

Hood River County Library District

Coronavirus COVID-19 Employee Policy



Due to the ongoing changes in COVID-19 protocol and infection information, this Policy is in addition to any COVID-19 regulations and orders that are in effect as set by the state or federal government. In the event of any conflict between this Policy and state or federal government regulations, the state or federal regulations shall prevail.

Purpose

This policy includes the measures the District is actively taking to mitigate the spread of coronavirus. Employees are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. It's important that employees all respond responsibly and transparently to these health precautions. The District will always treat employees' private health and personal data with a high level of confidentiality and sensitivity.

This coronavirus (COVID-19) District Policy is subject to changes with the introduction of additional governmental guidelines. If changes are necessary, the District will update employees as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees and those who work in the District libraries.

Policy elements

Here, the District outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

General Guidelines

Employees shall adhere to the following basic guidelines as follows:

- Physical distancing (specifically, staying 6 feet away from others).
- Stay behind the plexiglass as much as possible when serving members of the public.
- Wearing cloth or paper face coverings at all times indoors and outdoors unless you are in a private office with the door closed or unless an accommodation or other exemption applies.
 - Each employee will receive 2 cloth face masks.
 - Paper masks are available next to staff mailboxes (upstairs and downstairs) and desks at the CL/PK branches.
- Wear gloves when handling library materials and serving patrons during curbside and other in-person services.

502 State Street

Hood River, OR 97031

541 386 2535

www.hoodriverlibrary.org

General Hygiene

In addition to the above stated General Guidelines, employees shall use the following general hygiene practices:

- Frequently wash hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- Avoiding touching eyes, nose, and mouth
- Stay home when sick
- Clean and disinfect frequently touched objects and surfaces

In-person meetings

- Limit in-person meetings to 5-10 minutes.
- If an employee needs to meet for longer than 5-10 minutes in-person, the meeting must be conducted via electronic means by phone or by video conferencing.

Cleaning and disinfecting procedures

Cleaning workstations and work areas

- Disinfect when you start or finish at a station or move to a new station
- Electronics: Spray disinfectant on a paper towel and wipe the surfaces: Keyboards, Mice, Phones.

Cleaning specific areas after each use

Elevator: Disinfect buttons by spraying disinfectant on a paper towel and wiping the surfaces.

Copier: Disinfect display area and surfaces you or others touched on the copier by spraying disinfectant on a paper towel and wiping the surfaces.

Door handles: Disinfect handles you or others touch by spraying disinfectant on the handle and wiping the surfaces.

Individual staff use

- No more than one employee in the kitchen at a time
- After using the staff kitchen
 - Clean any surfaces that you touch including refrigerator handle, toaster oven, hot water kettle, microwave, table top with disinfectant.

Restrooms

- Staff bathroom upstairs HAND WASHING ONLY
- Downstairs restrooms are for staff and volunteer use. Please keep your masks on and wash your hands before and after use. Please wipe down surfaces you touch in the bathroom stall. Disinfectant and gloves will be available.
- One person at a time in the restroom
 - Slide cone (Sign) occupied into the doorway to let staff know the restroom is occupied

Facilities

- Janitorial service [Increased areas cleaned and sanitized]
 - Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
 - Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
 - Clean and sanitize staff kitchen counters, sink, floor and tables.
 - Clean elevator floor, walls, and buttons outside the elevator.
 - Clean ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
 - Clean and sanitize all hard floors and vacuum carpets

Vehicles

Employees are encouraged to take separate vehicles when traveling for library businesses. They may travel together in a vehicle if absolutely necessary. Masks will be required in the vehicle and a maximum of two people per vehicle.

Training

The following training programs are required for staff:

- Videos [Staff wiki]
 - Required: [Gloves safety](#)
 - Required: [Mask safety](#)
 - Required: [HR ANSWERS OSHA Required Training](#); Password will be provided.

Procedures for Reporting Workplace Hazards for COVID-19

An employee is responsible for notifying the Library Director or Assistant Director regarding a workplace hazard related to COVID-19.

The employee shall submit a hazard report form on the staff wiki which will be delivered to the Library Director and Assistant Director. Administration will solve the issue immediately or assign to the appropriate department to resolve. Corrective actions will be recorded and preventative actions will be implemented. The employee who made the report will be notified.

Employees health

Self monitor health

Before leaving for work

1. Check temperature [Thermometers are provided to all staff members]
2. Screen yourself by asking if you have any of the following symptoms?
 - Cough
 - Shortness of breath
 - Fever 100.4 degrees F or higher
 - New loss of smell/taste
 - Chills
 - Repeated shaking with chills

- Sore throat
 - Muscle pain
 - Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?
3. If you answer yes to any of these symptoms, you will need to do the following.
- Do not come to work
 - Notify Library Director and/or Assistant Director
 - We request you talk to a health care provider and obtain a medical release to return to work. If you do not obtain a medical release, you will not be able to return for 10 days past the onset of symptoms. You are required to report if you have a confirmed case of COVID-19.

Employee with diagnosed COVID-19

Step 1:

- Employee will be sent home to self-isolate; or, if employee is home, they shall not come to work.
- Employee must obtain a medical release from their medical provider prior to returning to work, but in no case shall an employee return earlier if the criteria in step 2 are not met.

Step 2:

- Return to work: Employee(s) may return to work upon all of the following occurrences:
 - 24 hours with no fever or without a fever reducing medications;
 - Respiratory symptoms and other symptom of COVID-19 are improving, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation; **and**
- It has been 10 days since symptoms first appeared.

Suspected COVID-19

- Employees who have directly been exposed, defined as six feet for a total of 15 minutes, to someone with COVID-19 should report the situation immediately to their supervisor and remain absent from work for 14 days. See below for the definition of exposed COVID-19.

Definition - Exposed COVID-19

- “Close contact”– An employee will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means the following:
 - Being within six feet for at least total of 15 minutes or more
 - Provided care at home to someone who is sick with COVID-19.
 - Had direct physical contact with the person (hugged or kissed them).
 - Shared eating or drinking utensils.
 - COVID-19 person sneezed, coughed, or somehow got respiratory droplets on employee.
 - If exposed, please do not come to the library and remain absent from working at the library for 14 days.
- When should an employee quarantine according to Oregon Health Authority

Guidance?

- Even if the employee does not feel sick, they should quarantine if they returned to Oregon from non-essential travel out-of-state.

COVID-19 Workplace Exposure

- Employees will be notified if they have been exposed to COVID-19 within 24 hours of the employer being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with employees while infectious
- A email, text, or phone notification will be issued by email and/or phone stating the fact of exposure without specifics to maintain confidentiality of employee as required by the Americans with Disabilities Act (ADA).

Exposed employees will be assessed

- “Close contact”– An employee will be considered “exposed” if they had “close contact” with a person who has been diagnosed with COVID-19. The term “close contact” means the following:
 - Being within six feet for at least total of 15 minutes or more.
 - Had direct physical contact with the person (hugged or kissed them).
 - Shared eating or drinking utensils.
 - COVID-19 person sneezed, coughed, or somehow got respiratory droplets on employee.
- If exposed, please do not come to work and remain absent from working in-person for 14 days.

Cleaning and disinfecting work place

- Affected employee: Gone fewer than seven days: clean and disinfect workplace after waiting at least 24 hours.
- Gone more than seven days: routine cleaning and disinfecting high-touch areas.

Emergency Paid Family Sick leave and Emergency Paid Family Medical Leave

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-*

thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:[\[3\]](#)

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [\[4\]](#)

For more details: [Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

Extended Leave Request Form

If employees wish to use Emergency Paid Family Sick leave and/or Emergency Paid Family Medical Leave they must fill out the [extended leave request form](#) located on the staff wiki and submit the form to the Library Director.

Approved by the Board of Directors, July 16, 2020

Last revised, December 15, 2020

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