

Columbia County Rural Library District COVID-19 Exposure Response Policy & Procedures

PURPOSE

Employees working at the Columbia County Rural Library District may become exposed to COVID-19 during the course of their work. It is imperative that the response of CCRLD to any exposure or confirmed cases of COVID19 amongst staff be organized and transparent to ensure that the library remains a trusted community resource and partner.

Employee Exposure:

- Immediately send the staff member home or to a health care provider.
- Close off any areas used for prolonged periods of time by the sick person. (CDC guideline is 15 minutes or more.).
- Determine if other employees may have been exposed to the virus.
- Employees may have been exposed if they are within approximately 6 feet of a person with COVID-19 for a prolonged period of time (general CDC guideline is 15 minutes or more).
- Potentially exposed employees who have symptoms of COVID-19 should self-isolate and follow CDC recommended steps.
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Potentially exposed employees who do not have symptoms should remain at home and practice self-quarantine and/or social distancing for 14 days.
- The Library may require COVID-19 testing of employees. The district will reimburse COVID-19 testing for part time staff who meet the exposure definition. Full time employees may acquire testing through their insurer.
- Every effort will be made to provide remote work during a quarantine period.
- Determine staffing impact on services and what staffing adjustments may be necessary for operations to continue after the closure period.

Patron Exposure:

- Immediate closure of the facility or facilities where the exposure occurred.
- Notify the public of the possible exposure including time and date so those who may have visited the Library can take the necessary precautions.
- Determine which employees are likely to have been exposed notify them of the potential exposure while maintaining privacy in line with Americans with Disabilities Act.
- Assign potentially exposed employees to work at home for the next 14 days.
- Air the building by opening doors and windows.
- Deep clean the building according to CDC recommendations after a 24 hour waiting period.

Communication:

- The Columbia County Rural Library District will be prepared to communicate confirmed cases with staff and the public in the following instance:
 - The staff person with a confirmed case of COVID-19 worked onsite at the Library within the period of potential spread of the virus and 14 days of testing positive with the virus.

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- o The Library will close for cleaning for a 72-hour period following the time of onsite work of the staff members.
- o Communications with the public and/or communications with staff will not include the staff person's name who was infected or any additional information about a staff person's medical condition beyond a confirmed COVID-19 infection, per Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Communications Timeframe:

- Inform Board: within 24 hours.
- Inform Staff: within 24 hours.
- Janitor service will be contacted to schedule cleaning of building within 24 hours.
- Library building closure: within 24 hours, place a sign at front entrance stating the building is closed for disinfecting for a total of 72 hours.
- Finalize public statement/messages: within 24 hours.
- Issue news release: within 24 hours.
- Post case information on library's website and social media: within 24 hours.

Disinfection/Cleaning:

- Immediately upon receiving news of exposure, open outside doors and windows to increase air circulation in exposed areas.
- Wait 24 hours from exposor before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- Janitorial service will follow the CDC cleaning and disinfection recommendation found on the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

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Communication Scenarios:

Statements will be finalized with a confirmed case-

- The Columbia County Rural Library District is sad to share that one of its staff members has become infected with the novel COVID-19 pandemic virus.
- The Columbia County Rural Library District is informing the public to ensure it provides important information to the people it serves, during this difficult public health crisis. It is offering this information to be transparent about the community's library.
- The Library will not discuss the specific health of the staff person, as that is private and protected by law.
- The Library supports the staff person as they receive any medical care needed and wishes them a healthy recovery.
- The staff person was working onsite, *DATES*.
- The Library is working with the Columbia County Health Department as it conducts contact tracing with any staff or members of the public who may have come in contact with the staff person during that time.
- The Library is closed for disinfection unit, DATE.
- The Library continues to take health and safety actions to ensure its staff and the public it serves are safe. From cleaning and disinfecting its buildings and sanitizing high-touch areas daily, quarantining of books and library materials for four days, wearing of masks, frequent hand washing, and social distancing, to ongoing health and safety training and information and wearing gloves when handling library materials and serving the public with contactless service.
- In an abundance of caution for the safety of staff and patrons, Columbia County Rural Library District is closed [date], due to a suspected [or confirmed] case of COVID-19. The library is expected to resume open hours on [date]. The library will be thoroughly disinfected during the closure. Thank you for your patience during this time.