

# **COVID-19 ISOLATION, QUARANTINE AND TESTING POLICY**

Employees who are sick should stay home following normal library procedures for calling out sick.

Staff members are strongly urged to be vigilant in monitoring their own health and notify Administration if they feel unwell at work.

Before coming to work, staff should determine if they have any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please contact your health care provider and be assessed for COVID-19 prior to coming into work if you have any of these symptoms. **DO NOT** come to work if you have any of the above symptoms.

Employees who begin their shift and then display COVID-19 symptoms will be sent home and are to contact their health care provider for medical assessment and testing. Employees are to remain home until receiving test results.

- Employees under a governmental order of quarantine will be afforded up to two weeks paid leave. Documentation of such quarantine order must be provided to administration.

Employees not subject to a governmental order of quarantine must use accrued time or, if no accrued time is available, unpaid leave, for COVID-19 related absences.

For instances of COVID-19 exposure or positive tests, employees are required to follow the attached New York State Department of Health "Interim Updated Isolation & Quarantine Guidance" dated January 4, 2022. New guidance will be distributed as published by the Department of Health.

- Employees of the Amityville Public Library are not required to have the COVID-19 vaccination or booster. However, employees who are not vaccinated must show proof of a negative COVID-19 test prior to the start of EACH weekly shift. Test results must be sent to the Administration Office before the employee is permitted to begin their weekly shift, this is to help ensure the health and safety of patrons and other staff members.

**Effective January 4, 2022**