COVID-19 Action Levels

Volunteer Version 11-10-20

**Signs of Covid-19 to watch for:**

* Fever of at least 100.4 or Chills
* Sore Throat
* Cough or Shortness of Breath (especially new onset, uncontrolled cough)
* Diarrhea, Nausea or Vomiting, Abdominal Pain
* Headache (particularly new onset of severe headache, especially with fever)
* New Loss of Taste or Smell

*These signs may be present alone or with more than one symptom and list does not include all possible symptoms.*

**Call 911 IF** you or someone has trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face.

DEFINITIONS

Volunteer Exposure Levels

Level 1: Volunteer is symptomatic.

Level 2: Volunteer in close contact to symptomatic/positive-tested co-worker, or exposed to symptomatic/positive-tested household member.

Level 3: Volunteer exposed to household member or friend who had contact with symptomatic or positive individual.

 Level 3 Examples:

* Volunteer’s spouse is informed that they have had potential exposure in their own workplace.
* Volunteer’s co-worker with whom they did not have close contact is symptomatic or tests positive.
* Volunteer’s friend learns they had potential exposure from social gathering.
* Volunteer’s learns their child had potential exposure from school.

Close Contact: A cumulative 15 or more minutes exposure within a 6’ radius within a 24 hour period during the two day period immediately prior to exposure to a symptomatic individual or to an individual who tested positive.

1. Volunteer is Symptomatic (Assumed Positive) or Positive

(Level 1):

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| * Volunteer to stay home or if becomes symptomatic at work, will be sent home.
 | * Volunteer must contact Manager & Volunteer Resources
* Manager to contact Volunteer Resources to confirm reporting
* Volunteer should contact healthcare provider for guidance.
* Volunteer must provide negative test result to Volunteer Resources before allowed to return to work.
* Volunteer will be contacted by Volunteer Resources to determine any close contact with other staff. HR will contact trace with library staff. Volunteer Resources will contact trace with any volunteers.
	+ Any one determined to have had close contact with volunteer will be asked to go home and be tested. Must provide a negative test result to return to work.
* If staff or volunteer tests positive, HR will provide guidance on next steps.
* Branch or Department will be closed for deep cleaning.
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1. Vounteer’s Co-Worker, Spouse or Household Member is Symptomatic(Assumed Positive) or Positive (Level 2):

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| * Volunteer to stay home..
 | * Volunteer must contact Manager & Volunteer Resources
* Manager to contact Volunteer Resources to confirm the reporting
* Volunteer should contact healthcare provider for guidance.
* Volunteer must provide negative test result to Volunteer Resources before allowed to return to work.
* Volunteer will be contacted by Volunteer Resources to determine any close contact with other staff/volunteers.
	+ Volunteer Resources will contact trace additional volunteers
	+ HR will contact trace employees.
	+ Any one determined to have had close contact with volunteer will be asked to go home and be tested. Must provide a negative test result to return to work.
* If an employee or volunteer tests positive, HR will provide guidance on next steps.
* Branch or Department will be closed for deep cleaning.
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1. Volunteer’s Household Member has Close Contact with someone outside household who is symptomatic or tests positive

(Level 3):

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| * Volunteer can work.
 | * Volunteer should self-monitor for symptoms.
* If volunteer’s household member or volunteer displays symptoms, see #2 above.
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