

# **“ The City of Heritage ”**



## **LIBRARY COMMUNICABLE DISEASE POLICY**

**DRAFT**

**2018/2019**

ADOPTED BY COUNCIL-----

ITEM NO-----

This policy is intended to provide guidance for preventing the spread of communicable diseases in the library environment.

Communicable diseases, for purposes of this policy, are serious diseases that are capable of being transmitted to other individuals through the air or by direct physical contact between individuals or contaminants. Communicable diseases include, but are not limited to, contagious and infectious diseases such as measles, mumps, chicken pox, influenza, tuberculosis, viral hepatitis, A (infectious hepatitis), viral hepatitis, B (serum hepatitis), and Severe Acute Respiratory Syndrome (SARS). The library will not discriminate against any customer or employee based on the individual having a communicable disease. Customers and employees shall not be denied access to the library solely on the grounds that they have a communicable disease. The library reserves the right to exclude a person with a communicable disease from the library facilities, programs and functions if the organization finds that, based on a reasonable determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the library.

The library will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

### **Employee and Customer Responsibility While in a Library Facility**

- Each individual has a responsibility to prevent the spread of communicable diseases when they are aware or suspect that they are or could be a carrier of a communicable disease. Awareness is showing signs or feeling signs of illness, such as coughing, sneezing, fever, joint aches, overall ill feeling or a report of a communicable disease from a health care provider.
- Awareness also includes known exposure to someone with a known or suspected communicable disease or caring for someone with a known or suspected communicable disease.
- Good judgment skills by all are critical in safeguarding the health of the Library customers and employees.
- Avoid public places if you have or suspect you have a contagious disease. If you become ill due to a communicable disease, you are no longer contagious only after 24 hours of being symptom free.
- Practice proper hygiene by covering your mouth and nose when coughing or sneezing with a tissue or handkerchief. If this is not possible, then the armpit or hand can be used for coughs and sneezes, with immediate hand washing or sanitizing of hands. Avoid touching your eyes, nose, or mouth. If not possible, wash hands frequently.

### **Library Guidance**

The library will help customers and employees avoid communicable diseases by: Requiring library customers and employees demonstrating active symptoms of a communicable disease leave the library facilities, program or function if library personnel reasonably believe the person is placing the welfare of themselves or others at risk. Encouraging infection control practices in the library by displaying

posters that address and remind individuals about proper hand washing, respiratory hygiene, keeping hands away from nose and mouth, cough etiquette, and in the case of airborne diseases, maintaining appropriate distances.

Requiring janitorial cleaning to wipe down with an appropriate sanitizer or disinfectant all public door handles and door areas used for ingress and egress; including internal doors as well as external doors, in addition to the standard janitorial cleaning. Internal janitorial services may also require employees to sanitize or disinfect any library equipment or surface areas deemed appropriate by the department leaders, providing sufficient facilities for hand washing with warm water and soap. Provide alcohol based (at least 60%) hand sanitizers (or wipes) in common areas such as foyers, circulation desks, and restrooms.

- Providing tissues, disinfectants, and disposable towels for customers and employees to clean work stations and work surfaces, as well as disposal receptacles.

- Providing a health environment and establishing procedures recommended by public health officials for handling body fluids. These procedures shall provide simple and effective precautions against transmission of disease to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. Influenza Special Cases, Flu Pandemic or other Widespread Illnesses. In the event of any serious outbreaks of influenza or other widespread illness, as determined by Health Department or any other authorized public health official; the recommended or mandated protocols for such outbreak will be followed in addition to all the applicable library policy guidelines.

- a. This policy is subject to Council Approval and may be amended or repealed by Council as it may deem necessary.