

## **COVID-19 Infectious Disease Control Policy**

Coronavirus disease 2019 (COVID-19) is a respiratory illness with symptoms of fever, cough, and shortness of breath. The purpose of this policy is to ensure the health and safety of our staff members, patrons, and visitors.

The Ardsley Public Library will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, The Ardsley Library reserves the right to exclude a person with COVID-19 from workplace facilities, programs and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

In light of the current situation, The Ardsley Library has adopted the following practices to minimize potential exposure of employees to COVID-19 in our workplace. Employees are urged to:

- Conduct virtual meetings instead of in-person meetings.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.
- Wash hands often with soap and water for at least 20 seconds.
- Avoid touching their eyes, nose, and mouth.
- Keep workspaces clean using company-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

### **Stay Home if Sick:**

Employees should notify the director of any symptom related to COVID-19, including fever, cough and/or acute respiratory symptoms and those with symptoms should stay home. If an employee shows symptoms of acute respiratory illness at work, they will be sent home immediately.

### **Report Potential Exposure:**

Employees should notify the director if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic. If an employee has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak, the employee should notify the director as well. These employees may be asked to isolate/work from home for 14 days.

**Working from Home:**

At this time, employees should be following all guidance from public health officials, state and local governments and the library regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home, and has the ability to perform their job away from the Library premises, they should contact the director. They do not need to disclose their health information. Requests will be handled on a case-by-case basis. Below are examples of heightened health situations that might cause concern.

The employee:

- Is immunocompromised or lives with someone who is
- Lives with an older family member who has a higher risk for the infection
- Is pregnant
- Has children home from school due to school closure and doesn't have childcare coverage
- Is experiencing significant mental health symptoms

Supervisors may modify job responsibilities if possible, to enable associates to work from home. Associates are expected, if able, to work from home during the 14-day isolation period if applicable.

**Resources consulted:**

Centers for Disease Control and Prevention Coronavirus Website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

New York State Department of Health Novel Coronavirus Website:

<https://coronavirus.health.ny.gov/>

Occupational Safety and Health Administration COVID-19 Website:

<https://www.osha.gov/SLTC/covid-19/>

June 4, 2020