

Approved: 10/05/2020, 10/05/2021

This policy involves a rapidly evolving public health emergency. The Library Board of Trustees will continue to reassess this policy if and when the public health emergency guidelines and mandates change. The Library Board of Trustees reserves the right to amend, reverse or revise this policy at any time.

Personal Illness Reporting

Scenario*:

- Staff member lives with a household/family member who has a positive diagnosis of Covid-19
- Staff member is notified that they have been exposed to someone who has tested positive for Covid-19 (non- household member), with exposure being defined as time spent within 6 feet for a period of time over 15 minutes.

Personal Illness Action Steps (following current CDC guidelines*):

- Employee must be tested for Covid-19.
- If test is negative and are fully vaccinated, staff member may return to work wearing a mask. A follow up test will be required in 3-5 days. If test is negative, a mask will no longer be required.
- If the test is negative and they are not fully vaccinated, staff member must self-quarantine for **10 days** even if they are asymptomatic.

Virus Mitigation Action Steps

- Close off, clean and disinfect areas where employee had a prolonged presence.
- If possible, isolate areas for at least 24 hours.

Scenario*:

- Staff member has a positive diagnosis of Covid-19

Personal Illness Action Steps (following current CDC guidelines*):

- If employee develops symptoms, self-quarantine starts for **10 days** after the onset of symptoms and **24 hours** with no fever (without fever reducing medication) **and** symptoms have improved.
- If employee does not develop symptoms, self-quarantine may end **10 days** after the date of their positive test.

Virus Mitigation Action Steps

- The Board of Trustees will be contacted to discuss possible closure of the library for at least 24 hours.
- Notify co-workers and others who may have had prolonged contact with employee. Suggest all staff members and anyone that had prolonged contact be tested.
- If library closes, issue general statement to patrons/public.
- Close off, clean and disinfect areas where employee had a prolonged presence. (**See CDC current cleaning and disinfecting recommendations for community facilities**). Keep area closed off for at least 24 hours.

*Note – Depending on circumstances of exposure, quarantine length and method of counting may change. See CDC Guidance on Quarantine in order to identify exact quarantine period.