

## **EMPLOYEE HEALTH SCREENING POLICY**

**Adopted: 5/28/2020**

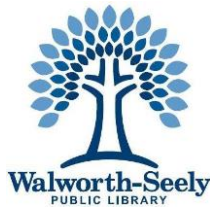
The Walworth-Seely Public Library Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Employee Health Screening Policy.

The purpose of this policy is to comply with the criteria for reopening mandated in NY Forward ([forward.ny.gov](https://forward.ny.gov)), to provide guidelines for a continuous health screening process for staff and to reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons

The Director, under the authority of the Board of Trustees, is designated to enforce this policy and the following processes to comply with current public health obligations and ensure a safe workplace.

### **Guidelines**

- Mandatory, continuous health screening practices will be implemented for all staff
- Screening will be performed remotely and reported to the Director by email before the staff member reports to the library. The report must be received by the Director before the employee can clock in for their shift.
- Screening will include individual staff members:
  - Taking their own temperature and attesting that it is below 100.3
  - Self-monitoring for symptoms of COVID-19 listed below
  - 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
  - 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
- All staff screening responses collected on a daily basis will be reviewed by the Director and a record of such review will be maintained
- If a staff member has a temperature of 100.3 or higher, they are not to report to work or they must leave the premises immediately, if already at work, and monitor symptoms



- If a staff member experiences the following symptoms, even if a fever is not present, they are not to report to work or they must leave the premises immediately, if already at work, and notify the Director:
  - Fatigue
  - Dry cough
  - Shortness of breath
  - Aches and pains
  - Sore throat
  - Nausea
  - Loss of smell or taste
- A staff member may not report back to work until they have been fever and symptom-free for 72 hours
- 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 Director
- If a staff member tests positive for COVID-19 they must not report back to work until they receive a negative test and are cleared by a medical professional
- The 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
- The Director will keep the health status of staff members confidential

Staff members who cannot medically comply with this policy must discuss options for reasonable accommodation(s) with the Director.

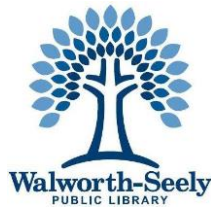
Reporting to work with a fever or symptoms consistent with COVID-19 or failure to adhere to the guidelines outlined above will be considered a violation of library policy and may result in disciplinary action.

### **Compensation**

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.

### **Authority & Evaluation**

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.

Questions or concerns regarding this policy should be brought to the Library Director.

This policy will remain in effect until the Board of Trustees votes to remove or revise it.