

## POSITIVE CASE PROTOCOL POLICY

### SCENARIO:

- Staff member lives with a family member who has a positive diagnoses.
- Staff member travels to a “hot” location of Covid-19 infection.
- Staff member is notified that they have been exposed to someone who has tested positive (outside their family).

### Action steps:

#### Immediately (following CDC guidelines:

- Employee must notify Director of possible exposure.
- Notify employee that they must self-quarantine for 14 day if asymptomatic from exposure.
  - Notify employee of possible work-from-home options.
  - Notify employee in writing, of benefits available during quarantine.
- If Symptoms develop, self-isolation starts for 10 days since symptoms appear and
  - 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved

\*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.

### SCENARIO:

- **Staff member exhibits symptoms of Covid-19**

#### Action Steps:

- If employee falls ill at workplace, SEPARATE employee from other employees.
- Send employee home.
- Provide Employee with the following instructions:
  - Encourage employee to seek medical advice/attention.
  - Employee must self-isolate/quarantine UNTIL:
    - At least 10 days since symptoms first appeared and
    - At least 24 hours with no fever without fever reduced medication and
    - Symptoms have improved
  - Notify employee, in writing of benefits available during quarantine.
  - Remind employee, in writing that they cannot be disciplined or retaliated against for quarantine.
- Maintain normal cleaning/sanitizing routine.

## **SCENARIO:**

### **EMPLOYEE HAS A POSITIVE DIAGNOSIS OF COVID-19:**

- **ALL** of the above steps, **PLUS:**

Immediately

- NOTIFY LOCAL HEALTH DEPARTMENT
- Determine whether to close, using protocol devised by the Board. Discuss with Board if necessary, within Library's protocols. It may not be necessary to close facility. See CDC guidance for suspected or confirmed cases. However, if multiple employees develop symptoms or there are multiple positive diagnoses, library must consider closing and implementing top-to-bottom clean in accordance with EO 2020-145 sec.1(q).
- If Library closes and employees are sent home, work from home options should be considered for asymptomatic employees.
- If workers went home, employees should be notified in writing of benefit options.
- NOTIFY co-workers, contractors, vendors who may have had prolonged contact (15 minutes or more of sustained contact-within 6 feet) that an employee has tested positive.
- Maintain ill employee confidentiality
- Issue general statement to patrons/public on social media ("Employee has tested positive, library is working with Health Department and completing necessary cleaning/disinfecting.")
- After 24 Hours:
  - Thoroughly clean and disinfect previously closed-off affected employee's workspace and other areas where employee had a

prolonged (10 minutes or more) presence, following CDC cleaning and disinfection recommendations:

- If it has been 7 days or more since employee has been in workspace, closing off/extra cleaning is unnecessary per CDC.

#### **EMPLOYEE RETURNS TO WORK:**

- **Employees with no exposure sent home due to closing as part of deep-cleaning procedures:**
  - Employees may return 24 hours after the completion of facility/building deep clean
    - Employees must be asymptomatic
    - Employees must not be considered “exposed” to virus by local Health Department.
- **Employees with exposure but no symptoms:**
  - Employees may return to work 14 days after initial exposure, or notification of exposure following CDC guidance.
  - Employee must have approval of local Health Department for return to work, Per EO 2020 145, sec1(o)
  - Employees must contact Library Director at least 24 hours before their planned return. Contact can be via phone, text, or e-mail.
- **Employees with positive diagnosis:**
  - Employees may return to work in accordance with the CDC guidance for Discontinuation of Home Isolation, provided that the employee has documentation from their health provider AND local Health Department approval (per EO 2020-145 sec. 1(o) that they can safely return to work.
  - Employee must contact the Director at least 24 hours before their planned return to work.
  - Once back at work, employee should be prepared to discuss any accommodations that may be required upon their return.

#### **EMPLOYEE RIGHTS**

Paid Sick Leave and expanded family and medical leave under the Families First Coronavirus Response Act

## **Qualifying Reasons For Leave Related to COVID-19**

### **Full Compensation:**

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
2. Has been advised by a health care provider to self-quarantine related to COVID-19.
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis:

### **2/3 Compensation:**

4. Is Caring for an Individual subject to an order described in (1) or self-quarantine as described in (2).
5. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

### **1/3 Compensation:**

6. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.