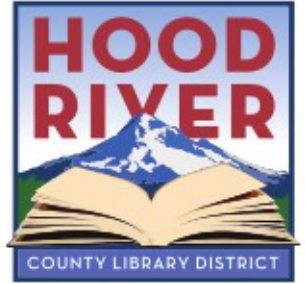


Hood River County Library District Coronavirus COVID-19 Volunteer Policy



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:

- **OPTIONAL:** Wearing cloth or paper face coverings over your nose and mouth at all times when you are working for the library indoors and outdoors, unless an accommodation or other exemption applies.
 - Paper masks or KN95 masks are available.

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

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 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
 - Headache
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.

Volunteer with diagnosed COVID-19

Step 1:

- Volunteer shall not come to the library to volunteer.
- Report if you have a confirmed case of COVID-19 if you have volunteered at the library in the past seven days.

Step 2:

- Wait 10 days before returning to the library to volunteer.
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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.

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 April 7, 2022

Last reviewed April 7, 2022