

OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES Employee Health Screening

The primary goals of this procedure are to comply with the criteria for reopening in the COVID-19 pandemic mandated in NY Forward; provide guidelines for a continuous health screening process for staff; and reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons. The Library Director, under the authority of the Board of Trustees, is designated to enforce these procedures to comply with current public health obligations and ensure a safe workplace.

A. GUIDELINES FOR STAFF

1. Mandatory, continuous health screening practices will be implemented for all staff.
2. Screening will be performed upon entry to the library and reported to the Library Director or designee.
3. Screening will include individual staff members:
 - a. Taking their own temperature and attesting that they do not have a fever.
 - b. Attesting they have not knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19.
 - c. Attesting they themselves have not tested positive for COVID-19 in the past 14 days nor have they experienced any symptoms of COVID-19 in the past 14 days.
 - d. Attesting they themselves have not traveled to a state with significant community spread within the past 14-days.

B. All staff screening responses collected on a daily basis will be reviewed by the Library Director and a record of such review will be for a minimum of 30 days but no longer than 60 days.

C. Symptoms are to be reported and monitored if the symptoms are not new or usual for the staff member.

1. If a staff member has a temperature, they are not to report to work. They must leave the premises immediately, if already at work, and monitor symptoms.
2. If a staff member experiences the following symptoms, even if a fever is not present, they are not to report to work, or must leave the premises immediately, if already at work, and notify the Library Director:
 - a. Cough
 - b. Shortness of breath
 - c. Aches and pains
 - d. Sore throat (not due to allergies)
 - e. Nausea
 - f. Loss of smell or taste

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- g. Severe fatigue
 - h. Loss of appetite
 - i. Diarrhea
- D. If a staff member tests positive for COVID-19 they must not report to work or they must leave the premises immediately, if already at work, and notify the Library Director
- E. The Library Director will notify the local department of health if a staff member tests positive for COVID-19 and follow guidance specific to workplaces with a positive case.
- F. If a staff member has a fever or symptoms consistent with COVID-19 they must not report back to work until they have met all of the following criteria in consultation with a healthcare provider
 1. The staff member has had no fever for at least 72 hours (3 full days) without the use of medicine that reduces fevers
 2. Respiratory symptoms have improved
 3. They received two negative tests in a row at least 24 hours apart
- G. If a staff member tests positive for COVID-19 they must not report back to work until they have met all of the following criteria in consultation with a healthcare provider:
 1. The staff member has had no fever for at least 72 hours (3 full days) without the use of medicine that reduces fevers.
 2. Respiratory symptoms have improved.
 3. At least 10 days have passed since their symptoms first appeared
- H. The Library Director will keep the health status of staff members confidential.
- I. Staff members who cannot medically comply with this policy must discuss options for reasonable accommodation(s) with the Library Director.
- J. Reporting to work with a fever or symptoms consistent with COVID-19 or failure to adhere to the guidelines outlined above will be considered a violation of library policy and may result in disciplinary action.
- K. Compensation
 1. The library will adhere to the Families First Coronavirus Response Act (FFCRA) regarding paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. More information regarding FFCRA can be found on the U.S. Department of Labor website.
- L. Authority and Evaluation

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1. 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 practices 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.
 2. Questions or concerns regarding this policy should be brought to the Library Director.
- M. This policy will remain in effect until the Board of Trustees votes to remove or revise it. The Library Director is authorized to make temporary amendments and changes to this policy consistent with the purpose of this policy prior to board approval. Temporary amendments or changes will be recommended by the Library Director at the next board meeting.
- N. Authority and Evaluation
1. This procedure 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 practices 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.
 2. Questions or concerns regarding this procedure should be brought to the Library Director.
 3. This procedure will remain in effect until the Library Director removes or revises it. Substantial amendments or changes will be reported by the Library Director at the next board meeting.

Revision History:

06/19/2020: Removed fever of 100.3 and above and used general "fever"

02/9/2021: Changed from a Policy to Procedure; Authority and Evaluation revised.