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**EMPLOYEE HEALTH SCREENING POLICY**

**Purpose**

The Marion Public Library’s Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Employee Health Screening Policy.

The primary goals of the Marion Public Library’s Employee Health Screen Policy are to:

* Comply with the criteria for reopening mandated in NY Forward ([forward.ny.gov](https://forward.ny.gov/))
* Provide guidelines for a continuous health screening process for staff
* Reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons

The Manager, under the authority of the Board of Trustees, is designated to enforce this policy and the following processes to comply with current public health obligations and ensure a safe workplace.

**Guidelines**

* Mandatory, continuous health screening practices will be implemented for all staff
* Screening will be performed remotely and reported to the Manager by Electronic Survey/Google Form before the staff member reports to the library
* All staff screening responses collected on a daily basis will be reviewed by the Manager and a record of such review will be maintained.
* The manager will notify the local Department of Health if a staff member tests positive for COVID-19 and follow guidance specific to workplaces with a positive case.

Staff members who cannot medically comply with these guidelines must discuss options for reasonable accommodation(s) with the manager.

Failure to adhere to these guidelines may result in disciplinary action.

**Compensation**

The library will adhere to Federal, State, and local laws regarding sick leave for specified reasons related to COVID-19.

**Authority & Evaluation**

This Employee Health Screening Procedure will be carried out under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally operate under NY Forward. The guidelines outlined may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), and local government agencies.

Questions or concerns regarding this policy should be brought to the library Manager.

This policy will remain in effect until the Board of Trustees votes to remove or revise it.

ADOPTED by the Marion Public Library Board of Trustees 6/16/2020

REVISED by the Marion Public Library Board of Trustees 01/19/2021