

### **Infectious Disease Control Policy – Fair Haven Public Library**

Fair Haven Public Library will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Fair Haven 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 within the workplace.

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

Applicable local, state or federal governmental orders supersede this policy.

#### **Preventing the Spread of Infection in the Workplace**

Fair Haven Public Library will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, and door handles. The Director will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also provide alcohol-based hand sanitizers to staff members and in place them in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans.

#### ***Staying Home When Ill***

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. 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 after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications and for COVID-19 14 days. Employees who report to work ill will be sent home in accordance with these health guidelines.

#### ***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, and government officials as required by law.

#### **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

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

***During the workday, employees are requested to:***

1. Avoid meeting people face-to-face. 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.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, break rooms, meeting rooms or other areas where people socialize.