

Hood River County Library District

Coronavirus COVID-19 Employee Policy



Due to the ongoing changes in COVID-19 protocol and infection information, this Policy is in addition to any COVID-19 regulations and orders that are in effect as set by the state or federal government. In the event of any conflict between this Policy and state or federal government regulations, the state or federal regulations shall prevail.

Purpose

This policy includes the measures the District is actively taking to mitigate the spread of coronavirus. Employees are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It's important that employees all respond responsibly and transparently to these health precautions. The District will always treat employees' private health and personal data with a high level of confidentiality and sensitivity.

This coronavirus (COVID-19) District Policy is subject to changes with the introduction of additional governmental guidelines. If changes are necessary, the District will update employees as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees and those who work in the District libraries.

Policy elements

Here, the District outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

General Hygiene

Employees shall use the following general hygiene practices:

- Frequently wash hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- Avoiding touching eyes, nose, and mouth
- Stay home when sick

Cleaning and disinfecting procedures

Cleaning workstations and work areas

- Disinfect when you finish at a work station
 - Electronics: Spray disinfectant on a paper towel and wipe the surfaces:

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

Keyboards, Mice, Phones.

Facilities

- Janitorial service occurs every 24 hrs on the days the library is open to staff and/or patrons. [Increased areas cleaned and sanitized]
 - Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
 - Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
 - Clean and sanitize staff kitchen counters, sink, floor and tables.
 - Clean and sanitize elevator floor, walls, and buttons outside the elevator.
 - Clean and sanitize ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
 - Clean and sanitize all hard floors and vacuum carpets

Training

The following training programs are required for staff:

- Videos [Staff wiki]
 - Required: [HR ANSWERS OSHA Required Training](#); Password will be provided.

Procedures for Reporting Workplace Hazards for COVID-19

An employee is responsible for notifying the Library Director or Assistant Director regarding a workplace hazard related to COVID-19.

The employee shall submit a hazard report form on the staff wiki which will be delivered to the Library Director and Assistant Director. Administration will solve the issue immediately or assign to the appropriate department to resolve. Corrective actions will be recorded and preventative actions will be implemented. The employee who made the report will be notified.

Employees health

Self monitor health

Before leaving for work

1. Check temperature [Thermometers are provided to all staff members]
2. Screen yourself by asking if you have any of the following symptoms
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Fever 100.4 degrees F or higher
 - New loss of taste or smell
 - Congestion or runny nose
 - Chills
 - Sore throat
 - Muscle or body aches
 - Runny nose or congestion
 - Nausea or vomiting

- Diarrhea
3. If you answer yes to any of these symptoms, you will need to do the following.
- *Contact the Library Director or Assistant Director to discuss the current Oregon OSHA, OHA, and CDC guidance.*
 - *You are required to report if you have a confirmed case of COVID-19.*

Employee with diagnosed COVID-19

Step 1:

- Employee will be sent home to self-isolate; or, if employee is home, they shall not come to work.
- Employee must obtain a medical release from their medical provider prior to returning to work, but in no case shall an employee return earlier if the criteria in step 2 are not met.

Step 2:

- Isolate for at least 10 days after illness onset and until 24 hours after fever is gone, without use of antipyretics, and COVID-19 symptoms (cough, shortness of breath, and diarrhea) are improving.

Close Contacts

- Employees who have had a substantial exposure to someone with confirmed COVID-19 or a presumptive COVID-19 case should report the situation immediately to their supervisor and remain absent from work. The supervisor will inform the employee of the current CDC and OHA guidelines. See below for the definition of substantial exposure COVID-19.

Definition – Substantial Exposure COVID-19

- “Close contact”– An employee will be considered “substantially exposed” if they had “close contact” with a person who has been diagnosed with COVID-19 or a presumptive COVID-19 case. The term “close contact” means the following:
 - Within 6 feet of a confirmed COVID-19 case or presumptive COVID-19 case for 15 minutes or more within one day
 - In contact with the infectious secretions or clinical specimens of a confirmed COVID-19 case or presumptive COVID-19 case.

COVID-19 Workplace Exposure

- Employees will be notified if they have been exposed to COVID-19 within 24 hours of the employer being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with employees while infectious
- A email, text, or phone notification will be issued by email and/or phone stating the fact of exposure without specifics to maintain confidentiality of employee as required by the Americans with Disabilities Act (ADA).

Cleaning and disinfecting work place

- The areas used by the person who is sick will be closed off and employees will not use those areas until after cleaning and disinfecting.
- The janitorial crew will wait several hours before they clean and disinfect.

- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the janitorial crew will clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space cleaning the regular every 24-hour cleaning is enough.

Approved by the Board of Directors, July 16, 2020

Last revised, July 20, 2021

Last reviewed, July 20, 2021