

COVID-19 Staff Exposure Policy

It is the policy of the Western Allegheny Community Library to support the health and wellbeing of all full and part time employees. As part of this policy, the library will use guidelines outlined by the Centers for Disease Control (CDC) and Allegheny County Health Department (ACHD) as a minimum criterion. Western Allegheny Community Library will require the following:

COVID-19 Exposure

Exposure to a person who has tested positive for COVID-19 is defined as being within 6 feet for a combined total of 15 minutes or longer.

- The exposed individual should immediately notify the Library Director of potential exposure.
- The exposed individual is expected to quarantine and remain out of the workplace for 14 days from the point of exposure.
- The exposed individual should monitor for the development of symptoms and arrange for a COVID-19 test, if necessary.
- The exposed individual may return to work at the end of a 14-day quarantine period, beginning after the last possible exposure.
- Quarantine may be ended early if the following conditions have been met:
 - After 10 days if the individual does not develop any symptoms with careful monitoring.
 - After 7 days if the individual does not develop symptoms with careful daily monitoring and presents negative results of a COVID-19 test. Please note, the test should be performed on or after the fifth day following the exposure. Quarantine cannot end before day 7. *Please continue to monitor for a full 14 days even if you meet the criteria to leave quarantine early.*

COVID-19 Positive Test

- COVID-19 positive staff member should immediately notify the Library Director of a positive result.
 - The Library Director will consult the employee and conduct contact tracing.
 - The Library Director will notify any staff members that may have been exposed.
- The positive employee is expected to quarantine and remain out of the workplace for a

minimum period of 14-days.

- The positive employee, after consultation with the Library Director, may return to work once the following three criteria have been met:
 - 3 days fever free (without the assistance of fever reducing medications)
 - Symptoms have improved.
 - It has been 10 days since symptoms first appeared.

Cleaning and Disinfecting the Facility

If a staff member tests positive for COVID-19 and was in the library while exhibiting symptoms, the Director will notify the Board of Trustees and the public of a minimum 8-day building closure. On the seventh day, the building will be cleaned and sanitized in preparedness to reopen.

Compensation

It is the position of the Western Allegheny Community Library to compensate any employee that is sent home by the Library Director for potential exposure occurring from library employment. During this time, the employee is expected to complete work from home tasks. Additionally, if the library is closed, as outlined above, staff will be expected to work from home and will be compensated for doing so. For all other quarantines, staff may elect to use paid time off (PTO) or take the unpaid leave.