

Illness Policy – Addendum

Procedures for identification and isolation of those feeling ill

Employees are encouraged to self-monitor for signs or symptoms of COVID-19, especially if they suspect possible exposure. Signs or symptoms may include: temperature above 100.0 F, unusual shortness of breath, sudden loss of taste or smell, fatigue, muscle aches, headache, or flu-like symptoms.

Employee feels unwell and/or develops symptoms associated with COVID-19, self-reported or observed, while working in the library:

1. If an employee is experiencing severe symptoms and needs medical assistance, call 911. The employee may isolate in the quiet study room if able.
2. If the employee doesn't need emergency medical attention, they should notify another staff member in the library (Lesley if she is nearby) that they aren't feeling well, and that they are going to the quiet study room.
3. In quiet study room: keep door closed if that doesn't make symptoms worse.
4. Another staff member wearing mask, face shield, smock will come to have the ill employee take his/her/their temperature, screen with Illness Identification questions.
5. Once screening is completed: employee will be asked if they feel able to leave the library without assistance. If not, the screener will ask who they prefer to call/have called for transportation. If the choice is for medical assistance, the screener will call 911.
6. The ill employee will be instructed to contact their medical provider, and not return to work until notified by the library.
7. Other working staff should remain more than 6 feet apart. After the ill employee has moved to the quiet study room, remaining staff should answer the Illness Identification screening questions (at each circulation desk and staff workstations as well as in break room), and take their own temperature. Questionnaires should be left in Lesley's mailbox or another location which can be communicated to Lesley after the fact.
8. Employees should leave the building, self-monitor for symptoms, contact their medical provider if signs or symptoms develop, and not return to work until notified by library.
9. Library director will notify town health officer, Town Administrator, and the Library Board of Trustees Chair. Fire and Police Chiefs will be contacted through Town Administrator.

Employee feels unwell and/or develops symptoms associated with COVID-19 outside of work:

1. Employee must not come to the library building. CDC & NH DHHS recommend that anyone experiencing signs or symptoms of COVID-19 should self-isolate and contact their health provider.
2. Employee must notify library director who will screen with Illness Identification questions.
3. Library director will ask all employees not to come to work until they have answered Illness Identification screening questions and gotten notification to return to work.
4. Library director will notify town health officer, Town Administrator, the Library Board of Trustees chair, and NH DHHS. The library director will keep employees sent home and all employees up to date on developments and information.

ILLNESS IDENTIFICATION SCREENING for UNWELL EMPLOYEE AT WORK

1. Do you need emergency medical attention?
2. What symptoms are you experiencing? Or, in what way are you feeling unwell?
3. When did you start feeling unwell?
4. Where in the library were you working today?
5. Who else have you seen or worked near on your shift today?
6. Do you feel well enough to drive yourself home? If not, call 911.

CDC & NH DHHS recommend that anyone experiencing signs or symptoms of COVID-19 should self-isolate and contact their health provider.

Do not return to the library until notified by the library director.

ILLNESS IDENTIFICATION SCREENING for OTHER EMPLOYEES AT LIBRARY

1. Are you feeling unwell? If so, what symptoms are you experiencing and when did you start to feel unwell?
2. Where in the library were you working today?
3. Who else have you seen or worked near on your shift today?

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Do not return to the library until notified by the library director.

ILLNESS IDENTIFICATION SCREENING for UNWELL EMPLOYEE AT HOME*

1. What symptoms are you experiencing? Or, in what way are you feeling unwell?
2. When did you start feeling unwell?
3. What day/time were you last working in the library? Where in the library were you working?
4. Who else did you see or work near during your last shift?

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Do not return to the library until notified by the library director.

*[*Library director will contact other employees for screening questions based on shifts worked]*

Illness Kit (quiet study room): screening questionnaires, digital thermometer, bottled water, hand sanitizer, masks, gloves, tissues.