**Town of Hanna Library Board**

**COVID-19 Policy: Staff Infection Control**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020), and the new restrictions introduced by the Alberta Government on December 8, 2020, all staff will be trained on COVID-19 Operating Plans and Protocols. This training will include conducting screening and self-assessments, cleaning and disinfecting procedures, and physical distancing requirements. All staff must be cautious and aware of their close interactions and gatherings when not in the workplace, to not endanger their co-workers.

All staff will be required to complete a daily self-assessment and sign-in stating that they are not exhibiting the symptoms of COVID-19 and are able to work. Staff onsite will be limited. Any staff who become ill with symptoms of COVID-19 are not to come to work and must leave work if they develop symptoms. They should then follow the current provincial AHS guidelines. If such an event should occur, proper cleaning and disinfecting protocol would be followed.

Should any member of a staff person’s household exhibit symptoms of COVID-19 or be diagnosed with COVID-19, staff must notify the Library Director immediately. The staff member will be required to wear a mask at work for as long as it is deemed necessary by the Library Director.

Staff who are required to miss work due to COVID-19 symptoms may use paid sick days for their absence and can receive up to 3 paid days off for testing and/or self-isolation, at the discretion of the Library Director. Staff members who receive a positive test for COVID-19 will be paid for a one-time 10 day leave of absence.

In the event that there is not adequate staff to operate the library the library building will be closed to the public with an option for curbside service to be provided.

**Approval Date: August 10, 2020**

**Amended: October 19, 2020, December 14, 2020**

**Date for Review: September 2021**