

Hood River County Library District

Coronavirus COVID-19 Volunteer 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. Volunteers are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It is important that volunteers all respond responsibly and transparently to these health precautions. The District will always treat volunteers' 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 volunteers as soon as possible by email.

Scope

This Coronavirus Policy applies to all of our volunteers.

Policy elements

Here, the District outlines the required actions volunteers should take to protect themselves and their fellow volunteers from a potential coronavirus infection.

General Guidelines

Volunteers shall adhere to the following basic guidelines as follows:

- Physical distancing (specifically, staying at least 6 feet away).
- Wearing cloth or paper face coverings at all times when you are volunteering for the library indoors or outdoors, unless an accommodation or other exemption applies.
 - Paper masks are available.
- Wear gloves when handling library materials unless you are part of the book covering group which will not wear gloves and the items will be quarantined for 24+ hours prior to handling.

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General Hygiene

In addition to the above stated General Guidelines, volunteers 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
- Clean and disinfect frequently touched objects and surfaces

In-person meetings

- Limit in-person meetings to 5-10 minutes.
- If a volunteer needs to meet for longer than 5-10 minutes in-person, the meeting must be conducted via electronic means by phone or by video conferencing.

Cleaning and disinfecting procedures

Cleaning work areas

- Disinfect work area and supplies
- Electronics: Spray disinfectant on a paper towel and wipe the surfaces

Restrooms

- Staff bathroom downstairs may be used by volunteers
- Please keep your masks on and wash your hands before and after use. Please wipe down surfaces you touch in the bathroom. Disinfectant and gloves will be available.
- One person at a time in the restroom
 - Slide cone (Sign) occupied into the doorway to let staff know the restroom is occupied

Training

The following training programs are required for volunteers:

- Videos
 - Required: [Gloves safety](#)
 - Required: [Mask safety](#)
 - Required: [HR ANSWERS OSHA Required Training](#); Password will be provided.

Volunteer health

Self monitor health

Before coming to volunteer at the library

1. Check temperature
2. Screen yourself by asking if you have any of the following symptoms?
 - Cough
 - Shortness of breath
 - Fever 100.4 degrees F or higher
 - New loss of smell/taste
 - Chills
 - Repeated shaking with chills

- Sore throat
 - Muscle pain
 - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
1. If you answer “yes” to any of these symptoms, you must take the following precautions:
 1. Do not come to the library to volunteer;
 2. Report if you have a confirmed case of COVID-19 if you have volunteered at the library in the past seven days; and
 3. Only return to volunteer if the following has occurred:
 - 24 hours with no fever or without fever reducing medications;
 - Respiratory symptoms and other symptom of COVID-19 are improving, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation; **and**
 - It has been 10 days since symptoms first appeared.

Suspected COVID-19

- Volunteers who have directly been exposed to someone with COVID-19 shall report the situation to the Library Director if they have volunteered in the last seven days and shall remain absent from volunteering for 14 days. See below for the definition of exposed COVID-19.

Definition - Exposed COVID-19

- “Close contact”– A volunteer will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means the following:
 - Being within six feet for at least total of 15 minutes or more
 - Provided care at home to someone who is sick with COVID-19.
 - Had direct physical contact with the person (hugged or kissed them).
 - Shared eating or drinking utensils.
 - COVID-19 person sneezed, coughed, or somehow got respiratory droplets on volunteer.
 - If exposed, please do not come to the library and remain absent from volunteering at the library for 14 days.
- When should a volunteer quarantine according to Oregon Health Authority Guidance?
 - Even if the volunteer does not feel sick, they should quarantine if they returned to Oregon from non-essential travel out-of-state.

COVID-19 Workplace Exposure

Volunteers will be notified if they have been exposed to COVID-19

- Volunteers will be notified if they have been exposed to COVID-19 within 24 hours of the District 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 a volunteer while infectious.

Exposed volunteers will be asked to quarantine

- “Close contact”– An employee will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close

contact” means the following:

- Being within six feet for at total of 15 minutes or more
- Had direct physical contact with the person (hugged or kissed them).
- Shared eating or drinking utensils.
- COVID-19 person sneezed, coughed, or somehow got respiratory droplets on volunteer.
- If exposed, please do not come to the library and remain absent from volunteering at the library for 14 days.

Cleaning and disinfecting work place

- When it becomes known to the Library that an affected volunteer has been present within 7 days of the known exposure and/or onset of symptoms the library will clean and disinfect workplace after waiting at least 24 hours.
- If the volunteer has not been present within 7 days, there will be routine cleaning and disinfecting high-touch areas.

Approved by the Board of Directors, July 16, 2020

Last revised, December 15, 2020

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