



# Reed Memorial Library

## Proactive Infection Plan

### Screening

- The library will screen all employees and essential visitors as described below. The library will not screen patrons.
- The library will by electronic form screen employees scheduled to work in the library building before each shift about any COVID-19 symptoms.
- The library will by paper form screen essential visitors.
- Screening will include the following question:
  - I have experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days *true/false*
  - I have tested positive for COVID-19 in the past 14 days *true/false*
  - I have knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 *true/false*

Library staff or essential visitors should immediately notify the library director if the answers to these questions change.

- The library director will review all responses collected by the screening process and maintain a record of this review.
- The library will maintain a log of all library staff and essential visitors in the facility including contact information. If they choose to, library patrons may opt into the contact list. This information may be made available to contact tracers if required.

### Cleaning and Disinfecting Guidelines

At the beginning of each shift all high touch surfaces will be cleaned and disinfected. These include phones, light switches, doorknobs, handrails, keypads, mice, keyboards, faucets, etc. Disinfecting will be entered on the Cleaning Log and will include name, date, and surfaces disinfected.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- A product that is EPA-approved for use against the virus that causes COVID-19 will be used. A list of products is available [here](#). Manufacturer's instructions for all cleaning

and disinfection products for concentration, application method and contact time, etc will be followed.

- Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) also can be used if appropriate for the surface.

Prepare a bleach solution by mixing 4 teaspoons bleach per quarter of water. Ensure a contact time of at least 1 minute and allow for proper ventilation during and after application.

### **Social Distancing Guidelines**

Employees should wear a face mask at all times while in the workplace.

Employees should practice social distancing, including maintaining at least six feet distance from others at all times.

### **Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms**

1. The library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member reports symptoms related to COVID-19 or tests positive for COVID-19.
2. Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come in to the library or to leave the library if they are already at work, and contact a medical professional or the local health department immediately.
3. If library staff test positive the library director will cooperate with contact tracing efforts, while maintaining confidentiality required by state and federal law and regulations.
4. After the employee has left the library, areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations:
  - a) Close off areas used by the employee
  - b) Open outside doors and windows if possible to increase air circulation in the area.
  - c) Wait 24 hours before cleaning and disinfecting the areas used by the employee.
  - d) Once appropriately disinfected, the area can be open for use can be opened for use.
5. If an employee tests positive for COVID-19 or shows symptoms of COVID-19 but is not tested for COVID-19, they may only return to work after isolating for at least 10 days AND exhibiting no fever for at least 72 hours without the use of a fever reducer AND confirming all other symptoms have improved.

### **Employees that Have Significant Exposure to Someone who Tests Positive for COVID-19**

Significant exposure is being less than 6 feet for more than 10 minutes without a mask from someone who has COVID-19 or has tested positive for COVID-19.

If an employee has had significant exposure to a person with COVID-19 or who has tested positive for COVID-19 the employee may return to work

after completing a 10 day quarantine (day 1 of quarantine is the day of last contact\*)

OR

after day 7 of a quarantine (day 1 of quarantine is the day of last contact\*) with a negative test result (test must occur on day 5 or later of quarantine).

*\*Day 1 of last contact with someone you live with is the first day they isolate. If they do not isolate you remain on 'day 1' until they are symptom free or receive a negative test result.*

### **Patrons that Test Positive for COVID-19**

1. The library will observe directions from local health officials for best practice in staff and public health safety in the event that a patron reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the library.
2. The library will follow directions of local health officials to notify staff and patrons that may have been in contact with the infected patron, while maintaining the patron's right to the privacy of their health information, and the confidentiality of library records.

### **Employee Travel**

Employees that were out-of-state for more than 24 hours and travel to New York State from a noncontiguous state, US territory or CDC Level 2 and higher Health Notice country may return to work

after completing a 10 day quarantine (day 1 of quarantine is the first day back in NY)

OR

by (1) obtaining a test within three days of departure, prior to arrival in New York (2) upon arrival in New York, quarantining for 3 days (3) on day 4 of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test and return to work.

*This plan will be reviewed and revised regularly to be in line with updated guidance.*

Approved by the Board of Trustees: June 3, 2020, Updated February 3, 2021

(Must be posted on site)