Policy updated 02/02/2024

Telehealth Pod Usage Policy - Salmon Library

Introduction

The Salmon Library offers a telehealth pod for use by our patrons. This space is designed to support telehealth appointments, private meetings, Zoom calls, attorney depositions, and private study areas. This policy outlines the terms and conditions of using the telehealth pod to ensure a safe, private, and effective environment for all users.

Eligibility and Booking

- The telehealth pod is available to all library patrons.
- Reservations can be made online at salmonlibrary.org or by calling the library at (208) 756-2311.
- Bookings are available during library business hours: Monday-Friday, 10:00 am - 5:30 pm.

Usage Guidelines

- The pod is intended for telehealth appointments, private meetings, Zoom calls, attorney depositions, or as a private study area.
- The maximum booking time is 4 hours per session.
- The use of the pod for general web browsing or reading newspapers is not permitted, as these activities can be conducted in the general library areas.
- No food or drink is allowed in the telehealth pod.
- The pod accommodates a maximum of two individuals at any one time to ensure a quiet and private environment.
- Users must leave the pod in a clean and tidy condition for the next user.

Privacy and Confidentiality

- While the pod offers an 80-85% sound dampening environment, total privacy cannot be guaranteed. Users should be aware of this limitation.
- Library staff can assist users with accessing and setting up the necessary technology for their appointments but will exit the pod to ensure privacy once the setup is complete.
- Users are responsible for the confidentiality of their conversations and online sessions. The library is not responsible for inadvertent breaches of privacy due to the sound dampening levels of the pod.

Accessibility

- The telehealth pod is accessible via an ADA-compliant ramp.
- Library staff are available to assist users with mobility or technological needs in accessing and using the pod.

Compliance and Liability

- Users must comply with all relevant laws and regulations, including those related to telehealth and the confidentiality of medical information.

- The library is committed to ensuring the privacy of its patrons but cannot be held liable for incidental breaches of privacy that occur as a result of using the telehealth pod.
- Users are advised that library staff are not healthcare professionals and are not trained in HIPAA compliance; any assistance provided will be limited to technical support for the use of the pod and its equipment.

Enforcement and Amendments

- The library reserves the right to deny access to the telehealth pod to anyone who violates these policies.
- This policy may be amended at any time to better serve the needs of our community and to ensure the safety and privacy of our patrons.
- In addition to the specific guidelines set forth for the telehealth pod, all users are expected to adhere to the Salmon Library's general code of conduct while utilizing the pod. This includes, but is not limited to, respecting library property, maintaining a quiet environment, and observing all library policies regarding behavior and the use of library resources and spaces.
- Violations of the library's general code of conduct within the telehealth pod may result in the suspension of pod use privileges and/or other library services, in accordance with the library's policies on misconduct.

Contact Information

For questions or concerns regarding the telehealth pod or this policy, please contact the library at (208) 756-2311 or visit our website at salmonlibrary.org.