

Unadilla Public Library Infectious Disease Control Policy

Adopted June 15th, 2020 by the Board of Trustees

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

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

1. Preventing the Spread of Infection in the Workplace

The Unadilla Public Library will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, meeting space, computers, door handles.

Cleaning and disinfecting procedures:

- Disinfect staff computer and phone at the end of the day when you are done using your work area.
- Disinfect the patron's computers and table spaces right after each usage.

All employees are asked to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategies are frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Hand sanitizer will be available.

Unless notified, our normal work hours will remain in place.

2. Staying Home When Ill

During an infectious disease outbreak, it is critical that employees 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 fever free without the use of fever-reducing medications.

3. Requests for Medical Information

If employee is out sick or shows symptoms of being ill, it may become necessary to request information from him/her or your health care provider.

4. Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with the Director, President of the Library Board, and government officials as required by law.

5. Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

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

During the workday, staff are expected to:

1. Avoid meeting people face to face. Staff are encouraged to use the telephone or e-mail to conduct business as much as possible.
2. If face-to-face meeting is unavoidable, minimize the meeting time, choose a large room and sit at least 6 feet apart from each other if possible; avoid person-to-person contact such as shaking hands.
3. Cancel or postpone nonessential meetings, gatherings, and workshops.
4. Encourage patrons to request materials via phone and e-mail in order to minimize person-to-person contact. Materials should be ready for pick-up.