

# **COVID-19 Pandemic Policy**

*Abbott Library, Sunapee, NH*

## INTRODUCTION

On March 15, 2020, the Abbott Library Board of Trustees made the difficult decision to close the library building to the public. On March 23, 2020, out of an abundance of caution, curbside pick-up was suspended. On April 15, 2020 thanks to the Sunapee School District, we were able to begin delivery of library items to patrons' homes in Sunapee. All of these steps were taken with careful consideration of Emergency Orders issued by the Governor of New Hampshire.

At any time and in all instances, the Abbott Library's priority is the health and safety of our staff and our patrons. As a municipal entity, the Abbott Library is exempt from the guidelines issued in Emergency Order #40 (also known as Stay-at-Home 2.0), but the Board of Trustees has followed the recommendation of the Town of Sunapee town manager and the New Hampshire State Library to follow the guidelines that are issued for the Retail and Restaurant industries.

The Abbott Library Board of Trustees has adopted the following plan for a continuum of services. The Trustees will consider the following when deciding which phase of services can be offered:

1. The safety of the library staff and library patrons;
2. Recommendations, guidelines, and emergency orders issued by the New Hampshire Governor;
3. Recommendations and guidelines from the Centers for Disease Control and Prevention (CDC) and New Hampshire Department of Health and Human Services;
4. Recommendations and guidelines from the New Hampshire State Library;
5. The status of and mode of delivery of services being offered by Town Hall; and
6. The mode of operation of the Sunapee School District.

This document is intended to serve as a framework for action that should be referenced and followed, but unforeseen and unanticipated circumstances may require this document to be amended. The Board of Trustees will determine the phase of service at which the Abbott Library will operate and the responsibility for implementation of the service phases lies with the Director.

Communication between the Abbott Library and the Town of Sunapee and between the Abbott Library and the Sunapee School District is critically important and it will be the responsibility of the Director to maintain timely and clear lines of communication with those entities. In addition, when possible and appropriate, communication between neighboring libraries and the Abbott Library should be maintained.

**FACTORS TO CONSIDER WHEN DETERMINING PHASES OF SERVICE**

Factors to be considered when moving from one phase of service to another include but are not limited to:

1. The health and safety of the library staff, library patrons and the community;
2. Changes to Emergency Orders issued by the New Hampshire Governor, regarding Stay-at-Home or Shelter-in-Place, restrictions on gatherings and status of operation of public schools;
3. Changes in rates of illness in New Hampshire, Sullivan County or Sunapee;
4. Availability of testing for COVID-19;
5. Availability of Personal Protective Equipment (PPE), Plexiglas, cleaning solvent rated by the CDC for COVID-19 and other supplies needed to comply with recommended guidelines;
6. Health status of the library staff; and
7. Availability of federal and state funds to pay for additional expenses related to compliance with COVID-19 guidelines issued by the New Hampshire Governor, the CDC or the NHHHS.

<<<<INSERT PHASES OF SERVICE SPREADSHEET HERE>>>>

## STAFF EXPOSURE TO COVID-19

When testing is available to library staff in the State of New Hampshire, the Abbott Library will follow the algorithm for Emergency Services Members that is followed by the Sunapee Police Department.

In accordance with the Town of Sunapee Personnel Handbook, staff members should notify their direct supervisor if they are unable to report to work. The direct supervisor must also be contacted on each additional day of absence. While under quarantine, staff shall adhere to the Work From Home policy or utilize paid time off.

**Isolation and Quarantine Summary** - This matrix is helpful when making a determination on all employee quarantine related matters.

	Household Contact (highest risk) to someone suspected or confirmed to have COVID-19 in past 14 days	Non-Household Close Contact with someone suspected or confirmed to have COVID-19 in past 14 days	Traveled outside NH, VT, ME, MA, CT, RI or by cruise ship	Traveled within NH, VT, MA, CT, RI or ME or No Travel
New or unexplained symptom of COVID-19	Isolate, Get Tested, If negative, <b>Self-Quarantine</b> for 14 days from last day of exposure (no exceptions)	Isolate, Get Tested, if negative, <b>Self-Quarantine</b> for 14 days from last day of exposure (unless essential employee as outlined above)	Isolate, Get Tested, if negative, <b>Self-Quarantine</b> for 14 days from last day of travel (unless essential travel – see definition below)	Isolate, Get Tested, if negative then person can return to normal activities once without fever for at least 24 hours (off fever reducing medications) and other symptoms improving
Asymptomatic	<b>Self-Quarantine</b> for 14 days from last day of exposure (no exceptions), Get tested	<b>Self-Quarantine</b> for 14 days from last day of exposure (unless essential employee as outlined above), Get tested	<b>Self-Quarantine</b> for 14 days from last day of travel (unless essential travel – see definition below)	No restrictions

- **Positive Test for COVID-19: Self-Isolate**
- **Essential Travel:** *Essential travel includes personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.*

Source: Primex Risk Management Reminders and Guidance- rev. 10/29/20

If positive, library staff will be directed to follow the New Hampshire Department of Health and Human Services “Self-Isolation Guide” which is included in the appendix of this policy.

Who to Notify:

- Email Mindy Atwood, Library Director- [director@abbottlibrary.org](mailto:director@abbottlibrary.org)
- Email Donna Nashawaty, Town Manager- [donna@town.sunapee.nh.us](mailto:donna@town.sunapee.nh.us)
- Lynne Wiggins, Finance Director- [lynne@town.sunapee.nh.us](mailto:lynne@town.sunapee.nh.us)

What Human Resources Needs:

Initial Paperwork

- When Employees initially go into Quarantine Human Resources (HR) needs the following:
  - If They Fell Ill at Work:
    - Provide the employee with the following form to fill out:
      1. First Report of Injury Form (HR has from Primex)  
HR will accept a photo of the completed form when filled out remotely.
  - If They Were Exposed at Work:
    - Provide them with the following form to fill out:
      1. First Report of Injury Form (HR has from Primex)  
HR will accept a photo of the completed form when filled out remotely
  - If Their Household Member Falls Ill:
    - Have them obtain a Doctor's Note or Patient Portal screen-shot indicating their household member has a Pending COVID-19 Test
- When Employees are instructed to Self-Monitor for 14 Days, HR needs the following:
  - For Non-direct exposure and all other potential exposure circumstances.
    - Provide them with the following form to fill out: "First Report of Injury" Form (HR has from Primex)

Secondary Paperwork Needed by HR

- All quarantined Employees:
  - When/If the Employee Is Tested for COVID-19
    - Provide them with the following form to fill out:
      1. Return to Work Checklist- This form provides further guidance on the specific criteria that must be met for a staff member to return to work.
    - Have the employee obtain a Doctor's Note or Patient Portal screen-shot indicating they or the individual who exposed them were tested for COVID-19.
- Symptomatic Employees:
  - As Soon as the Employee is Tested but Prior to Receiving Results:
    - Obtain a Doctor's Note or Patient Portal screen-shot indicating a Pending COVID19 Test.
  - Once Test Results come Back (POSITIVE or NEGATIVE):
    - Obtain a Doctor's Note or Patient Portal screen-shot indicating the results of the COVID-19 Test.
    - Further instructions on the requirements for their return to work are listed on the "Return to Work Checklist."
- Employees with Symptomatic Household Members:

- Have them obtain a Doctor's Note or Patient Portal screen-shot indicating the results of their Household Member's COVID-19 Test.
- Once Test Results Come Back (POSITIVE or NEGATIVE):
  - Obtain a Doctor's Note or Patient Portal screen-shot indicating the results of the COVID-19 Test.
  - Follow instructions on the requirements for return to work that are listed on the "Return to Work Checklist."

*\*Updated April 10, 2020 with NHSEM algorithm updates.*

## REFERENCES

<https://www.governor.nh.gov/news-and-media/emergency-orders-2020>

[https://www.usfa.fema.gov/coronavirus/planning\\_response/occupancy\\_social\\_distancing.html](https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html)

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-libraries.pdf>

Approved by the Abbott Library Board of Trustees – 18 June 2020

Revised and reapproved – November 19, 2020

Revised and reapproved- December 17, 2020

APPENDIX  
HISTORICAL TIMELINE

**March 15, 2020:** President of the United States declares **national emergency** regarding the Novel Coronavirus Disease (COVID-19) Outbreak

**March 15, 2020:** New Hampshire Governor issues Executive Order 2020-04, an order declaring a **state of emergency** due to the Novel Coronavirus (COVID-19)

**March 15, 2020:** New Hampshire Governor announces that he will issue Emergency Order #1, instructing all New Hampshire schools to close and to transition to temporary and **remote instruction** until April 3, 2020

**March 15, 2020:** Abbott Library Board of Trustees vote to **close the Abbott Library to the public** beginning March 17, 2020.

**March 16, 2020:** New Hampshire Governor issues Emergency Order #2 **prohibiting onsite food and beverage consumption**

**March 23, 2020:** New Hampshire Governor issues Emergency Order #16, temporarily **prohibiting scheduled gatherings of 10** or more attendees

**March 23, 2020:** Abbott Library **curbside pick-up is suspended**

**March 26, 2020:** New Hampshire Governor issues Emergency Order # 17, **closure of non-essential businesses** and requiring Granite Staters to **stay at home**

**March 27, 2020:** New Hampshire Governor issues Emergency Order #19 to **continue remote instruction** and support through Monday, May 4, 2020

**April 4, 2020:** New Hampshire Governor issues Emergency Order #26, **extending Emergency Order #2** (prohibiting onsite food and beverage consumption), **Emergency Order #6, and Emergency Order #16** (no scheduled gatherings of more than 10) until May 4, 2020

**April 10, 2020:** Abbott Library announces **book delivery** program in cooperation with the Sunapee School District

**April 16, 2020:** New Hampshire Governor issues Emergency Order #19 to **continue remote instruction and support through the end of each school district's school year**

**May 1, 2020:** New Hampshire Governor issues Emergency Order #40 which includes **universal guidelines** for all New Hampshire Employers and Employees and **industry-specific guidelines**

**May 18, 2020:** New Hampshire Governor issues **guidelines for Phase 1 of Amateur and Youth Sports**

**May 29, 2020:** New Hampshire Governor issues **guidelines for day camps**

**May 29, 2020:** New Hampshire Governor extends Emergency Orders #2, #16, #17 and #40 to June 15, 2020

**June 5, 2020:** New Hampshire Governor updates guidelines for food services industry to state that as of June 15, 2020, restaurants in Sullivan County may operate at 100 percent capacity

**June 11, 2020:** New Hampshire Governor announces that EO #17 will be allowed to expire on June 15, 2020 and issues guidelines for public libraries

## Bureau of Infectious Disease Control

# Isolation Guide

If you have tested positive for COVID-19, or have symptoms of COVID-19, please follow these guidelines.

# 1

## Stay home

**Self-Isolation:** You must stay at your home and avoid other people, including those you live with. You may not go out in public places - not even to the grocery store or to run errands. You may not visit with other people outside of your home, and you may not invite others into your house to visit.

**If you have symptoms of COVID-19, you must stay at home until:**

At least 10 days have passed since your symptoms first appeared

**AND**

At least 24 hours have passed since fever went away without the use of fever-reducing medications **and** improvement in other symptoms

**If you do NOT have symptoms but have a positive COVID-19 diagnostic test, you must stay at home until:**

# 2

At least 10 days have passed since the date of your positive COVID-19 diagnostic test, assuming you don't develop symptoms. If you develop symptoms, see above.

**Tell your close contacts** **Household Contacts:** Tell the people you live with about your COVID-19 infection. They must self-quarantine for 14 days starting the day after their last exposure to you and while you were able to infect them, which is usually for ten days from symptom onset (or 10 days from test date if you don't have symptoms). They can shorten the time they need to stay home by staying separate from you during your isolation period. See guidance from CDC on when to start and end quarantine. You should clean your home and follow CDC recommendations to protect others.

**Other Close Contacts:** We encourage you to tell any people who you were within 6 feet of for more than ten minutes from two days before you developed symptoms (or two days before your test if you don't have symptoms) through your last day of isolation. These people must self-quarantine for 14 days following their last exposure to you while you were able to infect them. All close contacts should get tested for COVID-19, even if they don't have any symptoms. They should get tested ideally 5-7 days after their exposure to you, however, testing negative does NOT allow them to end quarantine prior to completing their 14 day quarantine period. Testing options are listed on the [nh.gov/COVID19](https://www.nh.gov/COVID19) website. If you have questions about telling your close contacts or if you think you may have become ill as part of a potential outbreak, please call the NH Department of Health and Human Services at 603-271-4496.

## **Take care of yourself**

# **3**

**Support While in Isolation:** Reach out to your healthcare provider or seek emergency care if you have any worsening of symptoms. Isolation can be lonely. Connect with others through phone, video chat, text, and email. Seek help from others to safely provide you and your household food and supplies you need while in isolation. If you need support to maintain isolation, call 211 (TTY: 603-634-3388).

**If you have a medical emergency, call 911. Tell them that you have COVID-19.**

Please review these resources to help keep your home clean and protect others:

- Using cloth face covering to help slow the spread of COVID-19
- What to do if you are sick and Caring for yourself at home
- Cleaning and disinfection guide
- Coping with stress

Source: <https://www.nh.gov/covid19/resources-guidance/residents.htm>

# Abbott Library

## *COVID-19: Return to Work Checklist*

- COVID positive with NO symptoms** – May return to work at least seven days after first positive test with no subsequent illness.
  
- COVID positive with symptoms** – May return to work when fever resolves without use of fever reducing medications; AND respiratory symptoms improve; AND two negative results from specimens collected at least 24 hours apart WITH a doctor’s note **OR** a certification that employee spoke with doctor or equivalent who cleared employee to return to work.
  
- COVID positive with symptoms** – May return to work when fever resolves without use of fever reducing medications; AND respiratory symptoms improve; AND at least 7 days have passed since symptoms first appeared; AND a doctor’s note **OR** a certification that employee spoke with doctor or equivalent who cleared employee to return to work.
  
- COVID status uncertain** but quarantined based upon exposure to suspected COVID individual, and no symptoms have developed:
  - Source of potential exposure is Town of Sunapee employee or family member of same** – May return to work upon written or verbal confirmation that potential source has tested COVID negative.
  
  - Source of potential exposure is a patron** – May return to work with written or verbal confirmation from a doctor, ARNP, or other health or testing official, or from a state, federal, or local official, that potential source has tested COVID negative; or
  
  - Fourteen calendar days have passed since quarantine began;
  
- COVID negative** – May return to work immediately with written or verbal confirmation of test.
  
- I have checked the appropriate box above. I certify that it applies to me. A doctor’s note is either attached to this form, **OR** I certify that my provider (doctor, ARNP, PA) has specifically cleared me to return to work.

Dated: \_\_\_\_\_

Employee’s Printed Name: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_

# Abbott Library

## *Acknowledgement of Receipt of COVID-19 Policy*

The Abbott Library COVID-19 policy describes important information about the policies and procedures the library will follow during the COVID-19 Pandemic.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Abbott Library COVID-19 Policy may occur at any time and without notice. Such changes may be communicated through official notices or other manners, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received a copy of the Abbott Library COVID-19 Pandemic Policy and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

\_\_\_\_\_  
EMPLOYEES'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (TYPED OR PRINTED)