



San Francisco Public Library

Preventing Spread of COVID-19 in the City and County of San Francisco's Emergency Childcare Program

Procedures for Identifying & Isolating Youth Who Are Sick

At the facility:

- Staff should monitor for youth who may be exhibiting COVID-19 or other respiratory symptoms.
 1. If a youth reports feeling sick, please immediately separate the ill youth from others. (Segregate in an available office, study room, meeting room, etc.)
 2. Immediately notify emergency parent and/or caregiver contact.
 3. Immediately notify City Librarian - **Michael Lambert (415.265.4459)**
 4. Staff can then begin closing the facility for the day.
 - Contact all other parents and caregivers via emergency contact information.
 - Once all youth are picked up, Library Staff can go home for the day. (Code timesheet - Regular Hours Worked for full shift)
- The affected library location will be closed the following day for cleaning and disinfection.
 - Staff may report to an alternate work-site the following day or use paid and/or unpaid leave.