

OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES Pandemic Illness

The Red Jacket Community Library strives to maintain a safe workplace and protect the health of employees, customers, visitors or others in the event of a severe pandemic illness like COVID-19. At the same time, the Library also strives to ensure the continuity of business operations in the event of a severe pandemic illness.

A. PREVENTION

1. All employees are asked to cooperate in taking steps to reduce the transmission of pandemic illness in the workplace. We encourage employees to assist in reducing the transmission of pandemic illness by frequent hand washing with warm, soapy water, using hand sanitizer, covering mouths with tissues when sneezing and discarding tissues used when sneezing.

B. STAYING HOME WHEN ILL

1. Red Jacket Community Library provides employees with paid sick time and other benefits to compensate employees who are unable to work due to illness.
2. During a pandemic illness, it is critical that employees do not report to work while they are ill and/or experiencing influenza-like symptoms such as: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and severe fatigue.
3. If an employee must quarantine and must remain home, it must be verified with a medical professional and thus, is a mandated quarantine.

C. WORK SCHEDULES

1. A severe pandemic illness could result in a significant level of absenteeism. Some employees may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or to provide care for children during school closings. During this time, unless otherwise notified, our normal attendance and leave policies will remain in place.
2. Individuals who believe they may face particular challenges reporting to work during a severe pandemic illness should take steps now to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential work remotely temporarily or on an alternative work schedule if necessary.

D. CONFIDENTIALITY OF MEDICAL INFORMATION

1. Our policy is to treat any medical information obtained from an employee or an employee's health care provider, including and voluntary disclosure that the employee has contracted influenza, as a confidential medical record. In furtherance of this policy, any disclosure of influenza-related medical information will be shared only on a need-to-know basis and only as necessary to prevent or slow the spread of the illness at work, while maintaining confidentiality

to the extent reasonably possible. Information will be shared with government officials only if required by law.

E. 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:

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