

ECRL Flu Policy – limited term, immediate through 31 March 2010

Approved by East Central Regional Library Board, 12 October 2009

In response to warnings from the Minnesota Department of Health, the East Central Regional Library enacts this limited term policy to provide guidance for periods of high absence due to anticipated flu outbreaks. This policy covers all ECRL employees as well as others who work at ECRL under specially funded programs, volunteers, and Board members.

East Central Regional Library will comply with health directives from the Minnesota Department of Health and county health departments as they affect branches in the county of the respective health department.

For personal health and to protect the health of the public, everyone working in the library should observe the following:

- Wash hands with warm water and soap, often.
- Do not rely on hand sanitizer for decontamination. Use hand sanitizer in addition to washing.
- Masks are not effective for protection from spreading germs.
- Do not touch your face (mouth, nose, eyes).
- Get flu shots, both seasonal flu and H1N1 when available.
- If you're sick, stay home. If you have a fever, really, really stay home. Don't come back until you have been fever free for 24 hours without medication.
- Supervisors should encourage sick employees to stay home, or go home, but they cannot require it.

Employee absence:

- When notified of an employee absence, Branch Librarians will first try to fill vacancies with available subs.
- If no staff or subs are available to run the branch, call the Assistant Director or Director or any other available Management Team member at Headquarters, who will attempt to deploy Headquarters staff to run the library.
- If staffing is not available to run the branch, the Director or the Assistant Director has the authority to close the branch. Branches may also be closed early if staffing is insufficient to maintain all open hours.
- We recognize that we may have to run with minimal staffing. In cases of not having usual staffing levels, prioritizations must be made: the most important tasks should be carried out and some things will not get done.
- In case of staff shortages, staff may work more than scheduled hours without prior authorization, but not more than 40 hours in a week. No overtime is authorized under any circumstances and no employee may work as a volunteer/off the clock.
- Regarding Headquarters functions, if sufficient staffing isn't available, the function will be suspended. Those functions include, but are not limited to delivery, interlibrary loan, and outreach services.

PTO and EIB

- There will be no advances of PTO.
- For the period beginning with approval through March 31, 2010, employees may use EIB beginning the second day of an absence.
- Refer to Personnel Policy 404 and 405 for guidelines on use of PTO and EIB.

Facility concerns:

- If possible, bathrooms should not be locked. Easier access facilitates more frequent hand-washing.
- If possible, hand sanitizer dispensers will be available at public desks and antibacterial wipes will be available to clean keyboards.

Public service:

- Staff is encouraged to extend due dates liberally to discourage sick persons from coming to the library when they're ill.
- Branch Librarians are granted authority to use discretion in waiving of overdue fees when patrons indicate they occurred because of illness.
- In the event that a recommendation or order of "social distancing" has been issued by the Governor or state or county health officials, branches will cancel all programs, including storytime.
- All food served in the library for library functions must be pre-packaged or purchased from vendors using commercial kitchens. Do not serve home-cooked or home-baked foods.