Gail Borden Public Library has a strong commitment in providing a safe and healthy work environment for its volunteers. As part of this commitment, we need everyone’s help in order to prevent and minimize the impact of COVD-19, or any other communicable disease, within the Library. Volunteers who are experiencing symptoms of COVID-19 should notify their supervisor and stay home. **Please do not come to the library.**

According to the CDC, symptoms of COVID-19 may include: persistent cough, fever (temperature of 100.4 F or above), shortness of breath, chills, muscle pain/aches, sore throat, and/or lost of taste/smell. This list is subject to change and may include other symptoms. A free online Self-Checker tool is available on the CDC website for a quick self-check. Go to: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> to access the tool.

Sick volunteers should follow CDC-recommended guidelines for self-care. Volunteers should not return to service until the criteria to discontinue home isolation are met, in consultation with a healthcare provider. Documentation will need to be submitted to return to. Volunteers who are well, but who have a sick family member at home diagnosed with COVID-19 should notify their supervisor AND follow CDC recommended precautions.

If a volunteer is at the library and develops symptoms which appear obvious to his/her supervisor or comes in sick (including non-COVID related sicknesses), **the volunteer may be asked to go home**. Frequently, volunteers wish to demonstrate their diligence and strong work ethic will try to “tough it out.” However, this type of action may subject other employees and volunteers to added levels of exposure to illness. Volunteers with symptoms should seek medical guidance from their personal healthcare provider.

**What other things can you do to prevent the spread of a respiratory virus such as COVID-19?**

* Practice physical distancing. Stay at least 6 feet from other people.
* Wash your hands frequently with soap and hot water for at least 20 seconds.
* You must wear a cloth face covering over your nose and mouth while in the library.
* Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
* Avoid touching your eyes, nose, and mouth.
* Clean and disinfect frequently touched objects and surfaces.
* If you are experiencing symptoms, stay home and seek medical attention.
* Continue to follow guidelines that have been established by the CDC or the Library for everyone’s protection.

By signing below, I acknowledge that I understand the Library’s guidelines above. I also understand my responsibility towards keeping the Library a safe and healthy workplace. If I have any questions regarding any of the above guidelines, I will contact my Supervisor or Human Resources.

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Volunteer Signature Date