

## **CONTACT TRACING POLICY** ADOPTED by the Wood Library Board of Trustees 6/22/2020

### **Purpose**

The health and safety of Wood Library's staff and patrons is the top priority. Therefore, the Board of Trustees has adopted this Contact Tracing Policy.

The primary goals of Wood Library's Contact Tracing Policy are to:

- Comply with the criteria for reopening mandated in NY Forward ([forward.ny.gov](https://www.forward.ny.gov))
- Provide guidelines for maintaining a log of staff, visitors, and patrons for the purposes of Contact Tracing related to COVID-19
- Reduce the risk of infection in, around, and on Library facilities, materials, and equipment for Library staff and patrons

Cooperation with local health departments' Contact Tracing efforts is required. The Executive Director, under the authority of the Board of Trustees, is designated to enforce this policy and the following guidelines.

### **Guidelines**

The Library will maintain a continuous log of every person, including staff, volunteers, and vendors, who may have close contact with other individuals at the Library or on Library property. Patrons are encouraged to log contact information but are not mandated to do so, unless mandated by the local government. Deliveries performed with masks and gloves or through contactless means are exempt from logging in.

- The log will be kept at the welcome workstation
- Contact information collected includes: name, date, phone and/or email
- The Executive Director will secure the log
- If an individual who visited the Library reports testing positive for COVID-19, the Library will immediately notify local health officials and follow all directives
- The Library will maintain all individuals' rights to the privacy of their health information and the confidentiality of Library records

### **Evaluation**

This policy and related procedures will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), [Occupational Safety and Health Administration](https://www.osha-slc.gov) (OSHA), and local government agencies.

Questions or concerns regarding this policy should be brought to the Executive Director.