

**Adrian District Library**

**Adrian, Michigan**

**INFECTIOUS DISEASE CONTROL POLICY RE COVID-19/CORONAVIRUS**

Effective June 1, 2021

As everyone returns to work, we're doing our best to keep everyone healthy and safe. We're implementing measures to provide extra cleaning and disinfecting for the library, but we also need everyone to do their part, which includes the following:

**Before Coming to Work:**

- (1) Stay home if you are sick. It's important to remain at home when ill regardless of how mild your symptoms. It is critical that employees do not report to work while they are experiencing potential Covid-19 symptoms such as fever, uncontrolled cough, atypical new onset of shortness of breath, loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain. If anyone begins experiencing these symptoms while at work, you are required to promptly report that you are ill and leave the premises. If you are concerned about pay or leave time, please contact Jennifer Wrzesinski, Library Director, at 517-265-2265. Employees who report to work ill will be sent home in accordance with current health guidelines. The Library may require a doctor's note or verification of illness for time off.
- (2) Take your temperature before coming to the library daily. If at any point you have a fever over 100.4 degrees, please stay home. If this occurs, please contact Jennifer Wrzesinski, Library Director, or Chelsey Boss, Assistant Director, at 517-265-2265 as soon as possible. Those who are fully vaccinated may return to work after their fever is no longer present without the use of fever reducing medication. Those who are not fully vaccinated must remain away from the office until at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication.
- (3) If you are not fully vaccinated and have been in close contact with someone who has COVID-19 (including someone in your household) you must stay away from work for at least 10-days since you've had contact with a confirmed case or potentially infected person. If this occurs, please contact Jennifer Wrzesinski, Library Director, or Chelsey Boss, Assistant Director, at 517-265-2265 as soon as possible. If you are fully vaccinated or have had a confirmed case of COVID-19 in the past three months, you should continue to come to work unless you have symptoms of COVID-19.
- (4) Employees are encouraged to follow CDC protocols and recommendations while away from the library. Your activities away from the library affect what you bring with you to the library and expose to your fellow employees. Please be considerate.

- (5) If you test positive for COVID-19/coronavirus, you are required to stay home for the lesser of 10 days since symptoms first appeared (so long as you have had no fever within the last 24 hours without the use of fever-reducing medications and your symptoms are improving) or the amount of time recommended by a health professional. If you receive positive test results, please inform contact Jennifer Wrzesinski, Library Director, at 517-265-2265 as soon as possible.
- (6) We will not disseminate your health information but will notify all co-workers, contractors, or suppliers who we can determine may have come in contact with you that they have been exposed to a person with a known case of COVID-19 within 24 hours of learning of your positive test result.

**At the Library:**

- (1) While at work practice good hygiene. Cover your nose or mouth with a tissue or your elbow — not your hand — and discard the tissue immediately after. Wash your hands regularly including after using the restroom, touching your face, eating, drinking, coughing, or sneezing, and at regular intervals throughout the day. Use warm soapy water and wash your hands for at least 20 seconds.
- (2) Please use your best judgment and evaluate whether in person meetings or communications are actually required. Please use remote or virtual communication whenever possible. If an in person meeting is required to accomplish your job, you are encouraged to the fullest extent possible to minimize the meeting time, choose a large meeting room, sit at least six feet from each other, and avoid person-to-person contact such as shaking hands.
- (3) Employees are encouraged to maintain social distancing as recommended by the CDC, including remaining more than six feet away from other employees and visitors while at the library. This provision does not apply to interaction between fully vaccinated persons.
- (4) Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building. Do not congregate in work rooms, copier rooms, or other areas where people socialize.
- (5) To the extent possible, do not use anyone else's phone, desk, office, or other work tools and equipment.
- (6) Employees are required to complete daily health screening form which will be kept by the Library for a period of 6 months as required by MIOSHA.

- (7) The Library will follow CDC recommendations and government directives. Employees who do not fall within one of the exceptions listed below must wear a face mask while in the library. Employees are welcome to wear their own face coverings. The Library will have non-medical grade face masks and other non-medical grade personal protection equipment available for employee/visitor use.
- (8) Face masks are not required for employees or visitors who fall into the following exceptions: (i) the person is fully vaccinated, (ii) the person is under two years old, (iii) the person cannot medically tolerate a face mask, (iv) the person is eating or drinking, (v) the person is temporarily asked to remove their face covering, (vi) the person is communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication.
- (9) If you are fully vaccinated and seeking an exemption from the face mask and social distancing requirements, you must provide a copy of your vaccination card to the Library Director.

The Library is also doing our best to increase the cleanliness of the work environment and be proactive to protect our workplace in the event of an infectious disease outbreak. We will be:

- (1) Ensuring the library is cleaned on a regular basis.
- (2) We will do our best to provide hand sanitizer and tissues around the library. Please cough and sneeze into tissues and immediately discard them. Use hand sanitizer or wash your hands after coughing, sneezing, touching your face, and regularly throughout the day.
- (3) If we have an employee who tests positive for COVID-19/coronavirus, the library will ensure the library is disinfected before anyone returns.

### **Working from Home:**

Some of our employees have more opportunity to perform their job duties from home than others. We have done what we can to accommodate individuals working from home and going forward will continue to do so on an individual case-by-case basis. Employees who work from home must comply with the Teleworking/Remote Working Policy.

### **Employee Medical Information:**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought. We will keep employee medical information confidential.

The Library will continue to follow guidance from the CDC, MIOSHA, MDHHS, and local health departments in connection with this evolving situation.

Adopted by the Adrian District Library Board of Trustees on 5-19-2020; amended 6-15-2021.