

NASHUA PUBLIC LIBRARY
SECTION 7.1
STAFF DEVELOPMENT POLICY

BOARD APPROVED: 9-14-16
REVIEWED: _____
REVISED: _____

The Nashua Public Library Board recognizes that continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The board encourages the development of each employee to their fullest potential.

All employees are required to attend staff meetings as scheduled by the director. Staff may also be required to attend information/education meetings sponsored by the region or state library. Expenses for out of town meetings will be paid by the library. Compensation for time spent in travel to out of town meetings is covered by federal law as follows:

If an employee is given a one day assignment in another city, which does not require an overnight stay, all the time spent traveling between cities is counted as "hours worked."

NASHUA PUBLIC LIBRARY
SECTION 7.2
PERSONNEL POLICY

BOARD APPROVED: 9-14-16 ; 10/13/21
REVIEWED: 9-12-18 ; 10/13/21
REVISED:

HOLIDAYS

Holidays Observed

The Library will observe the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

If a holiday enumerated in this section falls on a Friday or a Saturday, the preceding Thursday shall be granted and if a holiday enumerated in this section falls on a Sunday, the following Monday shall be granted.

Pay For Holidays Not Worked

Regular full-time employees who do not work on a holiday listed above will receive "holiday pay" computed at one time their hourly wage rate times the number of hours the employee would have worked had the day not been a holiday (benefit day). "Holiday pay" is the amount a regular full-time employee would have received for working on the holiday, not an amount in addition to regular pay.

Regular part-time employees who do not work on a holiday listed above will receive "holiday pay" computed at one time their hourly wage rate times the number of hours the employee would have worked had the day not been a holiday (benefit day). "Holiday pay" is the amount a regular part-time employee would have received for working on the holiday, not an amount in addition to regular pay.

Pay For Holidays Worked

Depending on the services provided by your department, you may be required to work on a holiday. Regular full-time and regular part-time employees, who work on a holiday will receive time and one-half the employee's hourly wage rate for hours worked on the holiday and holiday pay, as described above.

Holiday Schedule

The Library Director will annually post a schedule of observed Holidays for the calendar year.

Eligibility for Holiday Pay

To be eligible for holiday pay, you must work your regularly scheduled hours, or be on approved paid leave, the workday preceding and the workday following the holiday. Regular full-time and regular part-time employees shall be eligible for all provisions noted in this section during their orientation period.

Excused Absence Before or After Holiday

If you are absent due to illness or jury service on the day before or after a holiday, you must present proof of illness or jury service satisfactory to the Library Director or, if the employee is the Director, to the Library Board in order to be eligible for holiday pay.

Holidays During Paid Leave

If a holiday falls during your vacation or any period of approved paid leave, it will be counted as a holiday and will not be deducted from your accumulated vacation or other accumulated paid leave.

Holidays During Unpaid Leave

Employees on an unpaid leave of absence at the time a holiday occurs will not be paid for the holiday.

VACATION

Eligibility

Regular full-time and regular part-time employees who are actively employed are eligible for paid vacation (benefit days), based upon their anniversary dates of hire according to the following schedule:

<u>Length of Continuous Service</u>	<u>Vacation</u>
1 Year	5 working days
2 Years	10 working days
5 Years	12 working days
8 Years	13 working days
10 Years	15 working days
11 Years	16 working days
12 Years	17 working days
13 Years	18 working days
14 Years	19 working days
15 Years	20 working days

For purposes of this policy, "length of continuous service" shall mean an employee's length of continuous service with the Library since the employee's most recent date of hire.

Scheduling Vacation

Vacations may be taken as weekly periods, as individual days, or in periods of one-half (1/2) days as long as the increments chosen meet with departmental approval. Vacation requests must be submitted in writing to the Library Director or, if the Director is unavailable, the President of the Library Board. Requests for five (5) or more days of vacation must be submitted at least ten (10) calendar days before the start of your vacation. Request for less than five (5) days must be submitted at least twenty-four (24) hours before the start of your vacation. Vacation preferences are subject to staffing requirements as determined by the Library.

Carryover

All vacation must be taken in the anniversary year following the anniversary year in which it is earned. There is no carryover of unused vacation from one year to the next. If you do not use your vacation for the year, it is forfeited and unpaid. Exceptions may be made if the employee has been asked by the Director to defer his/her vacation and if such exceptions are approved by the Library Board.

Vacation Pay Upon Termination

If your employment with the Library is terminated for any reason during your first year of service, no vacation is due upon termination. If your employment is terminated for any reason after your first year of service, you will be paid for unused earned and accrued vacation.

Accrual of Vacation During Unpaid Leaves

Vacation will not accrue during unpaid leaves of absence of thirty calendar days or longer. Upon return to paid status, the employee's anniversary date, for purposes of vacation calculation, will be adjusted to reflect the unpaid leave of absence. For example, if an employee's anniversary date is May 1 and he/she takes a sixty (60) day unpaid leave of absence, his/her anniversary date for vacation calculation would be moved to July 1.

SICK LEAVE

Eligibility and Accrual

Full-time regular employees shall accumulate paid sick leave at the rate of four (4) hours per month up to a maximum accumulation of four hundred and eighty (480) hours.

Part-time regular employees shall accumulate paid sick leave at the rate of two (2) hours per month up to a maximum accumulation of two hundred and forty (240) hours.

All full-time regular employees working for the Library as of January 1, 1998, shall be given a one-time credit of one hundred and sixty (160) sick leave hours upon adoption of these policies.

All part-time regular employees working for the Library as of January 1, 1998, shall be given a one-time credit of eighty (80) sick leave hours upon adoption of these policies.

Sick leave does not accrue during any unpaid leave of absence in excess of thirty (30) days.

Use of Sick Leave

After completing the initial orientation period of ninety (90) days, you are eligible to use sick leave for any illness, injury, or temporary disability, including pregnancy, that prevents you from performing your job duties. Sick leave may also be used for Doctor or Dental appointments or to care for a member of the employee's household who is ill or temporarily disabled.

An employee may not use more hours of sick leave than the number of hours they were scheduled to work on the day sick leave is used. Further, an employee may not use more sick leave hours than what they have earned. Hours used in excess of an employee's accumulation will be unpaid or may be deducted from vacation or other earned leave.

Approval of Sick Pay

Pay for absences is not automatic, but is at the discretion of the Employer. To be eligible for sick pay for absences of less than 5 days, the employee may be required to submit competent proof of the necessity for the absence. For absences of 5 days or longer, sick pay will be at the Employer's discretion based on a review of a physician's note.

Notification of Illness

In the event that you must use sick leave, you must notify your Library Director at least one (1) hour before your scheduled reporting time, and indicate the nature of the illness and the expected duration of your absence.

Holidays During Sick Leave

If a holiday falls while you are on a paid sick leave day, you will be paid holiday pay the day will not be deducted from your accumulated sick leave.

Abuse of Sick Leave

If sick leave appears to be abused the employer may require the employee to submit competent proof of the necessity for such absence. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

Conversion of Sick Leave Upon Termination

You will not be paid for any unused accumulated sick leave should your employment relationship with the Library be terminated for any reason.

Work-Related Injuries

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' comp insurance. The amount and duration of benefits payable depend on the nature of your injury or illness. If you are injured on the job, you must notify the Library Director or the President of the Library Board immediately. Within twenty-four (24) hours of the injury, you or the Library Director must report the injury to the City Clerk so that injury reports required by state law can be completed.

Employees eligible for paid sick leave may use sick leave for periods of time not covered by workers' compensation and to supplement the difference between the worker's comp benefits and the employee's regular pay. If you elect to do so, the Library will pay you for the difference between the regular take home pay you would have received had you continued working and the amount of your worker's compensation payment.

FAMILY AND MEDICAL LEAVE

The Nashua Library is covered by the Family and Medical Leave Act of 1993. However, as the Library has fewer than fifty (50) employees, none of its employees are eligible for FMLA leave.

MILITARY LEAVE

Leaves Available

The Library will grant leaves of absence for military service to regular full-time and regular part-time employees in accordance with applicable state and federal law. A full-time or part-time regular employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. This leave shall be without loss of pay for the first thirty (30) calendar days of the leave. You are entitled to one period of paid leave for military service per fiscal year. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty calendar days without loss of pay. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the Library's policies on vacation, personal days, or unpaid leave, and with applicable state and federal law.

Reemployment Rights - Eligibility

Your eligibility for reemployment with the Library after you complete military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are briefly explained as follows:

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;
2. The cumulative length of the absence and all previous absences from your employment with the Library for reason of military service must not exceed five years;
3. Your discharge from military service must be honorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment according to the following schedule:

For service of less than 30 days you must report to work by the beginning of your first regularly scheduled work day that would fall eight hours after you return home.

For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

Continuation of Benefits During Military Service

Employees on leave for military service and any of their dependents entitled to coverage under the Library's health insurance plan are entitled to coverage as follows:

1. An employee that leaves employment for less than 31 days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.

2. An employee that leaves employment for more than 30 days is allowed to elect to receive continued coverage under the Library's health insurance plan for up to 18 months following separation from employment or until the employee's reemployment rights expire, whichever event occurs first. The Library may require the employee to pay up to 102% of the premium.

BEREAVEMENT LEAVE

A regular full-time employee or regular part-time employee, including new employees during their orientation period, will be granted a leave with pay in the event of a death in the family according to the following guidelines:

Up to five (5) benefit days in the event of the death of the employee's spouse, child or step-child;

Up to three (3) benefit days in the event of the death of the employee's mother, father, step-mother, step-father, mother-in-law, father-in-law, sister, brother, step-sister, step-brother, son-in-law, daughter-in-law or grandchild;

Up to one (1) benefit day in the event of the death of the employee's grandparent, step-grandparent, brother-in-law, or sister-in-law.

All relatives stated above refer to those who are related by blood or marriage.

Payment will be made only for those days in which you would have worked. If a death in your family occurs, please notify the Library Director or, if the Director is unavailable, the President of the Library Board as to the expected length of your absence.

Any employee may request an unpaid leave to attend the funeral of a relative or friend, subject to the approval of the Library Director or President of the Library Board.

JURY AND WITNESS DUTY

All employees required to report for jury duty during the employee's scheduled work hours shall receive a paid leave of absence for the time spent on jury duty. Paid leave shall not compensate the employee for more hours than he/she was scheduled to work.

Employees subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay. Employees who must appear as a witness in a civil or criminal proceeding in which they are directly involved as a plaintiff or defendant may be eligible for an unpaid leave of absence under Section 4.9 of this handbook.

Hours spent by any employee appearing as a witness in any job-related legal proceeding at the direction of the Library shall be considered to be worktime.

All employees summoned to jury duty will submit a copy of the summons to the Library Director within two working days after receiving the summons. All employees on jury duty are expected to promptly return to work when released from service, either temporarily or permanently, if any of their regularly scheduled workshift remains.

When leave for jury duty is paid leave, the Library will continue your regular salary, but you must submit certification of the number of hours spent in jury service and assign any compensation you receive in connection with such duty, less any reimbursement for travel or meal expenses, to the Library.

VOTING LEAVE

The Library encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have three consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to the Library Director as soon as possible before the election for paid time off of up to three hours to vote. The Library Director will designate and notify you of the time you will be allowed to vote.

UNPAID LEAVES OF ABSENCE

Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all sick leave, vacation, and person days, you may request an unpaid leave of absence. Approval of unpaid leave is at the discretion of the Library Director or when the director is not available, the President of the Library Board.

During an unpaid leave granted under this section, you do not receive compensation and the Library does not make contributions to retirement programs. For unpaid leave in excess of thirty (30) days in one fiscal year, you do not accrue seniority, vacation or sick leave and the Library does not make contributions to your group health insurance program. You may continue in the group health insurance program during an unpaid leave under this section by paying the full cost of the premium, plus 2% administration fee, by the 25th of the month for the following month's coverage. Failure to pay the premium timely will result in termination of coverage.

If you plan to return to work following an unpaid leave taken under this section, you must notify the Library Director or President of the Library Board before the end of your leave. The Library will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

PERSONAL DAYS

Eligibility

Full-time regular and part-time regular employees, after one year of service, shall be given two (2) personal days (benefit days) per anniversary year.

Use of Personal Days

An employee shall be permitted to use personal days at their discretion as would not unduly disrupt the operations of the Library. Use of personal days may be denied by the Library Director based upon workload demands or other work related reasons.

All personal days must be used in the anniversary year in which they were given. There is no carryover of unused personal days from one anniversary year to the next.

Conversion of Personal Days Upon Termination

You will not be paid for any unused personal days should your employment relationship with the Library be terminated for any reason.

NASHUA PUBLIC LIBRARY
SECTION 7.3
UNPLANNED CLOSING POLICY

9-14-2016
BOARD APPROVED: 5-13-2020
REVIEWED: 5-13-2020
REVISED: 5-13-2020

If Inclement Weather / Epidemic Is Imminent:

The safety of our patrons and staff is always a top priority; therefore, we will close the library when inclement weather or an epidemic is imminent.

When making a decision to close the library because of inclement weather, road conditions, area closings, weather reports, weather and travel advisories, severe warnings, viruses, anything that constitutes an epidemic that may affect the safety of the library patrons and staff and staff availability will be considered. The Library Director will make the final decision on closings.

In the event that the Library Director cannot be reached, senior staff on duty at the time will make the decision and notify the director as soon as possible. When possible a "Library is Closed" sign will be posted on the entrance to the library building. Other public notification may include alerting local media, City Hall, Face book, etc.

If the library is closed, employees will be paid their regular hourly wage for the hours they were scheduled to work. If the library remains open and an employee cannot make it to the library due to inclement weather or other conditions preventing the employee from working scheduled hours, the employee will not be paid or the employee may elect to use sick or vacation hours.

If the library is closed, for a long period of time, and the Library Board of Trustees do not hold a monthly meeting, the monthly bills can be approved without holding a meeting as long as the bills are approved by a quorum. The library director will set up times with each trustee from the Library Board of Trustees to come and approve individually, so bills can be turned in to the city clerk to have checks issued.

NASHUA PUBLIC LIBRARY

SECTION 7.4

LEVELED EMERGENCY PLAN

BOARD APPROVED: 5-13-2020

REVIEWED: 5-13-2020 & 9/9/20

REVISED: _____

Leveled Emergency Plan for Epidemic / Pandemic Situations (transition from slow opening to fully opened):

RED

The red tier represents the library in shutdown mode. Community travel restrictions are in place and the library is closed to nonessential business. Library staff may continue to be paid at the library board's determination, but they work remotely and strive to maintain an online presence and do professional development as appropriate. Only the director may come in to perform essential business.

Facilities (RED)

Library building is completely closed to the public. Book drop is not monitored. Only director attends to mail, phone calls, and building needs.

The library will remain closed based on the guidance received from the CDC / Iowa Department of Public Health / The State Library of Iowa / as well as local county public health around our area (Chickasaw, Floyd, Butler, Bremer). If cases rise in any of the following counties listed above, or we are directed by the following agencies listed above to close the library will remained closed with no services.

Collections (RED)

All collections are closed. No lending of any kind is happening. All due dates are automatically extended. Director works from home to promote online lending from Bridges.

Programs & Services (RED)

All library programs and use of the meeting rooms are cancelled. All physical services (faxes, copies, computers, etc) are suspended.

YELLOW

The yellow tier represents modified operations. The library is not open as a public space, but some services are available. Scheduling appointments for browsing, computer use, curbside services, etc. will be available on a limited schedule.

Facilities (Yellow)

The building is closed or limited to public use, but staff may return to work in the building using necessary safety precautions. Staff will perform any enhanced hygiene measures the director deems necessary such as wiping keyboards and work areas. PPE such as masks and gloves will be made available for staff working in the building. No public bathrooms or water fountain will be available.

The library will remain closed based on the guidance received from the CDC / Iowa Department of Public Health / The State Library of Iowa / as well as local county public health around our area (Chickasaw, Floyd, Butler, Bremer). If cases rise in any of the following counties listed above, or we are directed by the following agencies listed above the library will remain closed with limited services. Examples of limited services but not limited to these are: ½ hour appointments, curbside, etc.

Collections (Yellow)

The physical collection is partially available for curbside pickup. The book drop is CLOSED, the book drop may reopen when staff is able to have proper PPE and cleaning supplies to accommodate the materials in the book drop each day. The library in the mean time may operate in the Yellow Tier slowly offering more services as we monitor the Epidemic / Pandemic activity in Chickasaw County as well as surrounding counties of Bremer, Butler, and Floyd and the State of Iowa.

All items in the book drop are sanitized or isolated as necessary. Items may be quarantined to prevent spread of disease for up to 10 days at the discretion of the director. Items such as DVDs, Audios, cake pans may not be available to patrons when curbside checkout is necessary.

Loan periods will be extended to 4 weeks or greater to prevent overdue notices and problems with Bridges.

Library staff will process holds as we are able. Pick ups for hold items will be available every 15 minutes Monday, Tuesday, and Thursday's between 10 AM – 5 PM. And Wednesday's between 10 AM – 6 PM.

When appointments are scheduled the patron has a ½ hour time slot to use the computers, browse materials, etc. Appointments will be available based on the cases in the area.

During this time Interlibrary loans may not be available depending on the number of other libraries that are closed during the emergency.

Programs & Services (Yellow)

Programs remain canceled. Meeting room remains closed.

Services will be available so far as it is possible to create public safety and operate in the Yellow Tier slowly offering more services as we monitor the Epidemic / Pandemic activity in Chickasaw County as well as surrounding counties of Bremer, Butler, and Floyd and the State of Iowa.

Limited computer use and limited times may be implemented according to demand. Staff can make copies and send faxes as they have time during the hours open to the public.

Groups will be discouraged during this time and some seating may be removed to help facilitate people not gathering, once more services are offered based on the Epidemic / Pandemic activity in Chickasaw County as well as surrounding counties of Bremer, Butler, and Floyd and the State of Iowa.

Library hours may be amended and staff may work a modified schedule during this time.

WIFI will be available for outside use.

Public restrooms are unavailable to the public.

Once the library is open by appointment based on Epidemic / Pandemic activity in Chickasaw County as well as surrounding counties of Bremer, Butler, and Floyd and the State of Iowa, there will be extra precautions in place.

Limited to 5 or less number of patrons in library at one time during soft opening procedures.

No one under 16 years of age will be allowed in library unless accompanied by parent/guardian.

For the safety of our staff and other patrons, wearing a mask when inside the Library building is recommended. If you do not have a mask, or cannot wear one, please contact staff - we would be happy to make items available to you curbside.

GREEN

The green tier represents the "back to normal" level of service. The building is fully accessible to the public for use. Services and programming resume in a typical fashion.

Facilities (Green)

The building is open to the public. Free use of the meeting room resumes. No more need for social distancing is necessary and groups are now permitted to gather.

Collections (Green)

The library is open for business and the Iowa Shares van is running. All of the collection is available for checkout. Interlibrary loans are open again. All items are checked out for regular loan periods.

Items no longer need to be quarantined and can be returned to shelves immediately.

Programs & Services (Green)

Library programs may resume as usual. People are allowed to gather. Normal restrictions will be placed on computer use, faxes, copies, etc.

Regular library hours will be observed and staff will return to working their regularly scheduled hours.

Personnel Policy Changes due to the COVID-19 Pandemic
Effective: September 1, 2020 until further notice

NOTE: This Policy involves a rapidly evolving public health emergency. The library board will continue to reassess this policy as the public health emergency and the law evolves. The library board reserves the right to amend, reverse, or revise this policy at anytime.

GOALS:

To protect library employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of library services. To provide a way to disseminate information to library employees and answer questions or concerns.

This is a working document and will be further updated as information is released and legislation is passed by the federal and state government. The library board and staff will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the Chickasaw County Department of Public Health.

COVID-19:

Covid-19, or coronavirus, is a respiratory illness for which no vaccine exists and people do not possess immunities from previous exposure/infection. This new (“novel”) coronavirus was discovered in Wuhan, China in December 2019. The incubation period for COVID-19 is estimated to be approximately 14 days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient’s mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. There is possible, but low threat of animal-to-human and food-to-human exposure as well. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

ACTION:

Library employees required to remain working to the extent needed to complete the essential functions they are tasked with. Some of these employees may be allowed to work from home with advance approval from the library director.

For all employees, the library director may modify their work schedules as follows: (1) work from home entirely; (2) work partially from home and work partially at their worksite; (3) work staggered shifts either on a full-time or part-time basis; or (4) adjust or otherwise reduce their hours. The library director will communicate with employees directly about what the expectation is regarding their work reporting and attendance during this time.

EMERGENCY PAID SICK LEAVE ACT:

Pursuant to federal legislation passed March 18, 2020, the library board will provide two weeks of paid time off starting as of March 16, 2020 for employees who meet the following criteria:

1. A federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advice by a healthcare provider to self-quarantine due to concerns related to COVID-19. The library board is expanding criteria #4 to include a household member that is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
5. The employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has closed or the child care provider of such son or daughter is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

Employees meeting one of these criteria shall report their desire to take this leave to the library director. At this time employees shall not be required to provide an FMLA certification for this leave.

Employees shall not be required to take any other kind of leave before utilizing this leave. This leave shall not carry over from one year to the next.

Employees shall be entitled to this leave in the following amounts:

- For full-time employees, 70 hours. (2 weeks pay)
- For part-time employees, the two-week for hours the employee would have worked.

The library board will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability who is able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted.

EMERGENCY FMLA:

On March 18, 2020, the federal government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency. *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.*

PERSONAL ILLNESS REPORTING:

DO NOT ENTER THE LIBRARY IF:

Like any illness, if you are experiencing any of the following flu-like/respiratory symptoms please stay home and consult your health care provider before returning to work:

-Coughing

-Sneezing

-Shortness of Breath

-New loss of taste or smell

-Any other flu-like symptom. Uncommon symptoms of COVID-19 include diarrhea, nausea, and fatigue.

-Fever – over 100.3 degrees Fahrenheit

-You or a member of your household have been diagnosed with COVID-19 and/or tested positive for COVID-19.

-If you or a member of your household have been contacted by Public Health via contact tracing and advised to have a COVID-19 test.

-If an employee is tested for COVID-19 and they receive a negative test result they may return to work once symptoms have improved.

-If a member of your household is experiencing any of the above noted flu-like/respiratory symptoms and they are advised to have a COVID-19 test. You may return to work if the COVID-19 test returns negative and you remain symptom free.

- If a medical advisor recommends you have a COVID-19 test and you decline to be tested you are presumed to be positive and may not return to work until you meet the timelines outlined for those individuals that are positive for COVID-19.

-If you may have come in contact with someone (a family member, a coworker, etc.) who tests positive and decline to be tested you are presumed to be positive and may not return to work until you meet the timelines outlined for those individuals that are positive for COVID-19.

Employees experiencing any of the above situations are required to contact the library director.

IF YOU HAVE TESTED POSITIVE FOR COVID-19 YOU MAY NOT RETURN TO WORK UNTIL THE LATER OF THE FOLLOWING:

A) For symptomatic employees:

(1) at least ten (10) days since symptoms first appeared

(2) at least seventy-two (72) hours with no fever without fever-reducing medication

(3) all symptoms (e.g., cough, shortness of breath) have improved or are resolved.

B) For asymptomatic employees, ten (10) days from the from the date of your COVID-19 test.

The above are the library's minimum amount of time that an employee shall remain off work following a positive COVID-19 test. Even if a Medical or Public Health official provide a shorter period to be quarantined, these minimum standards shall continue to be followed.

EXPOSURE TO COVID-19:

Before reporting to work discuss with the library director if:

-You have been around someone who has been diagnosed with COVID-19. This includes spending time within six (6) feet of someone who has been diagnosed with COVID-19 or tested positive for COVID-19.

The library board reserves the right to require the employee to quarantine for a period of time depending on the level of exposure. Employees that are permitted to return to work will be required to complete the following steps after known exposure:

The employee will be required to wear a face mask at all times while at work for 14 calendar days after known exposure. This is a higher standard than the normal face mask policy discussed below. Generally, a facemask in this instance should be worn at all times while in the library. A face mask is not required while working alone.

FACE MASKS:

All employees are required to wear a mask while at in the library. While there are a few exceptions to this, when in doubt a mask should be worn per the emergency order set by the City of Nashua City Council.

The following outline when a mask does not need to be worn:

When an employee is alone in the library. Employees must wear a mask when they are working with the public (even when there is a physical glass/plastic barrier between the employee and member of the public).