

OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES

Contact Tracing

The Red Jacket Community Library's Contact Tracing Procedure is established to comply with the criteria for reopening mandated in NY Forward forward.ny.gov; to provide guidelines for maintaining a log of staff, visitors, and patrons for the purposes of Contact Tracing related to COVID-19; and to reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons.

- 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 procedure and the following guidelines:
1. The library will collect Health Screening forms of every person, including staff and visitors, who enters RJCL.
 2. RJCL will use the Health Screening form provided by the MSCSD Board of Education. The forms will function as a Contact Tracing Log.
 3. The completed Health Screening forms will be kept at the Circulation Desk, in a locked drawer, or kept locked in the Director's office, only accessible to RJCL staff.
 4. 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.
 5. Ontario County 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.
 6. The library will maintain all individuals' rights to the privacy of their health information and the confidentiality of library records.
 7. Health Screening logs will be retained for 30 days for the purpose of contact tracing, but not longer than 60 days.
- B. Authority and Evaluation:
1. This procedure 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 procedure 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 procedure should be brought to the Library Director.
 3. This procedure will remain in effect until the Library Director removes or revises it. Substantial amendments or changes will be reported by the Library Director to the Board of Trustees at the next regular board meeting.
- C. REFERENCES
- forward.ny.gov,
PLS model policy

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Revision History:

02/9/2021: Changed from a Policy to Procedure; Authority and Evaluation revised.