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CONTACT TRACING PROCEDURE

Purpose

The Avon Free Library Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Contact Tracing Procedure.

The primary goals of The Avon Free Library's Contact Tracing Procedure are to:

- Comply with the criteria for reopening mandated in NY Forward (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 Director, under the authority of the Board of Trustees, is designated to enforce this procedure and the following guidelines.

Guidelines

The library will maintain a continuous log of every person, including staff and visitors, who may have close contact with other individuals at the library or on library property. This excludes deliveries that are performed with appropriate PPE or through contactless means and patrons, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- The Director will maintain the log
- The log will be kept at the main customer service desk
- The log will collect the name, contact information, and date for each staff member, visitor, and patron (if they opt to provide information) each time they enter the library
- If a staff member, visitor, or patron who has visited the library reports testing positive for COVID-19, the library will immediately notify local health officials and follow all directives

- The log will be used only to notify staff, visitors, and patrons should an outbreak be identified at the library
- The library will maintain all individuals' rights to the privacy of their health information and the confidentiality of library records

Evaluation

This procedure 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 procedure 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 (OSHA), and local government agencies.

Questions or concerns regarding this procedure should be brought to the library Director.

This Procedure will remain in effect until the Board of Trustees votes to remove or revise it.

ADOPTED by The Avon Free Library Board of Trustees – May 26, 2020

Transitioned from a Policy to a Procedure by the Board of Trustees – February 22, 2021