



Cortland Free Library

Books are just the beginning!

Policy Category: Public Health Emergency

Policy Title: Temporary Change to Sick Leave Policy During the COVID-19 Pandemic

Need for Policy: The Cortland Free Library is committed to the health and safety of our patrons, staff, and community. Employees exposed to or exhibiting symptoms of COVID-19 should not have to worry about choosing between staying home from work and getting paid.

Policy:

Temporary Benefit: To encourage staff to stay home when they exhibit symptoms of the coronavirus as listed by the CDC (ie.g., cough, fever, shortness of breath, etc.) or think they have been exposed to the virus, Cortland Free Library will temporarily remove the limit on the number of sick days available to staff. During this period, all full-time and part-time staff will continue to receive their normal wages for their regularly scheduled hours.

Staff who do not report to work because of COVID-19 symptoms or exposure to the virus are expected to self-quarantine and be tested. They may return to work after consulting with the Library Director and meeting the current CDC guidelines at that time.

Per Executive Orders No. 202.45 and 205, employees who voluntarily travel to areas deemed by New York State as high-risk areas or to a country that has a level two or three travel health notice (as defined by the CDC) shall not be eligible for paid sick leave benefits or any other paid benefits as long as the travel wasn't taken as part of the employee's employment or at the direction of the employer. These employees would still be eligible to use their accrued leave. Employees who don't have enough accrued leave will be allowed to take unpaid leave for the duration of the quarantine imposed by Executive Order No. 205.

If the Library is told to close by the local government and staff is not permitted to report to work, the Unscheduled Closing policy will then be in effect and staff members will be paid for their regularly scheduled hours regardless of the length of the closure.

Responsibilities:

The Library Director is responsible for:

- Staying up to date on and keeping employees informed of:
 - current CDC guidelines on COVID-19 symptoms and return to work criteria
 - areas considered as high-risk by New York State and/or the CDC (i.e., countries have a level two or three travel health notice)
- Providing employees notice of travel limitations and consequences prior to such travel.

Approved by Executive Committee of the Board of Trustees: 3/15/2020

Revised: 07/15/2020