

Tompkins County Public Library

Policy for COVID-19 Suspected or Confirmed Case in Library Staff

Director will advise sick employees to follow [CDC-recommended steps](#). Employees may not return to work until they have met the [criteria to discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department. Documentation will not be required for return to work; however individuals will need to participate in mandatory screening of all employees.

Communication

Library will assess schedule and time cards to determine which employees may have been exposed to the virus and need to take additional precautions:

- If an employee is confirmed to have COVID-19, and presents possible exposure, the Director will inform fellow employees while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- The Library will follow the [Public Health Recommendations for Community-Related Exposure](#).
- The Library will contact the Tompkins County Health Department.

Cleaning and Disinfecting

TCPL will follow Tompkins County guidelines for cleaning and disinfecting.

Revision History

Changes	Approving Staff Member	Date
Drafted	Annette Birdsall	5-18-20
Approved	Library Services & Policy Committee	5-22-20
Approved	Library Board of Trustees	5-26-20
Revised	Library Services & Policy Committee	7-24-20
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Approved	Library Board of Trustees	2-23-21