

COVID-19 Exposure Plan

Step 1:

Any employee who appears to have any **one** of the following severe COVID-19 symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing

Or, two or more of the following mild COVID-19 symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

upon their arrival at work, or during the course of their workday, will immediately be separated from all other employees, patrons, etc. and sent home.

Any employee who is well, but has a sick family member at home with COVID-19, must inform his/her manager or supervisor immediately.

Step 2:

The employee's manager or supervisor will verify and document the following information:

- All co-workers who had contact with the sick employee
- All locations in the building (if possible) the employee worked
- PPE was used properly by interviewing co-workers in contact with sick employee

Step 3:

Isolate all areas where the employee made known contact. Disinfect all affected areas, including:

- Workstations
- Telephones
- Furniture
- All surface areas

following the EPA and CDC recommendations for disinfecting methods and approved disinfectants.

Step 4:

If the employee is confirmed to have COVID-19 infection, the Library Director will do or arrange the following:

- Inform fellow employees of their possible exposure to COVID-19 in the workplace
- Maintain the sick employee's confidentiality as required by the American with Disability Act (ADA)
- Instruct fellow employees about how to proceed on the CDC Public Health Recommendations for Community-Related Exposure
- Close the building immediately for a period of 72 hours
- Contract a deep-cleaning and disinfecting of the entire building
- Replace RTU filtration and open RTU fresh air intake to 100 % for 72 hours, to allow as much fresh air in the building as possible

