

Wolcott Public Library  
PANDEMIC ILLNESS POLICY

The Wolcott Public Library strives to maintain a safe workplace and protect the health of employees and volunteers, customers, visitors or others in the event of a severe pandemic illness like influenza. The Wolcott Public Library also wants to ensure the continuity of business operations in the event of a severe pandemic illness. Efforts for an effective response will be guided by and in accordance with all applicable federal, state and local laws and guidelines issued by public health authorities such as the Centers for Disease Control and other governmental agencies.

#### INFLUENZA PREVENTION

All employees and volunteers are asked to cooperate in taking steps to reduce the transmission of pandemic illness in the workplace. We encourage employees and volunteers to assist in reducing the transmission of pandemic illness by frequent hand washing with warm, soapy water, using hand sanitizer, covering mouths with tissues when sneezing and discarding tissues used when sneezing.

#### STAYING HOME WHEN ILL

During flu season and/or some other pandemic illness, it is critical that employees and volunteers do not report to work while they are ill and/or experiencing influenza-like symptoms such as: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and fatigue. The Centers for Disease Control and Prevention has recommended that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

#### WORK SCHEDULES

A severe pandemic illness could result in a significant level of absenteeism. Some employees and volunteers may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or to provide care for children during school closings. During this time, unless otherwise notified, our normal attendance and leave policies will remain in place.

#### CONFIDENTIALITY OF MEDICAL INFORMATION

Our policy is to treat any medical information obtained from an employee or volunteer or an employee's health care provider, including any voluntary disclosure that the employee or volunteer has contracted influenza, as a confidential medical record. In furtherance of this policy, any disclosure of influenza-related medical information will be shared only on a need-to-know basis and only as necessary to prevent or slow the spread of the illness at work, while maintaining confidentiality to the extent reasonably possible. Information will be shared with government officials only if required by law.