

# **Massena Public Library**

## **Pandemic Policy**

### **Infectious Disease Control in the Workplace Policy**

#### **Effective Date**

August 11, 2020

#### **Application**

Staff

#### **Statement of Purpose**

The Massena Public Library will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the Massena Public Library during any such time period to operate effectively, ensure that all essential services are continuously provided and that employees are safe within the workplace.

Massena Public Library is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

#### **Policy**

##### **Preventing the Spread of Infection in the Workplace**

Massena Public Library will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, kitchen area, meeting rooms, door handles and railings. Staff are expected to disinfect their workspace including: computers, printers as well as shared equipment: copiers, printers, circulation desk computers, postage meter.

We ask staff to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering of mouth when sneezing or coughing; and discarding used tissues in wastebaskets. Staff will be required to use personal protective equipment such as gloves and masks as the circumstances of the outbreak and their duties warrant. Alcohol-based hand sanitizers are available throughout the workplace and in common areas. Staff should complete a daily health log at the start of their shift, which will include a personal temperature check.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Staff who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, staff might want to arrange for alternative sources of child care should schools close and/or speak with the Director about the potential to work from home temporarily or on an alternative work schedule.

##### **Telecommuting**

Telework requests will be handled on a case-by-case basis. While not all positions may be eligible, all requests for temporary telecommuting should be submitted to the Director.

## **Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. The Library provides paid sick time to compensate full time and part-time staff who are unable to work due to illness.

During an infectious disease outbreak, it is critical that staff do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

## **Requests for Medical Information and/or Documentation**

If a staff member is sick, or shows symptoms of being ill, they should self-quarantine at home. It may become necessary to request information from the staff member and/or their health care provider. In general, we would request medical information to confirm your need to be absent for an extended period of time, and to know that it is appropriate for you to return to work.

## **Confidentiality of Medical Information**

Medical information is treated as a confidential medical record. In furtherance of this policy the disclosure of medical information is limited to library Director - and government officials as required by law.

## **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, Massena Public Library may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, staff are requested to:

- Maintain a social distance between others when possible
- Do not share workstations, including office supplies, phones or computers. If a circulation computer must be shared staff should wipe it down with a disinfectant wipe prior to use and again when finished
- Cleaning their workstation with a disinfectant wipe
- Wear a mask when they move away from their workstation
- Shared equipment: copier, printer, postage meter, kitchen equipment should be wiped down with a disinfectant wipe prior to use and again when finished
- A designated "staff restroom" will be used exclusively by staff members. Staff are responsible for sanitizing all touch areas before leaving the restroom

**Approved:** August 11, 2020, by the Massena Public Library Board of Trustees

**Revised:**

**Reviewed by/on:**