

**NVPL staff operations plans for Covid infection or exposure**  
**Adopted by the Board of Trustees on 11/18/2020**

- 1.) Staff that are sick with symptoms from any illness should not come to work.
- 2.) If a staff member gets sick during working hours with symptoms from any illness, inform appropriate staff and leave the building as quickly as possible with as little face-to-face interactions as possible. If you are working the front desk and a sub is not available, the library may need to close early, such as on a Saturday.

Notifications must be made on the following:

- a. Sign on door.
  - b. Facebook post.
- 3.) If you are diagnosed with COVID, inform the administrative staff. The library will close immediately for no less than 48 hours since that staff member left the building, and the infected staff member will go into isolation.
  - 4.) Administrative staff will contact Ravalli County Public Health department at (406) 375-6670 explain the situation, with dates. The library follows the Ravalli County Public Health recommendations on closure, isolation, quarantine, and what they consider close contact.

These are the most likely scenarios:

**Scenario A:** It is unlikely that the Ravalli County Public Health Department would consider any other staff members close contacts to any other staff members. They will most likely suggest closing the building for 48 hours from the time the person diagnosed with COVID was last in the building.

**Scenario B:** It is unlikely that the Ravalli County Public Health Department would consider any other staff members close contacts. If a staff member diagnosed works many days and hours, interacting with multiple staff members then all staff **with close contact** will go into quarantine, remaining home for 14 days following the last contact with the infected person EVEN IF YOU TESTED NEGATIVE, but this is very unlikely.

**Scenario C:** If the staff member diagnosed with COVID is a staff member that only works a few days a week and not many hours **then close contacts** will be determined. Staff members that had close contact will go into quarantine, remaining home for 14 days following the last contact with the infected person EVEN IF YOU TESTED NEGATIVE. The staff that did not have close contact will be determined and the hours of the library will be adjusted to accommodate the shortage of staff members. This is very unlikely as the Public Health Department will probably not consider anyone a close contact. Therefore only the sick person will stay home.

**Scenario D:** If many staff members get sick at the same time, the hours of the library may need to be cut back in order to have enough staff. The new hours will most likely be limited to Monday-Friday 10-6 three days a week, and 11-7 two days a week, subject to change with short notice. Administrative staff and the sub scheduler will work on modified staff schedules.

- 5.) A staff member diagnosed with COVID is required to have written release from their health care provider or public health department to return to work. A digital copy is acceptable.

\*Definitions:

**Isolation:** Separates sick people with a contagious disease from people who are not sick.

**Quarantine:** Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Close contact:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period \*starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

- 6.) All employees in quarantine without symptoms are required to work their allotted hours from home to receive pay. If you choose not to work and prefer to take unpaid time off then let the Director know. Staff members should immediately start on their CE credits for certification and other assignments will be forthcoming. Summaries of trainings should be sent to all staff and credits should be entered into ASPeN. <https://mslservices.mt.gov/ASPeN/>
- 7.) Administrative staff will submit a ticket to MSC to let them know we are closed (or reduced days) for holds, and ask them to allow at-home access to Workflows. After home access has been granted, staff members are expected to download applicable software. <https://desk.zoho.com/portal/montanastatelibrary/en/home>
- 8.) Administrative staff will contact Town Mailer about reduced service for delivery. [office@townemailer.com](mailto:office@townemailer.com) (406)541-6245
- 9.) A cleaning of surfaces by library staff will be done before reopening.
- 10.) Marketing: Facebook post & press release:

- North Valley Public Library Closing Effective Immediately

The North Valley Public Library received notification of a confirmed COVID-19 case at our facility and will close to the public until [INSERT DATE OR FUTHER NOTICE]. The library has been open to the public since April 27 with reduced occupancy. The library has required health checks for staff, mask-wearing in the library by all patrons and staff, and established cleaning protocols. [INSERT OTHER PERTITENT DETAILS NEEDED].

- Press release emails: [bhardy@lonerockschool.org](mailto:bhardy@lonerockschool.org); [brianlee@cherrycreekradio.com](mailto:brianlee@cherrycreekradio.com); [classified@missoulain.com](mailto:classified@missoulain.com); [contact@klyq.com](mailto:contact@klyq.com); Victoria Howell <[editor@bitterrootstar.com](mailto:editor@bitterrootstar.com)>; [editor@montanakaimin.com](mailto:editor@montanakaimin.com); [localinfo@bvchamber.com](mailto:localinfo@bvchamber.com); [newsdesk@missoulain.com](mailto:newsdesk@missoulain.com); [psa@mtnbdc.com](mailto:psa@mtnbdc.com); [events@ravallirepublic.com](mailto:events@ravallirepublic.com); [gumb@stevensville.k12.mt.us](mailto:gumb@stevensville.k12.mt.us)

**\*Definitions:**

**Isolation:** Separates sick people with a contagious disease from people who are not sick.

**Quarantine:** Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Close contact:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period \*starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.