

COVID Specific Amendments to Balsam Lake Public Library Personnel Policy

The Balsam Lake Public Library is taking precautions to help prevent any exposure or infection but cannot guarantee that the library is virus free. Staff shall comply with all requirements outlined in the amended personnel policy. These specific COVID policy amendments supersede existing library and/or village policies.

- Staff shall not report to work when sick
 - Staff are encouraged monitor temperature prior to coming to work
 - Staff with confirmed COVID exposure should self-quarantine for 14 days
 - Telework during this period is expected
 - The requirement for a doctor's certificate shall be waived
 - Staff with a confirmed COVID diagnosis shall not report to work until cleared by a medical professional
 - The library shall close for 14 days
- Working Hours
- Modified to begin with: Monday 10-5, Tuesday 1-5, Wed. 10-5, Thursday 1-5 Friday 10-2 , then phasing into regular hours: Monday-Thursday 10 am – 6 pm; Friday 10 am – 4 pm
 - Hours may be reduced if insufficient staff is available to work due to COVID exposure
 - The library shall immediately close if ordered by a local or state health department
- Staff must maintain social distancing with other staff and users of the library except for immediate family
- Staff shall wear masks or face coverings when interacting with the public or if in close proximity to other staff.
- Staff must wash hands and/or use hand sanitizer prior to entering the library, before and after using computers, after each patron interaction, and after contact with high touch areas
- Staff may continue to telework when not scheduled to work in the library up to but not to exceed their regular hours unless authorized by the Library Director
- Accommodations for staff in high risk situations (either staff or family)
 - Limit or eliminate patron interaction
 - Provide work from home option