

## OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES Public Health Screening

The primary goals of this procedure are to comply with the criteria for reopening in the COVID-19 pandemic mandated in NY Forward; provide guidelines for a continuous health screening process for staff; and reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons. The Library Director, under the authority of the Board of Trustees, is designated to enforce these procedures to comply with current public health obligations and ensure a safe workplace.

### A. GUIDELINES FOR THE PUBLIC

1. Mandatory, continuous health screening practices will be implemented for all members of the public, as requested by MSCSD Board of Education.
2. Screening will be performed in the main lobby of the public entrance of the library.
3. Screening will include:
  - a. RJCL staff taking the temperature of the patron
  - b. The patron attesting that they do not have a fever
  - c. Attesting they have not knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19.
  - d. Attesting they themselves have not tested positive for COVID-19 in the past 14 days nor have they experienced any symptoms of COVID-19 in the past 14 days.
  - e. Attesting they themselves have not traveled to a state with significant community spread within the past 14-days.
- B. All public health screening responses collected on a daily basis will be reviewed by the Library Director. A record of such review will be for a minimum of 30 days but no longer than 60 days.
- C. Public Health Screening forms may be used for contact tracing, if necessary. – See Contact Tracing Procedure.
- D. If a public patron tests positive for COVID-19 they must not enter the library for a period of 10-days.
- E. The Library Director will notify the local department of health if it is discovered that a public patron member tests positive for COVID-19 and follow guidance specific to public places with a positive case.
- F. The Library Director will keep the health status of public patrons confidential.
- G. Public patrons who cannot medically comply with this policy must discuss options for reasonable accommodation(s) with the Library Director.

#### H. Authority and 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.

#### Revision History:

06/19/2020: Removed fever of 100.3 and above and used general "fever"

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