

INFECTIOUS DISEASE AND COMMUNITY SPREAD POLICY

1. When a disease/virus has affected the surrounding area, the library will institute a new cleaning protocol. The janitor and his staff will wipe surfaces and do a more in depth cleaning with the cleaning product suitable for that disease. Staff will wipe down keyboards, phones and desk areas when they leave their station. Administrative staff will wipe frequently door handles and railings throughout the day. Flyers showing proper hand washing and other resources will be posted in staff areas.

If a school district where a staff member (or household member) has children closes due to a disease/virus or the staff member (or household member) has had direct contact with a school district that closes due to a disease/virus, the staff member will be directed to stay home until the closure is lifted. If the staff member does not exhibit symptoms, and the closure is lifted the staff member will be required to come to work. If at any time the staff member develops symptoms, the staff member must report to their supervisor or to the Assistant Director or to the Director from home. Supervisors will then report to the Director or her/his designee. Staff members will be paid up to two weeks if the closure lasts two weeks or less. For closures that are longer than two weeks, the Director or her/his designee will reevaluate paid salary for closures lasting longer than two weeks. Staff members must make every effort to work from home if they are required to stay home and seek guidance regarding job duties from home from their supervisors or her/his designee. It is our policy that employees of Westhampton Free Library will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Westhampton Free Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if 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 orders or advice of a healthcare 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 the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, employees will be paid up to two weeks if placed in a precautionary quarantine by the Director or advised by a healthcare provider due to exposure/close contact of an individual that is positive of if that individual has been in contact with an individual that has tested positive.

Additionally, Westhampton Free Library will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Westhampton Free Library, 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 the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

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3. If the Westhampton Beach School District closes, the Library will be closed and all staff will be paid accordingly. If East Moriches or East Quogue or Remsenberg school districts close, the Library will be closed and all staff will be paid accordingly. If Eastport South Manor School District closes, the Children's and Teen Department will close and all programs will be suspended. There is a very small ratio of card holders in the Eastport South Manor school district unlike East Moriches and Remsenberg. If the Library is notified by the Suffolk County of Health and closure is recommended, the Library will close and staff will be paid accordingly.
4. The Director or designee, in her/his sole, non-reviewable discretion, will make all decisions with regard to delayed openings and early closings. When the Library has a delayed opening, employees who are regularly scheduled to work on that day and who report to work at the delayed opening time will be paid at their straight time rate of pay for all regularly scheduled hours for that day. In the event of an early closing, employees who are required to leave work early will be paid at their straight time rate of pay for all regularly scheduled hours for that day.
5. The Director or designee, in her/his sole, non-reviewable discretion, will also make all decisions with regard to closing the Library for the entire day as a result of emergencies. In the event of an all-day closure, employees who were scheduled to work on that day will be paid for the number of hours for which they were scheduled to work. Employees who have already advised that Library of their intent to use paid time off or sick leave will not receive compensation in addition to the use of their paid time off/sick leave.
6. The Director or Designee, in her/his sole, non-reviewable discretion, will communicate with local officials and comply with the directives of government officials and keep the Board informed of any updates as needed.
7. The Director or Designee, in her/his sole, non-reviewable discretion, will recommend any changes to this Policy for the Board's review as needed. The Director or Designee, in her/his sole, non-reviewable discretion, may need to institute procedures to comply with this policy or directives of local officials or what she/he believes is in the best interest of safety of patrons and staff and has permission to do so. The Director will

keep the Board updated and informed via email and at the Board meetings of these procedures and any updates as needed.

Adopted March 18, 2020

Adopted January 21, 2021