

## **OPERATIONS – PANDEMIC/EMERGENCY**

### **Contact Tracing Policy**

**I. STATEMENT:** The Red Jacket Community Library Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Contact Tracing Policy.

**II. PUPOSE:** **The primary goals of Red Jacket Community Library’s Contact Tracing Policy are to:**

- Comply with the criteria for reopening mandated in NY Forward [forward.ny.gov](https://www.forward.ny.gov)
- Provide guidelines for maintaining a log of staff, visitors, and patrons for the purposes of Contact Tracing related to COVID-19.
- Reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons

**III. POLICY:**

- A. Cooperation with local health departments’ Contact Tracing efforts is required. The Library Director, under the authority of the Board of Trustees, is designated to enforce this policy and the following guidelines:
1. The library will maintain a continuous log of every person, including staff and visitors, who may have close contact with other individuals at the library or on library property. This excludes deliveries that are performed with appropriate PPE or through contactless means.
  2. RJCL staff will enter the patron’s information into the log. Patrons will not enter information for themselves. Patrons may be encouraged to provide contact information to be logged but, are not mandated to do so.
  3. The log will be kept at the Circulation Desk, in a locked drawer, only accessible to RJCL staff.
  4. The log will collect the name, contact information, and date for each staff member, visitor, and patron (if they opt to provide information) each time they enter the library.
  5. If a staff member, visitor, or patron who has visited the library reports testing positive for COVID-19, the library will immediately contact local health officials and follow all directives.
  6. Public Health will utilize Contact Tracers and the Contact Tracing Log only if an outbreak is identified at the library. Public Health Contact Tracers will follow NYS guidelines regarding notification.
  7. The library will maintain all individuals’ rights to the privacy of their health information and the confidentiality of library records.
  8. Contact Tracing Logs will be retained for 30 days, but not longer than 60 days.
- B. Evaluation:
1. This policy and related procedures will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center

- for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and local government agencies.
2. Questions or concerns regarding this policy should be brought to the Library Director.
  3. This policy will remain in effect until the Board of Trustees votes to remove or revise it. The Library Director is authorized to make temporary amendments and changes to this policy consistent with the purpose of this policy prior to board approval. Temporary amendments or changes will be recommended by the Library Director at the next board meeting.

#### IV. REFERENCES

- A. [forward.ny.gov](http://forward.ny.gov)
- B. PLS model policy