

COVID-19 Sick Leave Policy & Scenario Table Maxwell Memorial Library

The Maxwell Memorial Library Board of Trustees will take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as their top priority. Therefore, the Board of Trustees has adopted the following policy for staff needing leave due to COVID-19, using guidelines from the Centers for Disease Control and Prevention and the Onondaga County Health Department. All guidelines are subject to change as CDC and local guidelines are updated.

Current CDC COVID-19 guidelines can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Current Onondaga County Health Department guidelines can be found here: <https://covid19.ongov.net/>

Scenario	A. Unvaccinated Employee is NOT feeling sick and NOT showing symptoms	B. Vaccinated Employee is NOT feeling sick and NOT showing symptoms	C. Employee (regardless of vaccination status) IS feeling sick OR showing symptoms
1. No known exposure to COVID-19.	Employee should report to work as scheduled	Employee should report to work as scheduled	Employee should not report to work and should contact a healthcare professional and/or get tested for COVID-19. Work: Employees who can telework may perform work remotely if their health permits. Employees may use normal sick leave accruals if unable to work due to illness. After 5 sick days, the employee may apply for PFL.*
2. Employee has had close contact in the last	Employee should not report to work. Employee should	Employee should report to work as scheduled, but wear a	The employee should not report to work. Employee

14 days with an individual diagnosed with COVID-19.	<p>quarantine at home for 10 days and monitor for symptoms for 14 days. If symptoms develop, see protocol in column to the far right.</p> <p>Work: Employees who can telework may perform work remotely. An employee who is approved to telework will be paid for hours worked in accordance with their scheduled hours.</p> <p>Employees who cannot telework may use vacation, personal time, or sick time. After 5 days, the employee may apply for PFL.*</p>	<p>mask (if not already required) until receiving a negative test result.</p> <p>Employee should be tested for COVID-19 3 - 5 days after exposure and continue masking/monitoring symptoms for 14 days or until they receive a negative test result.</p>	<p>should quarantine for 10 days and/or contact their health care professional to discuss exposure, testing, and symptoms.</p> <p>Work: Employees who can telework may perform work remotely if their health permits. An employee who is approved to telework will be paid for hours worked in accordance with their scheduled hours. Employees who cannot telework may use normal sick leave accruals. After 5 days, employees may apply for PFL.*</p>
3. Employee is caring for an individual subject to quarantine or isolation order from the Health Department or a recommendation from a healthcare provider to self-quarantine or isolate (individuals must be immediate family members, someone who regularly resides in your home).	<p>Work: If the employee is able (and approved) to telework, the employee must telework. If unable to telework, the employee may use normal sick/vacation/personal leave, and apply for PFL.*</p>	<p>Work: If the employee is able (and approved) to telework, the employee must telework. If unable to telework, the employee may use normal sick/vacation/personal leave, and apply for PFL.*</p>	Not applicable.
4. Employee is caring for	<p>Work: If the employee is able</p>	<p>Work: If the employee is able</p>	Not applicable.

his or her child whose school or place of care is closed (or child care provider is unavailable due to COVID-19 related reasons).	(and approved) to telework, the employee must telework. If unable to telework, the employee may use vacation/personal/sick leave, and apply for PFL.*	(and approved) to telework, the employee must telework. If unable to telework, the employee may use vacation/personal/sick leave, and apply for PFL.*	
5. Employee reports being a high-risk individual.	If not placed in immediate risk by reporting, the employee should report as scheduled. The Director and Board should work with the employee to provide reasonable accommodations where possible.	If not placed in immediate risk by reporting, the employee should report as scheduled. The Director and Board should work with the employee to provide reasonable accommodations where possible.	Not applicable.
6. Employee reports to work but has fallen ill while at work.	Not applicable.	Not applicable.	Employee should go home immediately. See Box 1C.
7. Someone in the employee's household had close contact with an individual who has tested positive for COVID and the household member is waiting for test results.	Employee should remain home until the household member receives test results. If the results are negative the employee can return to work. If positive the employee will need to follow protocols in Box 2A. Work: Employees who can telework may do so. An employee who is approved to telework will be paid for hours worked in accordance with	Employee should report to work as scheduled and wear a mask while waiting for results of the household (if masks aren't already required). If the household member tests positive, see Scenario 2. See Scenario 3 if caring for a quarantined individual.	See Box 1C.

	their scheduled hours. If unable to telework, the employee may use vacation/personal/sick leave, and apply for PFL.*		
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* If an employee doesn't have enough sick time accrued to cover up to 5 consecutive scheduled days of missed work, the library will pay his/her normal scheduled time to cover 5. After 5 sick days, the employee may apply for Paid Family Leave. Maxwell Memorial Library has Paid Family Leave insurance provided by Shelterpoint. Their phone number is 1.800.365.4999, and our policy number is DBL172919. Applications for PFL can be found here: <https://paidfamilyleave.ny.gov/>.

In all cases of exposure and mandatory quarantine, an employee must provide the Director with a letter from the Onondaga County Health Department releasing them from quarantine. Employees cannot return to work until that is submitted.

Generally, full time employees may qualify for telework. Due to the nature of the in-person work performed by part-time employees, they may be ineligible. All employees asking to telework must be approved to do so by the Director, and have a written plan of duties to accomplish in place. If employees are approved to telework, they do not qualify for PFL benefits.

Adopted by the Maxwell Memorial Library Board of Trustees on:
Next revision date: as needed or January 2023