**Kimball Library Covid-19 Pandemic Policy Supplement**

December 1, 2020

**Service Level Adjustments:**

If a staff member is diagnosed with Covid-19, or if the Trustees, the New Hampshire Department of Health and Human Services (DHHS) or the Governor determines that the Library as a public building should be closed, the Library will close to the public and all services (except for fully digital and remote) may be suspended.

Otherwise, there is no single indicator, no single circumstance or trigger, that will lead us to change the state of library operations. We are monitoring several quantitative and qualitative factors – these include the percentage of people testing positive in Atkinson, county and state infection rates, and new case trends in Atkinson, Rockingham County and the state of New Hampshire. We will continue to seek guidance from the Town Administrator, infectious disease experts, NH DHHS, the governor’s office and NH Primex as they provide updated information, trends and projections.

These examples are not all inclusive; other indicators may be considered and different strategies may be taken including dropping back services as outlined in the library’s phased re-opening plan.

Primary indicators include:

- Positive test rate for Atkinson and for Rockingham County: goal <= 0.5%
- Adequate staffing levels
- Meaningful foot traffic

**Staff and Public Safety:**

The protocols below are based on guidelines from the DHHS (October, 2020):

- If a library staff person tests positive for Covid-19, the Library will close to the public for at least 24 hours in order to allow for the disinfecting of all areas where the infected staff person worked.
- Any library staff member who tests positive for Covid-19 must self-isolate at home for at least 10 days since symptom onset, and at least 24 hours have passed since the last fever (without the use of fever-reducing medications) and other symptoms have improved.
- Any library staff member who has had close contact with another staff member who has tested positive for Covid-19 must self-quarantine for 10 days even if they test negative.
  - Close contact is defined as having been within 6 feet of an infected person for a cumulative total of 15 minutes over a 24-hour period starting from 2 days before illness onset or for asymptomatic patients, 2 days prior to testing until the time the patient is isolated. See attached Primex grid.
At the director’s discretion, in the event that staff quarantines result in inadequate staffing levels, the Library may close to the public, reduce its operating hours or limit services temporarily.

In the course of contract tracing, if a member of library staff is identified as having had close contact with an infected patron:

- The staff person must self-quarantine for 10 days even if they test negative.
- The Director in consultation with the Board of Library Trustees will decide on the need for closure, disinfection and quarantine response.

**Contact Tracing**

“Article VII of the Library Bill of Rights states that ‘All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.’ The right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others.” *American Library Association*

The Kimball Library is committed to preserving the privacy of its patrons and does not keep information on patrons’ library use for the purpose of contract tracing. The Kimball Library recognizes the value of contract tracing in managing the spread of diseases such as Covid-19. If contacted by the Center for Disease Control (CDC) or the DHHS, the Library would cooperate to the best of its ability.

**Assumption of Risk**

While the Library Board of Trustees takes all safety guidelines and precautions seriously, and ensures that actions are taken to make the Library as safe as possible, patrons should understand that it is not possible to guarantee that a public space is virus free. Those visiting the Library during a pandemic do so at their own risk with the understanding that in entering the Library, there is some unavoidable risk of contracting an infectious disease. Therefore, in entering the Library, patrons shall be deemed to have voluntarily assumed the risk of contracting Covid-19 and shall not hold the Library or the Town of Atkinson responsible.

*Adopted by the Board of Library Trustees 12/16/2020*