

WML Checklist for Staff Member Testing Positive for COVID.

- Send the infected staff member home to quarantine for 14 days.
- Determine any staff in direct contact with employee – they must be tested for COVID-19 and quarantine for 14 days no matter the test results.
- Halt all curbside and in-person services.
- Send all staff home and use Pandemic Emergency Call List to notify other staff not to come in.
- Notify HR and Town Health Officer.
- Arrange for cleaning service or custodian to sanitize library.
- Place signs on doors notifying public of closing.
- Call all passport, PC and browsing appointments to cancel them.
- Submit Press Release to Town Employees, NHAIS Listserv, GMILCS Board, Library website, Twitter and Facebook (Use messaging below).
- File Workers Comp with PRIMEX for those who will be out on quarantine because they worked closely with the infected employee.
- Work with HR to begin EMFLA for infected staff member

Press Release

Friday, October 23, 2020

Wadleigh Memorial Library Closing After Staff Member Tests Positive for COVID-19

(Milford, NH.) – The Wadleigh Memorial Library is closing until further notice after learning a staff member has tested positive for COVID-19. All curbside and appointment services and all in-person programs have been suspended. The staff member worked the week of October 19th but had no contact with the public during that time. The Library immediately closed when we learned of the positive test.

In accordance with Library protocol, all other employees have been sent home and will be tested and a cleaning crew will be in to sanitize the space.

Due to the health and safety protocols the Library instituted in March 2020, risk of anyone contracting the virus is extremely low, but we will notify anyone who came in direct contact with the employee.