**Jonesville District Library**

**Employee COVID-19 Safety & Protection Procedures**

**General:**

1. Face Masks must be worn when working in the library building. Each employee will be provided with face masks, however, employees may choose to wear their own. Exception: if a staff member is in a separate area such as an office or lunch area.
2. Gloves may be used but are not required except when handling unquarantined material. The library has a limited supply of gloves. Employees may bring their own gloves if desired.
3. Social Distancing of 6ft. must be maintained whenever possible. Floor marking will be added for patrons when the library opens to the public.
4. Frequent disinfecting of work areas and shared spaces should be practiced. See COVID-10 cleaning procedures for details.
5. Lunches/breaks: Employees who use the kitchen area for lunches or breaks will need to disinfect the area (counters, microwave, door handles, etc.) before leaving. Employees may use other areas of the library while building is closed to the public for lunches/breaks or may choose to eat at their desks (disinfect area).

**Daily Self-Check:**

1. All employees must self-check for COVID-19 symptoms before arriving to work – including temperature checks. If any employee has any of the symptoms of COVID-19, they need to contact their supervisor immediately before coming to work.
2. Upon arriving to work, all employees must fill out Workplace Health Screening sheet and sign. These sheets will be kept in a confidential file.
3. If any employee develops symptoms of COVID-19 during the course of their work day, the employee must contact supervisor immediately and separate themselves from other employees. The employee will be allowed to leave work and self-quarantine during the symptom duration. COVID-19 testing will be conducted according to doctor or health dept. recommendation.

**Exposure to COVID-19:**

1. If an employee feels they have been exposed to COVID-19 either at work or outside of the work place, the employee must contact their supervisor immediately.
2. If an employee test positive for COVID-19, quarantine of a minimum of 14 days must be observed. Other employees will be informed for their protection. The health department will be contacted.
3. Employees have the right to deny performing duties that put them at higher risk for exposure to COVID-19 without penalty.
   1. Speak with supervisor over concerns
   2. At any point, if an employee chooses, the employee may leave work if they feel duties put them at higher risk.
   3. Employees may use sick time pay or vacation time to cover lost hourly wages if unable to come to work.
   4. Employees’ jobs are guaranteed if unable to perform their duties due to COVID-19 concerns, exposure, or quarantine.
   5. Employees may be eligible for Federal wage/pay guarantees through the “Families First Coronavirus Response Act”.
4. When the library opens to the public:
   1. Patrons must wear face masks – however, if they do not, we cannot enforce.
   2. Library must post face mask requirement. Library must also post warning about patrons not entering with symptoms of COVID-19.
   3. If an employee feels they have been exposed to COVID-19 due to a patron, the employee should remove themselves from the area and contact the supervisor immediately.
   4. As employees, we are not allowed to “kick” patrons out unless they are breaking approved policies, such as the patron behavior policy.

As the Jonesville District Library advances into the Reopening phases, these procedures may need to be adjusted. Employees will be given copies of all changes made to safety/protection procedures.