

## **COVID-19 FAQ**

**1. (Updated August 11, 2022) Who should I contact if I am experiencing symptoms, or if I test positive for COVID-19?**

- Please do not report to work or leave work immediately and email [humreporting@metrolibrary.org](mailto:humreporting@metrolibrary.org) as soon as possible.

**2. (Updated April 6, 2022) If I am experiencing symptoms related to COVID-19 or have tested positive for COVID-19, how long do I need to isolate and when can I return to work? APPLIES TO ALL REGARDLESS OF VACCINATION STATUS**

- If you are experiencing symptoms of COVID-19, you will need to isolate at least 5 days after the beginning of your symptoms. You may return to work after 5 days with clearance from Human Resources if you have been fever-free (if applicable) for at least 24 hours without the use of fever reducing medication and all symptoms have improved. This applies even if you receive a negative COVID-19 test result.
- If you are symptomatic and test positive for COVID-19, you will need to isolate at least 5 days after the date of a positive test. You may return to work with clearance from Human Resources after 5 days when you have been fever-free (if applicable) for at least 24 hours without the use of fever reducing medication and all symptoms have improved.
- If you are not experiencing symptoms but tested positive, you may return to work 5 days after the date of your positive COVID-19 test with clearance from Human Resources.

**3. (Updated April 6, 2022) What is the process when the Library is notified of a suspected or confirmed case of COVID-19?**

- Contact tracing is performed when HUM receives notice of a suspected or confirmed case of COVID-19. Those staff in close contact (less than 6 feet from an individual for a cumulative 15 minutes in a 24-hour period during the 48 hours prior to symptom onset/positive COVID-19 test) with a staff member suspected or confirmed to have COVID-19 will be asked to quarantine. The Library will notify only individuals identified as close contacts.

**4. How do you define/classify an exposure?**

- Exposure is defined as being less than 6 feet from an individual suspected or confirmed to have COVID-19 for at least 15 minutes cumulatively in a 24-hour period during the 48 hours prior to symptom onset/positive COVID-19 test.
- Examples that are **not** exposure:
  - Your child is exposed to someone in their classroom and is not exhibiting any symptoms.
  - You spent time with a friend (not exhibiting any symptoms) who found out their brother has COVID-19, and your friend saw their brother the day before you spent time with them.
  - You saw your dad 7 days ago and he told you he tested positive for COVID-19 yesterday.
- The library does not contact trace if notified of an exposure.

**5. (Updated August 11, 2022) I was exposed to someone suspected or confirmed to have COVID-19, regardless of my vaccination status, what do I need to do?**

- Email [humreporting@metrolibrary.org](mailto:humreporting@metrolibrary.org) immediately.
  - You do not need to quarantine.
  - You must test on day 5 after your exposure.
  - You may work until you take a test (if applicable). Once you test you must remain absent and can return to work following a negative test result with clearance from Human Resources.
- 6. I tested positive for COVID-19 (using a viral test) and have recovered. I was exposed to someone suspected or confirmed to have COVID-19. What do I need to do?**
- You do not need to isolate if you tested positive in the last 3 months, have recovered, and are not experiencing any new symptoms.
- 7. I want to get tested and I am not experiencing any symptoms and have not been exposed to anyone. What do I need to do?**
- Email [humreporting@metrolibrary.org](mailto:humreporting@metrolibrary.org) immediately. You must remain absent from work once you test until your test results are received. You may return to work following a negative test result with clearance from Human Resources.

#### **IMPORTANT THINGS TO REMEMBER**

- **(Updated October 1, 2022) As of this date, employees are not required to wear masks. While not required, employees can choose to still wear a mask while at work. Employees are highly encouraged to keep distance between themselves and others in crowded areas or confined workspaces as much as possible.**
- **Exposure at work is eliminated when you diligently practice keeping your distance.**
- **Be aware of the length of time you spend with someone at work. Exposure occurs when you are less than 6 feet from an individual for 15 minutes cumulatively in a 24-hour period.**
- **Be aware of the areas you work in for a prolonged period (15 minutes or more) each day.**
- **DO NOT come to work sick.**
- **The library takes work safety very seriously and we count on you to make this process work efficiently.**