

The Fort Edward Free Library Policies

Pandemic / Variant Planning Policy (Employee)

COVID – 19 POLICY

The following are rules and regulations approved by the Board of Trustees of the Fort Edward Free Library. These rules are effective as of: _____ August 3, 2021 _____ and will be reviewed bi-annually. The following policy applies to all employees.

Protocol for Employees Testing Positive for Covid -19 or Variant of

1. The infected employee will be required to leave the workplace immediately.
2. The fort Edward Free Library will contact Washington County Public Health about the employee's illness and work with them. Washington County Public Health will collaborate with the employer on the steps to take to inform others who may have been exposed to the virus in the workplace.
3. The Fort Edward Library will disclose than an employee has tested positive with other employees. Only a minimum amount of personal information will be disclosed as necessary to enable co-workers (and others who encountered the ill employee in the workplace, such as patrons and vendors) to access their own personal health and potential exposure. Identification of the individual will remain confidential even if the name of the ill employee is obvious due to the context of the situation.
4. Some workers who were in close contact with, or had repeated or prolonged exposure to the sick person may need to be quarantined as well. The local health authority will help with this determination.
5. According to the OSHA (Occupational Safety and Health Administration) guidance, physical spaces where infected or potentially infected employees worked will be sanitized to reduce any potential that the virus remains on works surfaces.
6. Covid – 19 and or Variant of is a recordable illness when the worker is infected on the job. If there is some evidence that an employee contracted the virus in the workplace, the Fort Edward Free Library will follow OSHA reporting obligations.
7. The Fort Edward Library will require written authorization from the employee's healthcare provider before allowing the employee to return to work. This will be maintained in the employee's personnel file.

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8. Paid time off will be determined by current Federal and New York State laws or the Fort Edward Free Library Board of Trustees at the time of quarantine

Protocol for Precautionary Quarantine

1. If you have been notified that someone in your immediate household has tested positive for COVID-19 or Variant of, you must notify your supervisor immediately.
2. You will be required to quarantine for 10 days (about 1 and a half weeks) to minimize the risk of exposure to other employees, patrons, and vendors.
3. Paid time off will be determined by current Federal and New York State laws of the Fort Edward Free Library Board of Trustees at the time of the quarantine.
4. The Library will require written authorization from the employee's healthcare provider or a negative COVID -19 test result before allowing the employee to return to work.

Library Board of Trustees of the Fort Edward Free Library via E-mail

Month: 08 Day:03 Year:2021