



# SAMPLE POSITIVE CASE PROTOCOL POLICY

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This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

Libraries should be sure to consult the State of Michigan Coronavirus website and their local municipal and Health Department directives for additional guidance.

Library Policies should ALWAYS be reviewed by the library's Attorney.

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## SCENARIO:

- Staff member lives with a family member who has a positive diagnosis
- Staff member travels to a “hot” location of Covid-19 infection.
- Staff member is notified that they have been exposed to someone who has tested positive (outside their family).

## Action Steps:

Immediately ([following CDC guidelines](#)):\*

- Notify employee that they must **self-quarantine for \_\_\_\_\_ days** if asymptomatic\*
  - Notify employee of possible work-from-home options.
  - Notify employee, in writing, of benefits available during quarantine (Paid leave, use of accrued leave, FMLA, FFCRA benefits, etc.).
  - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- if symptoms develop, self-isolation starts for 10 days since symptoms appear **and**
  - 24 hours with no fever without fever-reducing medication **and**
  - Symptom have improved

**\*NOTE- Depending on circumstances of exposure, quarantine length and method of counting may change. See [CDC Guidance on Quarantine](#) in order to identify exact quarantine period.**

**SCENARIO:**

- **Staff member exhibits symptoms of Covid-19 or fails health screening.**

Action Steps:

## Immediately:

- If employee falls ill at workplace, **SEPARATE** employee from other employees
- Send employee home/arrange transportation if necessary.
- Provide Employee with **following instructions**:
  - Encourage employee to seek medical advice/attention.
    - Notify Employee to follow [CDC Steps](#)
  - Employee must self-isolate/quarantine ([following CDC guidelines](#)) **UNTIL**:
    - At least 10 days since symptoms first appeared **and**
    - At least 24 hours with no fever without fever-reducing medication **and**
    - Symptoms have improved
  - Notify employee, in writing, of benefits available during quarantine (Paid leave, use of accrued leave, FMLA, FFCRA benefits, etc.).
  - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- Maintain normal cleaning/sanitizing routine

**SCENARIO****EMPLOYEE HAS A POSITIVE DIAGNOSIS OF COVID-19:**

- **ALL** of the above steps, **PLUS**:

## Immediately

- **NOTIFY LOCAL HEALTH DEPARTMENT**
- Close off affected employee's workspace and areas they used for prolonged (10 minutes or more) periods of time.
- Determine whether to close, using protocol devised by Board. Discuss with Board if necessary, within library's protocols. It may not be necessary to close facility. See [CDC guidance for suspected or confirmed cases](#). However, if multiple employees develop symptoms or there are multiple positive diagnoses, library must consider closing and implementing top-to-bottom clean in accordance with EO 2020-145 sec.1(q).
  - If Library closes and employees are sent home, work from home options should be considered for asymptomatic employees.
  - If workers sent home, employers should be notified in writing of benefits options.

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**Within 24 Hours:**

- NOTIFY co-workers, contractors, vendors who may have had prolonged contact (15 minutes or more of sustained contact- within 6 feet) that an employee has tested positive.
  - Maintain ill employee confidentiality
- Issue general statement to patrons/public on social media (“Employee has tested positive, library is working with Health Department and completing necessary cleaning/disinfecting.”)

**After 24 hours:**

- Thoroughly clean and disinfect previously closed-off affected employee’s workspace and other areas where employee had a prolonged (10 minutes or more) presence, following [CDC cleaning and disinfection recommendations](#):
  - If it has been 7 days or more since employee has been in workspace, closing off/extra cleaning is unnecessary per CDC

**Employee Return to Work:****Employees with no exposure sent home due to closing as part of deep-cleaning procedures:**

- Employees may return 24 hours after the completion of facility/building deep clean
  - Employees must be asymptomatic
  - Employees must not be considered “exposed” to virus by local Health Department.

**Employees with exposure but no symptoms\*:**

- Employees may return to work 14 days after initial exposure, or notification of exposure following [CDC guidance](#).
- Employee must have approval of local Health Department for return to work, per EO 2020-145, sec.1(o)
- Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.

**Employees with a positive diagnosis\*:**

- Employees may return to work in accordance with the [CDC Guidance for Discontinuation of Home isolation](#), provided that the employee has documentation from their health provider AND local Health Department approval (per EO 2020-145 sec. 1(o)) that they can safely return to work.
  - Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.

- Once back at work, employee should be prepared to discuss any accommodations that may be required upon their return.

\*CDC [no longer recommends mandatory testing](#) for return to work (see “*What should I do if an employee comes to work with Covid-19 symptoms?*”)

**The research and resources above are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem.**

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