

# Proactive Infection Plan

## Screening

The Library will screen all employees and essential visitors as described below. The Library will also screen patrons on a strictly voluntary basis.

The Library will remotely screen via electronic form all employees and essential visitors scheduled to work in any 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 delete any personal health data two weeks after its date of submission.

Screening will consist of the following questions:

1. Have you 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?
2. Have you tested positive for COVID-19 in the past 14 days?
3. Are you currently subject to an individual quarantine per New York State guidelines? (<https://coronavirus.health.ny.gov/travel-large-gatherings-and-quarantines>)
4. Do you attest that you will wear a clean, appropriate face covering while working, in accordance with Library policy?

Library staff or screened visitors should immediately notify the Library Director or designee if the answers to these questions change later, regardless of whether the change occurs during or outside work hours.

The Library Director or designee 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.

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

The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the Library.

If an individual who has visited the Library reports testing positive for COVID-19, the Library will notify local health officials.

The Library will work with local health officials to notify staff and visitors that may have been in contact with the infected visitor, while maintaining the right to the privacy of their health information of the visitor, and the confidentiality of library records.

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

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 or Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19.

Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come into 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 the healthcare and testing information available on the Dutchess County website: <https://www.dutchessny.gov/Departments/DBCH/dbch.htm>

The Library Director or designee 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.

If an employee tests positive for COVID-19 or shows symptoms of COVID-19 he or she may only return to work with the written permission of a doctor. If an employee has had close contact with a person with COVID-19, he or she may return to work after completing a 10 day self-quarantine.

Employees who have been 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.

## **Closure and Disinfection Plan**

The Library Director or designee may decide to close any or all portions of the Library for disinfection whenever a significant event occurs which poses an immediate hazard to building occupants. Any affected areas will be cleaned and disinfected in accordance with CDC cleaning and disinfection recommendations before being reopened for use.

## **Personal Protective Equipment**

The requirements for personal protective equipment at each stage of re-opening are listed in the Library's Re-Opening Proctocols. A patron may remove his or her face covering temporarily to consume a beverage while he or she is at least six feet distant from the nearest person unless doing so would violate any library policy. Employees may remove their face coverings temporarily to consume food or beverage, use the library telephone system, or to work in an unshared space, provided that they observe social distancing protocols whenever they are without a face covering.