

**CONTACT TRACING POLICY**

**Purpose**

The Marion Public 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 Policy.

The primary goals of the Marion Public Library’s Contact Tracing Policy are to:

* Comply with the criteria for reopening mandated in NY Forward ([forward.ny.gov](https://forward.ny.gov/))
* Provide guidelines for maintaining a log of staff, visitors, and patrons for the purposes of Contact Tracing related to COVID-19
* Clearly define the singular use of the information collected through Contact Tracing and this procedure will not supersede any privacy policies adopted by the Board of Trustees.

Cooperation with local health departments’ Contact Tracing efforts is required. The library manager, 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, visitors and *voluntary* patrons, 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 manager will maintain the log
* The log will be kept in manager’s office.
* 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 at the direction of the Department of Health for the purpose of notifying staff, visitors, and patrons should a positive case 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 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.gov/) (OSHA), and local government agencies.

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

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

ADOPTED by the Marion Public Library’s Board of Trustees 6/16/2020

UDATED by the Marion Public Library’s Board of Trustees 1/19/2021