

Bristol Library
6750 County Road 32
Canandaigua, NY 14424
585-229-5862
www.thebristollibrary.com

**Internal Policy/Administrative
Policy # IP-10 Contact Tracing Policy**

Effective Date: 06/16/2020

APPLICATION: Trustees, Library Manager, Staff, Patrons

STATEMENT OF PURPOSE: The Bristol 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.

POLICY: The primary goals of the Bristol Library's Contact Tracing Policy are to:

- 1) Comply with the criteria for reopening mandated in NY Forward ([forward.ny.gov](https://www.forward.ny.gov));**
- 2) Provide procedures for maintaining a log of staff and patrons for the purposes of Contact Tracing related to COVID-19;**
- 3) Clearly define the singular use of the information collected through Contact Tracing at the library as the Contact Tracing Policy will not supersede any privacy policies previously adopted by the Board of Trustees. Cooperation with local health departments' Contact Tracing efforts is required.**

RESPONSIBILITY: The Manager, under the authority of the Board of Trustees, is designated to enforce this policy and the following procedures. 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 procedures 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 (OSHA), and local government agencies.

APPROVED: 06/16/2020 by the Bristol Library Board of Trustees

REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees

REVIEWED BY/ON: