

EMPLOYEE COVID-19 ILLNESS POLICY

In order to promulgate safety in the workplace and to continue to combat the transmission of COVID-19, all employees are subject to and must adhere to the following policy while on work premises:

Any employee who is ill or is feeling ill must not report to work and must contact the director prior to the stated start time to report the absence. Any employee who becomes ill or starts to feel ill while at work must immediately notify the director and immediately leave the workplace.

SYMPTOMS OF COVID-19 INCLUDE:

- a. Fever;
- b. Respiratory symptoms such as congestion or runny nose, sore throat, cough, or shortness of breath;
- c. Flu-like symptoms such as muscle aches, chills, and severe fatigue;
- d. Changes in a person's sense of taste or smell.

Any employee who is experiencing any of these symptoms or observed to exhibit these symptoms while in the workplace will be asked to leave work immediately and should seek medical attention. If an employee becomes sick during the day, the employee's surfaces in the employee's workspace will be cleaned and disinfected.

If anyone in the employee's household is experiencing any of these symptoms, and the employee is not vaccinated, the employee should not report to or remain at work and should notify the director immediately.

EXPOSURE TO POSITIVE COVID-19

If an employee becomes aware that he or she has been exposed to COVID-19, even if the employee is not currently exhibiting symptoms, the employee should report the exposure to the director.

UNVACCINATED EMPLOYEES do not have to quarantine if they meet ALL the following criteria:

- Exposure was NOT a household contact*
- Tested antibody positive within 3 months before or immediately following an exposure to someone with suspected or confirmed COVID-19
- Have remained asymptomatic since the current COVID-19 exposure
- Will have limited or no contact with persons at high risk of COVID-19 severe illness. This group includes older adults, pregnant people, and those with certain medical conditions (cancer, chronic kidney disease, chronic lung disease [including COPD, asthma, interstitial lung disease, cystic fibrosis, and pulmonary hypertension], dementia, diabetes (1 or 2), down syndrome, heart conditions [including heart failure, coronary artery disease, cardiomyopathies, or hypertension], HIV infection, immunocompromised state, liver disease, overweight and obesity, sickle cell/thalassemia, smoking (current/former), solid organ or blood stem cell transplant, stroke or cerebrovascular disease, substance use disorders.

FULLY VACCINATED EMPLOYEES with no symptoms do NOT need to quarantine.

ALL EMPLOYEES should get tested 3-5 days after their exposure, even if they are asymptomatic, and **shall** wear a mask indoors in public for 10 days following exposure or until test results are negative. If they test positive, they should isolate.

RETURNING TO WORK

A PCR or antigen (rapid) test will be accepted for symptomatic employees to return to work. Only PCR tests will be accepted for asymptomatic employees to return to work.

Absences from work due to COVID-19 related illness will not be considered unexcused absences, and such absences will not count against an employee's attendance.

In order to minimize the spread of Covid-19, employees should:

- a. Wash hands and/or use hand sanitizer frequently;
- b. Avoid touching the face, eyes, or mouth;
- c. Practice good respiratory etiquette, which includes coughing and sneezing into a tissue or your elbow rather than into your hands;
- d. While at work and in public, employees may wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on use of cloth face covering and face coverings may be required during times of high or substantial transmission;
- e. To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.
- f. Employees should routinely clean and disinfect their individual work stations and shared equipment after use.

*Household contact: any individual who lives and sleeps in the same indoor shared space as another person (either temporary or permanent living arrangement), leading to close contact and potential repeated exposure to the person. This includes situations where there may be prolonged exposure such as sleep-over events, hared camp cabins, vacation rental, etc.

The policy and protocols contained herein are subject to change based on rate of community transmission, CDC Guidelines, NH DHHS recommendations, and the discretion of the Mary E. Bartlett Memorial Library Board of Trustees.

Adopted by the Board of Trustees 9/13/21