

Las Vegas-Clark County Library District Protocol for Responding to a Confirmed Case of COVID-19 or Symptomatic Individuals

The Library District is working diligently to protect the health and safety of its employees and customers by following guidance from the Southern Nevada Health District (SNHD) and the Centers for Disease Control and Prevention (CDC). Library District managers, persons-in-charge (PICs) and employees will follow the protocol outlined below when responding to scenarios related to COVID-19. The Human Resources Department is referred to as HR throughout this document. Please note, if clusters of cases are confirmed at any single worksite, the Library District may take additional steps up to and including indefinite site/branch closures.

	A CONTACT Employee has been in contact with someone who was exposed but neither individual is showing symptoms. Contact is defined as directly interacting with individuals at a distance of <i>more than 6 feet</i> for a time period of <i>less than 15 minutes</i> .	B CLOSE CONTACT Employee has been in Close Contact with someone who has been diagnosed (tested positive) with COVID-19. Close contact is defined as <i>*directly interacting with the individual at a distance of less than 6 feet for a time period of 15 minutes or more OR **individuals living in the same household (occupy the same dwelling).</i>	C SYMPTOMATIC 1 Employee reports to work with symptoms of COVID-19 OR 2 Develops symptom while at work OR 3 Calls in sick with symptoms consistent with COVID-19 (symptoms are fever, cough, shortness of breath, aches and pains, fatigue and sore throat).	D TEST POSITIVE Employee has tested positive for COVID-19.
1 Notification Requirements	No notification to Supervisor is required. If employee provides notification out of an abundance of caution, Supervisor does not need to take action.	The notification chain is as follows: Employee is required to immediately notify their Supervisor OR contact HR. If employee notifies their Supervisor, the Supervisor will contact HR. HR will immediately notify the District Safety Manager to coordinate the proper management response to questions/concerns.	The notification chain is as follows: Employee is required to immediately notify their Supervisor OR contact HR, and leave the workplace OR do not report to work. If employee notifies their Supervisor, the Supervisor will contact HR. HR will immediately notify the District Safety Manager to coordinate the proper management response to questions/concerns.	The notification chain is as follows: Employee is required to immediately notify their Supervisor OR contact HR, and leave the workplace OR do not report to work. If employee notifies their Supervisor, the Supervisor will contact HR. HR will immediately notify the District Safety Manager to coordinate the proper management response to questions/concerns.
2 Continue to Work or Leave the Workplace	If not symptomatic, employee may continue to work. If symptomatic, see column C.	If not symptomatic, employee may continue to work. If symptomatic, see column C.	EMPLOYEE MUST IMMEDIATELY LEAVE WORK. If symptomatic, see column C. If the employee is not symptomatic and feels well enough to work, HR and the Department Director will determine if telecommuting is an option. If telecommuting is not an option, the employee will be placed on district paid leave (see row 6).	EMPLOYEE MUST IMMEDIATELY LEAVE WORK. If the employee feels well enough to work, HR and the Department Director will determine if telecommuting is an option. If telecommuting is not an option, the employee will be placed on leave (see row 6).
3 Quarantine or Isolation AND When the Employee is Allowed to Return to Work	Not necessary, the employee will simply monitor for symptoms. If employee decides to self-quarantine (not symptomatic and/or no medical certification) they will be required to use their sick time or take time off without pay (see row 6).	Employee will monitor for symptoms. If symptoms develop, the employee will contact healthcare practitioner to seek guidance (see column C). If employee decides to self-quarantine (not symptomatic and no medical certification) they will be required to use their sick time, vacation, or take time off without pay (see row 6). Part-time have the option of taking leave without pay.	Employee will monitor for symptoms while remaining at home (away from work) for 14 days. If symptoms develop, the employee will contact their healthcare practitioner to seek guidance (see column C). If the employee tests positive for COVID-19 (see column D). If after 14 days the employee is not symptomatic, does not test positive for COVID-19 (not mandatory but recommended), and no additional household members have tested positive for COVID-19, they may return to work.	IF EMPLOYEE DISPLAYS SYMPTOMS: Employee is required to remain in quarantine until they have been fever-free for 72 hours, without using fever-reducing medicine, no longer displaying other symptoms AND when at least 10 days have passed since symptoms first appeared. A medical clearance from a healthcare practitioner OR documentation of negative test results, faxed to HR (702.507.6342) will be required for return to work. IF EMPLOYEE DOES NOT HAVE SYMPTOMS: Employee must wait (remain in isolation) until 10 days have passed since the test and no symptoms have presented. If employee develops symptoms after testing positive, follow the guidance above for "If employee displays symptoms."
4 Workplace Assessment and Employee Notification Protocol	Employees do not need to be notified.	If employees are concerned about misinformation, or rumors begin to spread, the Supervisor will work with HR and the District Safety Manager to determine appropriate next steps.	If employees are concerned about misinformation, or rumors begin to spread, the Supervisor will work with HR and the District Safety Manager to determine appropriate next steps.	The Supervisor will immediately work with HR and the Safety Manager to coordinate a response. District Safety Manager will immediately contact the SNHD to determine next steps. If required, authorized department personnel will assist the SNHD to identify Close Contacts within 48-hours of their initial exposure. (Review schedules, etc.) Once confirmation of Close Contacts is made, HR and the Safety Manager, under guidance from the SNHD, will notify these employees as appropriate. HR will work with Administration, SNHD and the Safety Manager to identify other appropriate notifications that are necessary, beyond those who may have had Close Contact with the individual. This may include notification of branch/department employees, depending on the circumstances. The goal is to manage and appropriately respond to the spread of misinformation and to address employee concerns and fears.
5 Environmental Intervention	No additional intervention necessary. Follow standard safety protocols.	Supervisor will immediately coordinate enhanced cleaning of the area with General Services, including the workspace and vehicles used by the employee.	Supervisor will immediately coordinate enhanced cleaning of the area with General Services, including the workspace and vehicles used by the employee.	Supervisor will immediately coordinate enhanced cleaning of the area with General Services, including the workspace and equipment or vehicles used by the employee. If possible, Supervisor should section off areas where the individual was present for more than 10 minutes until General Services is able to clean and disinfect the area. A determination will be made as to what other areas need enhanced cleaning based on the circumstances.
6 Administrative	If employee decides to self-quarantine (no medical certification), they will be required to use their sick time, vacation, or take time off without pay. Part-time employees have the option of taking leave without pay.	If employee decides to self-quarantine (not symptomatic and no medical certification) they will be required to use their sick time, vacation, or take time off without pay. If advised to quarantine by a medical professional (requires certification), the employee will be paid under Emergency Sick Leave for up to two weeks of their authorized work hours. After that, they will utilize their accrued paid time-off or take leave without pay.	If advised to remain away from work by the district, the employee will be paid Administrative Leave for up to two weeks of their authorized work hours. After that, they will utilize their accrued paid time off or take leave without pay for any additional COVID related incidents. If advised to quarantine by a medical professional (requires certification), the employee will be paid under Emergency Sick Leave for up to two weeks of their authorized work hours. After that, they will utilize their accrued paid time off or take leave without pay.	If required to quarantine, the employee will be paid under Emergency Sick Leave for up to two weeks of their authorized work hours. After that, they will utilize their accrued paid time off or take leave without pay.

Library District Supported Testing

If Contact or Close Contact occurs due to work-related exposure or an incident at a Library District worksite, all employees (part-time & full-time) are permitted to get testing on Library District time with mileage reimbursed.

Supervisors will utilize the Administrative Leave code in Kronos and identify a mutually agreeable time for the employee to go to a testing facility. Please refer to the list of Free Testing Sites for COVID-19, which is posted on the Staff Updates page and on Voyager under the HR section.

If not symptomatic, employee may continue to work.

If employee decides to self-quarantine (not symptomatic and no medical certification) they will be required to use their sick time or take time off without pay.

If symptomatic, the employee should refer to column C.

Key Definitions

CONTACT Directly interacting with individuals at a distance of *more than 6 feet* for a time period of *less than 15 minutes*.

CLOSE CONTACT Directly interacting with individuals at a distance of *less than 6 feet* for a time period of *15 minutes or more OR* individuals living in the same household.

QUARANTINE Separates and restricts the movement of people who were exposed to a contagious disease if they become sick.

ISOLATION Separates sick people with a contagious disease from people who are not sick.

CLUSTERS Three or more reported exposures, or cases, at a given location over the course of 72 hours, excluding within-household transmissions (SNHD).

SUPERVISOR May be defined as Manager, Assistant Manager, Person-in-Charge (PIC), or highest ranking person on duty at the time.

Key Contacts

The first attempt should be made to reach the Primary Contact for each area. If this person cannot be reached, please move on to the Secondary Contacts, below, until you reach someone.

In the event of B, C or D, the notification chain is as follows: Employee is required to immediately notify their Supervisor OR contact HR. If employee notifies their Supervisor, the Supervisor will contact HR. HR will immediately notify the District Safety Manager to coordinate the proper management response to questions/concerns.

HUMAN RESOURCES CONTACTS

- Primary HR – Tricia Pavone 702.507.6240
- Secondary HR – Jeff Serpico 702.507.6241
- After Hours 813.610.8783
- Secondary HR –
 - * London Porter 702.507.6239
 - * Christine Dinino 702.507.6236
 - * Glo Thomas 702.507.6238
 - * Keeley Walker 702.507.6243
- HR Benefits FAX 702.507.6342

BRANCH OR DEPARTMENT

- Primary – Branch Manager or Supervisor

SAFETY CONTACTS

- Primary Safety – District Safety Manager: Nicole Baker 702.426.4539
- Secondary Safety – Assistant Library Operations Director: Leo Segura 702.370.2595
- General Services Main Number 702.507.6200

Key Websites

LIBRARY DISTRICT VOYAGER
Voyager/Uploads/Content/1174.pdf

LIBRARY DISTRICT STAFF UPDATES
LVCCLD.org/StaffUpdates/

SNHD
SouthernNevadaHealthDistrict.org/

CDC
CDC.gov/

