

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 remotely, by phone or electronic form, screen employees scheduled to work in the library building before each shift about any [COVID-19 symptoms](#) identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#) including confidentiality of medical information. The library will not retain any employee health data. [24]
- Screening will include the following question:
 - Are any of the following statements true?
 - 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, OR
 - I have tested positive for COVID-19 in the past 14 days, OR
 - 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.
 - Library staff or essential visitors should immediately notify the library director if the answers to these questions change later including during or outside work hours.
- The library director will review all responses collected by the screening process on a daily basis 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. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

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 developing symptoms related to COVID-19 or testing 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. The library will provide the employee with healthcare and testing information.
3. The library director will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. [21]
4. Areas used by the symptomatic or sick person will be cleaned and disinfected according to the [CDC cleaning and disinfection recommendations](#) after the person has left the facility:
 1. Close off areas used by the person.

- It is not necessary to close operations if the affected areas can be closed off.
- 2. Open outside doors and windows to increase air circulation in the area.
- 3. Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
- 4. Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.
- 5. Once the area has been appropriately disinfected, it can be opened for use.
 - Employees without close contact with the person who is sick can return to the work area immediately after disinfection.
- If an employee tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a 14 day self-quarantine. If an employee has had close contact with a person with COVID-19 and is symptomatic, they may only return to work after completing a 14 day self-quarantine. [\[24\]](#)
- If an employee has had close contact with a person with COVID-19 for a prolonged period of time and is not symptomatic, the employee should notify the library director and adhere to the following practices prior to and during their work shift, which will be documented by the library director:
 1. Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 2. Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
 3. Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.
 4. Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely. [\[24\]](#)
- 5. Employees that are alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the library director. [\[24\]](#)

Patrons that Test Positive for COVID-19

6. 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.
7. If a library patron who has visited the library reports testing positive for COVID-19, the library will notify local health officials.
8. The library will work with 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.