

## COVID-19 Exposure and Work from Home Policy #31 - A

**Policy Objective:** This is to provide guidance to the Gibson Memorial Library Board of Trustees, the Director and the library staff that doesn't conflict with the City of Creston and their efforts to protect employees from COVID-19 and to provide a plan for possible exposures at the library. The COVID-19 policy is a living document that will align with the current information provided by the Centers for Disease Control and the Iowa Department of Public Health while not conflicting with the City of Creston and their plan toward COVID-19.

### **5 steps for when a library employee may be exposed to COVID-19**

- 1. The library will send the employee home to quarantine** – if the employee is at work and does not require urgent care, tell him or her to contact a health care provider and quarantine for at least 10 (ten) days. Even if the employee has no symptoms, he or she may still be able to spread the virus during that time frame, according to the CDC ([www.shrm.org/ResourceAndTools/hr-topics/employee-relations/pages/cdc-osh-update.aspx](http://www.shrm.org/ResourceAndTools/hr-topics/employee-relations/pages/cdc-osh-update.aspx)).
- 2. Vacate (if possible) and clean areas recently used by the employee** – Clean and sanitize workspaces and common areas that were used by the infected employee in the days prior to diagnosis. The CDC has issued guidance for cleaning and disinfecting (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>) such areas, including recommendations for cleaning materials. If an area is left for seven days or more, only routine cleaning is required, the CDC said, “because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.”
- 3. Notify potentially exposed co-workers without divulging the employee's identity – as well as notify the general public of closures, potential exposures and their dates and times** – To the extent possible, the library will try to retrace the activities of the infected employee and notify any co-workers or patrons who might have had contact with that person in the days before the diagnosis. The CDC has determined that exposure risk begins when someone is within 6 (six) feet of the infected person for 15 (fifteen) minutes or more (<https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>).
- 4. Determine when the employee may return, but not by testing alone – and when the library may resume operations** – The CDC advised employers not to require a negative COVID-19 test before employees return to work, but instead to follow these guidelines:
  - a. Those who never develop symptoms can end isolation after 10 (ten) days after testing positive
  - b. Those with moderate to mild symptoms can end isolation after 10 (ten) days if at least 24 hours have passed without a fever and other symptoms have improved.
  - c. Those with severe symptoms may need to continue isolation for a full 20 days or longer.
  - d. The Library Board, the Director and the City of Creston will decide a plan of re-opening the library safely to the public following CDC and IDPH guidance.
- 5. Record the infection if it is work-related and report it to Library Director, Library Board of Trustees, City of Creston and OSHA if required**

*If a staff member leaves the State of Iowa to go to another State, the following must be followed and adhered to: the staff member must wear their mask at all times upon returning to work and they must monitor for symptoms and notify the Library Director if they become sick or develop symptoms.*

## **Work from Home Policy #31 - B**

**Objective:** This part of the policy outlines the library staff's obligations for the work from home aspect of the COVID-19 Policy.

### **If the library must be closed for 7 – 8 days for cleaning:**

- 1. Employees are encouraged to work from home while the library is cleaned and disinfected** – task for working from home include, but are not limited to, completing State Library of Iowa Continuing Education credits for certification and recertification of library staff, developing programming and outreach ideas to better serve the community, completing Facebook and social media posts, creating and thinking of online programming to better serve the community.
- 2. Follow and abide by City Guidance on COVID-19 Pay** – Library employees required to quarantine or work from home will be compensated at their regular scheduled hours – no additional time will be compensated for. All employees gone due to COVID-19 reasons, must notate on their timecards, "COVID-19 Time".
- 3. Employees working in the building while the library is closed** – Will be follow the cleaning guidance provided by the CDC and IDPH to safely clean any areas that may have come in contact with exposed patrons or staff.

Appendix:

MODEL ANNOUNCEMENT TO EMPLOYEES ABOUT POSITIVE TEST

We learned (today) that one of our employees has tested positive for/contracted the novel coronavirus, COVID-19. (Identify the area(s) where the date(s) when the employee frequently worked).

- If you develop flu or other symptoms including dry cough and fever, please contact your medical provider, and do not come to work. Notify Director Aric Bishop as soon as possible.
- We cannot identify the employee who tested positive for the virus because of privacy laws. However, we have gathered the names of those employees that worked in close proximity (within 6 feet for 15 minutes or more) during the 48 hours prior to infected employee showing symptoms.
- Those employees should first consult and follow advice of their healthcare provider or public health department regarding the length of time to stay home. If those resources are not available, the employees should remain at home for 14 days after last exposure.
- If employees develop symptoms, they should remain home for at least 10 (ten) days from the initial onset of the symptoms, and three days without a fever (achieved without medication) and improvement in respiratory symptoms (e.g., cough, shortness of breath, etc.).
- The health and well-being of our employees is paramount. Out of abundance of caution, we are closing Gibson Memorial Library office on (Date). While the office is closed, we will clean and disinfect the Library offices and public space areas.
- All Gibson Memorial Library employees with remote work capabilities are expected to work from home while the office is closed. Each employee should consult with the Library Director for additional instructions. Should you have any questions or concerns, please contact Director Aric Bishop. You may also check the CDC COVID-19 website for additional information, and also check the local health department website.

MODEL PRESS RELEASE AND ANNOUNCEMENT TO PUBLIC REGARDING POSITIVE TEST AT LIBRARY

We learned (today) that one of our employees has tested positive for/contracted the novel coronavirus, COVID-19. (Identify the area(s) where the date(s) when the employee frequently worked).

- If patrons develop flu or other symptoms including dry cough and fever, please contact your medical provider, and do not come to work. Notify Director Aric Bishop as soon as possible.
- We cannot identify the employee who tested positive for the virus because of privacy laws. However, we have gathered the names of those employees that worked in close proximity (within 6 feet for 15 minutes or more) during the 48 hours prior to infected employee showing symptoms.
- The health and well-being of our employees and patrons is paramount. Out of abundance of caution, we are closing Gibson Memorial Library office on (Date). While the office is closed, we will clean and disinfect the Library offices and public space areas.

- Should the general public have any questions or concerns, please contact Director Aric Bishop. You may also check the CDC COVID-19 website for additional information, and also check the local health department website.

Adopted: Monday, September 14, 2020

Reviewed: