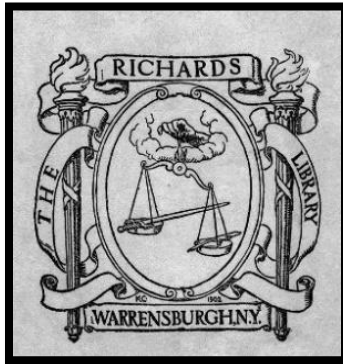


# The Richards Library Policies



## COVID-19 Policy

The following are rules and regulations approved by the Board of Trustees of The Richards Library. These rules are effective 9 March 2021 and will be reviewed bi-annually. The following policy applies to all employees.

### Protocol for Employees Testing Positive for COVID-19

1. The infected employee will be required to leave the workplace immediately.
2. The Richards Library will contact Warren County Public Health about the employee's illness and work with them. Warren County Public Health will collaborate with the employer on the steps to take to inform others who may have been exposed to the virus in the workplace.
3. The Richards Library will disclose that an employee has tested positive with other employees. Only a minimum amount of personal information will be disclosed as necessary to enable co-workers (and others who came in contact with the ill employee in the workplace, such as customers or vendors) to assess their own personal health and potential exposure. Identification of the individual will remain confidential even if the name of the ill employee is obvious due to the context of the situation.
4. Some workers who were in close contact with, or had repeated or prolonged exposure to, the sick person may need to be quarantined as well. The local health authority will help with this determination.
5. According to the OSHA guidance, physical spaces where infected or potentially infected employees worked will be sanitized to reduce any potential that the virus remains on work surfaces.

6. COVID-19 is a recordable illness when the worker is infected on the job. If there is some evidence that an employee contracted the virus in the workplace, The Richards Library will follow OSHA reporting obligations.
7. The Library will require written authorization from the employee's healthcare provider before allowing the employee to return to work. This will be maintained in the employee's personnel file.
8. Paid time off will be determined by current Federal and New York State laws at the time of quarantine.

### **Protocol for Precautionary Quarantine**

1. If you have been notified that someone in your immediate household has tested positive for COVID 19 you must notify your supervisor immediately.
2. You will be required to quarantine for 10 days to minimize the risk of exposure to other employees, customers and vendors.
3. Paid time off will be determined by current Federal and New York State laws at the time of quarantine.
4. The Company will require written authorization from the employee's healthcare provider or a negative COVID 19 test result before allowing the employee to return to work.

**Approved by the Board of Trustees of The Richards Library  
9 March 2021**