

**Town of Hanna Library Board
Pandemic Policy**

1. HML will follow government authority directives regarding a pandemic. It is the responsibility of management to implement these directives and communicate library safety policies and procedures to employees and the public.
2. In the event of a pandemic, the Library Director has the authority to temporarily modify all operations, including open hours, staffing levels, services offered, and policies and procedures.
3. The Library Director will inform employees when access to the library facility will be controlled and limited. Return to the workplace and re-opening to the public will be decided and communicated by the Library Director.
4. All employees will ensure they understand and comply with infection prevention policies and practices in the workplace.
5. When a pandemic has been declared, flexible work shifts and/or working remotely may be assigned to employees. If necessary, employee layoffs will be decided and announced by the Library Director after consultation with the Board.
6. An employee will advise the Director immediately if they feel their health could be compromised by working in the vicinity of other employees or the public. The Director will determine whether alternate work can be assigned that addresses the employee's safety concerns and meets the library's operational needs. If not, the Director may approve a leave for a set period.
7. All employees are required to be vigilant of their own health during a declared pandemic. Employees with symptoms, as well as those who have no symptoms but think they may have been exposed, must stay at home.
8. It is the responsibility of the employee to contact the Director to report an absence related to illness. The Director will authorize, as needed and on a case-by-case basis, any adjustment to accumulated sick leave or vacation time for an employee who becomes ill.
9. The Director shall endeavor to maintain and keep the board informed of developments as they occur.

Approval Date: August 10, 2020

Date for Review: September 2021