



E-011

Richmond Heights Memorial Library INFECTIOUS DISEASE SICK POLICY

In response to the threat of an infectious disease outbreak, the Richmond Heights Memorial Library has prepared this plan to meet the following objectives:

1. Establish service continuity plans in the event of an infectious disease outbreak in order to insure delivery of basic Library services
2. Mitigate the spread of an infectious disease among employees
3. Assist employees and their families in managing personal and/or family illnesses during an infectious disease outbreak

The key priority will be ensuring that essential Library operations continue.

Managing the infectious disease outbreak—focusing on continuity of operations with considerable loss of staff, depleted resources, a struggling economy, and a nervous public—will be a considerable challenge. Planning increases the likelihood the Library will be able to continue service operations during a health crisis.

Assumptions

No one can predict when it might arrive, where it might strike, how long it might last, and how serious its impacts might be. Caution requires the Library assume and plan for a worst-case scenario. Accordingly, the Library's Infectious Disease Outbreak Preparedness Plan is based on the following assumptions:

1. An unknown percentage of the Library's employees could become ill at the infectious disease outbreak's peak; additional employees may not report to work, either because they fear becoming ill or because they are caring for afflicted family members.
2. The Library will not be able to perform all functions and provide all services at full capacity throughout the outbreak.
3. The Library may be closed due to staffing shortages or community quarantine.

PREVENTING INFECTIOUS DISEASE SPREAD AT WORKSITE

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Promoting respiratory hygiene/cough etiquette: The Richmond Heights Memorial Library will promote hygiene through a variety of methods to help reduce the spread of an infectious disease at the worksite. Though respiratory hygiene and cough etiquette are simple concepts, during a potentially dangerous outbreak they become a vital defense.

Since indirect transmission (e.g. from hand-to-hand, or hand to contaminated object and then contaminated object to hand) is the main way in which most infectious diseases are passed from person to person, educational programs will reiterate the need for routine and frequent hand washing. Washing with plain soap, hand sanitizer lotion, alcohol or other antiseptic-based hand wash products eliminates the contagion. It is important to wash hands even if protective gloves have been worn.

Gloves are not a substitute for hand washing. Hand sanitizer lotion and tissues will be provided at each workstation for employees to enhance proper cough and hygiene etiquette.

The Library will also:

1. Disseminate information on the infectious disease and how it is spread.
2. Disseminate information to employees on proper hygiene methods and other behavior activities and/or restrictions that will reduce the risk of spreading the infectious disease among the workforce.
3. Post educational materials to remind employees of proper cough etiquette, hand washing, and other behaviors that will reduce the risk of infection.
4. Provide information to employees to assist them in protecting themselves and their families during an outbreak.

EMPLOYEES EXPOSED OR SUSPECTED OF EXPOSURE

Employees should be conscious of their own health; those who experience any symptoms of an infectious disease should notify the Library Director or Assistant Director and stay home. If symptoms begin at work, employees should notify some of the potential exposure and go home. Sick leave resulting from infectious disease outbreak episodes will be processed per the Infectious Disease Sick Leave Policy below. (IDSL).

GUIDELINES TO MODIFY FREQUENCY AND TYPE OF FACE-TO-FACE CONTACT

Face-to-Face: In face-to-face meetings, individuals should limit contact. Participants



should practice staying about six (6) feet apart.

Hand-Shaking: Employees should stop shaking hands if there is an infectious disease outbreak to help reduce the spread of the disease. If employees find themselves shaking hands, they should practice increased hand hygiene.

Meetings: Employees should limit attendance at meetings. Meetings should be suspended when the same information can be obtained with a conference call, e-mail, or other electronic methods. If a face-to-face meeting is necessary, following these rules may help ensure that transmission of the infectious disease is limited:

1. The room should be cleaned and disinfected using good housekeeping techniques such as disinfecting the table, chairs, phones, and other places that one might be expected to touch.
2. Prop the door open (when doing so would not breach security) to keep employees and the public from touching the door knob.
3. Spread out as much as possible and avoid hand shaking.
4. Minimize the length of meetings.
5. Meet in large rooms.
6. Require all employees to wash their hands after leaving meetings.
7. Clean the room after each use.

Increase Social Distancing: Social distancing means minimizing human-to human contact in peak phases of an infectious disease outbreak by maintaining a distance of approximately six (6) feet from others when possible. Contacts are those persons who have had close (one yard or less) physical or confined airspace contact with an infected person. These are likely to include family members and/or other living companions, work colleagues (if in confined airspace environments) and possibly recreational companions. The Richmond Heights Memorial Library may cancel or postpone all Library sponsored meetings/events as well as those arranged by outside groups during an infectious disease outbreak if recommended by a county, state or federal declaration.

The Library will encourage the use of technology to facilitate social distancing by using communications networks, remote access and web access to maintain distance among employees and between employees and citizens whenever possible.



MEDICAL CONSULTATION

The Library will use a combination of sources for medical consultation and advice, including the Centers for Disease Control (CDC) and the St. Louis County Health Department. An increase in the threat alert level will trigger a review to determine if medical consultation is necessary.

ADMINISTRATION AND HUMAN RESOURCES

Trigger Events: The following events will be considered “trigger events” for implementation of all or portions of this plan:

1. The United States Federal Government through their official agencies issues a pandemic declaration for the United States, and/or
2. The State of Missouri issues a pandemic declaration for the State, and/or
3. The Mayor of Richmond Heights or his/her designee declares an emergency for the City, and/or
4. The St. Louis County Health Department issues a directive to implement a response plan, and/or
5. Excessive employee absenteeism that results in the Library being in jeopardy of experiencing an infectious disease outbreak-related operations emergency, and/or
6. There is confirmation of large scale employee exposure to infectious disease pathogens.
7. Once an infectious disease crisis is imminent or has occurred, the Library Director will activate the Richmond Heights Memorial Library Infectious Outbreak Preparedness Plan.

Infectious Disease Outbreak Crisis Assessment: Upon notification of an infectious outbreak crisis, the Crisis Leadership Team (Library Director, Assistant Director, and Board of Trustees) will meet to:

1. Make an initial risk determination to define the extent of the crisis and determine what portions of the program need to be implemented based on that analysis.
2. Continually assess the severity of the crisis, the efficacy of the Library’s response and determine whether changes need to be made. If members are unable to physically meet due to governmental limitations on travel or quarantine, meetings will be held by conference call.



3. Make a determination regarding the cancellation of public meetings.

Infectious Disease Sick Leave Policy: During a declared infectious disease outbreak, the following sick leave policy may be used for all infectious disease outbreak-related absences. Because the exact nature of future infectious disease outbreaks, if any occur, cannot be known, the Library may choose to adopt this policy in its entirety or to modify provisions of this policy to better fit the needs of the situation.

1. All eligible regular, full-time employees will be provided up to eighty (80) Infectious Disease Sick Leave (IDSL) hours, in addition to any hours already earned as regular sick leave.
2. All eligible regular, part-time employees will be provided up to fifty-six (56) Infectious Disease Sick Leave (IDSL) hours, in addition to any hours already earned as regular sick leave. Total IDSL hours provided will be based on the part-time employee's typical weekly schedule; that is, a part-time employee who normally works twenty-four (24) hours per week would receive a maximum of forty-eight (48) IDSL hours or two (2) weeks of IDSL leave hours, in addition to any hours already earned as regular sick leave.
3. Eligible employees will use Infectious Disease Sick Leave before using any hours earned as regular sick leave.
4. An employee becomes eligible for IDSL when one of the following occurs:
 - a. the employee is medically diagnosed as having an infectious disease as part of a widespread outbreak which has triggered activation of this plan,
 - b. the employee's spouse, child(ren) or other member of the employee's household is diagnosed as having an infectious disease as part of a widespread outbreak which has triggered activation of this plan,
 - c. the Library receives notification an employee's community is under quarantine as a result of an infectious disease outbreak; and as a result, the employee is unable to come to work.
 - d. the Library receives notification an employee's spouse's workplace or child(ren)'s school is subject to an order of quarantine or is otherwise closed as a result of an infectious disease outbreak, and as a result, the employee is unable to come to work.
 - e. Infectious disease sick leave time will be treated the same as non-IDSL sick leave for purposes of pay and leave accrual.
 - f. If an employee needs additional sick leave time beyond those provided in this policy due to quarantine requirements, additional leave will be allowed on a case-by-case basis subject to approval by the Library Director.



5. Infectious Disease Sick Leave (IDSL) hours will be administered on a rolling year basis in the same method as the Library administers Family and Medical Leave Act (FMLA) benefits if an infectious disease outbreak exceeds one year in duration.

Return to work after illness: Before returning to work, an employee must provide a release from the treating physician stating the employee is not contagious and is otherwise medically able to safely return to work. If the employee fails to provide such a statement upon return, the employee's immediate supervisor must

1. Notify the employee they will not be allowed to work without the return-to-work authorization and
2. Inform the employee they must leave the worksite immediately.

TELECOMMUTING AND FLEXIBLE WORK SCHEDULES DURING SUCH EVENT

It is understood that most Library employees hold positions which require them to be present at work to perform the duties of their position. These employees, while unable to telecommute, will be offered flexible work schedules as stated below. It is also understood that some employees who are telecommuting may be required at various times to respond to work to fulfill necessary duties.

1. Participation in telecommuting during an infectious disease outbreak may be mutually agreed upon by the employee and the Library Director. The employee's position **must** be identified as telecommuting-capable. The Library may, however, require an employee to telecommute, where practical, to reduce the risk of spreading the infectious disease at the worksite. This will be determined on a case-by-case basis as worksite conditions and the health status of an employee warrant.
2. The Library Director may cancel the agreement at any time when it is determined that continuation would not be productive, efficient or in the best interest of the City.
3. Telecommuters will be compensated as if duties were being performed at the Library work location. Overtime may not be worked unless authorized in advance by the department director.
4. Telecommuters are subject to the same rules and procedures as other employees and are covered by worker's compensation when performing official work duties at the alternate work site.
5. Telecommuters must verify in writing that their home provides work space that is free of safety and fire hazards and agree that the Library will be held harmless against any and all claims, excluding worker's compensation claims that result



from working at a home office.

6. No employee engaged in telecommuting may conduct face-to-face business from home.
7. The Richmond Heights Memorial Library is not required to provide equipment for telecommuting; however, the Library may provide all or part of the equipment necessary for completing work assignments, including the installation and maintenance of Library-owned equipment at the employee's home. The Library will not cover the cost of repair or maintenance of the telecommuter's personal equipment. Equipment needs will be determined by the Library's need during the infectious disease outbreak event on a case-by-case basis.
8. The Library will establish security controls and conditions for use of Library equipment. The telecommuting employee must use approved safeguards to protect Library equipment and supplies. All official Library records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the office at the conclusion of the telecommuting assignment.
9. Employees on probation or on a performance improvement plan may not be eligible for telecommuting. Exceptions may be made if warranted due to the infectious disease crisis.
10. Telecommuting employees are not allowed to leave the St. Louis metropolitan area for personal, non-emergency travel while working from home without prior approval from the Library Director. Any employee wishing to take vacation during this time must comply with applicable Library leave policies.

Procedures: Employees interested in participating in the telecommuting program during an infectious disease crisis should contact their supervisor to discuss the feasibility of telecommuting. They must hold a position the Library approves for telecommuting.

FLEXIBLE WORK SCHEDULE DURING SUCH EVENT

Work schedules will be determined by the service needs of the Library and will be managed accordingly. Once schedules are defined and communicated to employees, an employee who requests a deviation to that schedule must do so in writing to the Library Director for approval. The Library Director or Assistant Director will determine an appropriate schedule for an employee to best fit the needs of the Library during an infectious outbreak event. The Library Director may require employees to change work schedules in order to reduce the risk of the infectious disease spreading at the worksite. The Library Director may develop alternative work schedules for one or more



employees.

DEVELOPMENT AND DISSEMINATION OF MATERIALS

The Library will do the following to keep employees up-to-date on the infectious disease outbreak:

1. Communicate information to employees through their Library e-mail account.
2. Develop and distribute flyers containing accurate and up-to-date information about the situation.

Adopted by the RHML Library Board of Trustees January 16, 2024