contact with others at the library and tests positive fo Covid-19, the library will immediately contact state and local health departments and cooperate with contact tracing efforts, inducing notification of potential contacts, while maintaining the confidentiality required by state and federal laws and regulations.

If an employee, visitor or patron was in close contact with others at the library and tests positive for Covid-19, the library will close and conduct a deep cleaning and disinfecting of the entire building.

Adapted June 1, 2020