

OLIVE FREE LIBRARY – COVID-19 POLICY

Pandemic

Background

The purpose of this policy is to establish the protocols that will be used in the event of a pandemic such as COVID-19. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, other public health measures may require limiting or canceling social and public gatherings, quarantines, and/or other social distancing measures which can impact library hours and services. In the event of a significant infectious disease outbreak, recovery may be slow and it is important to ensure that core business activities of the library can be maintained for several weeks or longer with limited staff and reduced hours. This policy also addresses temporary safety practices that will be implemented and adhered to during the process of reopening the Olive Free Library.

The library staff and board are committed to providing excellent library services while doing all they can to support the health of the community.

Closure/Programs/Staffing/Curtailed Hours

Closure

The library will close due to a pandemic if:

1. A mandate order or recommendation for closure is issued by public health or government officials on the local, county, or state level
2. Fewer than three staff members are able to report to work.

At the discretion of the Library Director or the Library Board President, the Olive Free Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels. In the event of closure, it is imperative that the Library Director or designee follow the communication procedures and submit payroll. Due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drop will be kept open and cleared periodically as long as possible. In the event of a closure of more than five business days, the Mid-Hudson Library System (MHLS) will be notified and asked to remove the Olive Free Library from the paging list for holds. As soon as a reopening date is confirmed, MHLS will be notified of the date.

Library Programs

Story times and all other library programs will be canceled until the library has reopened and it is deemed safe to have larger gatherings (50 people or more in a confined space) at which time the library may restart all or most of its programming.

Staffing and Compensation

If the library is open, healthy staff are expected to report to work. In the event of closure, all library staff shall be compensated for their regularly scheduled hours. Employees may be asked to complete tasks remotely per a Telecommuting Agreement between the Olive Free Library and the employee.

Curtailed Hours and Prioritization of Services

If reduced staffing, open hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks. Priority responsibilities shall follow this order:

1. Direct patron assistance: check-out; issuing library cards; computer and reference assistance; facility and collection supervision/safety
2. Patron related-tasks: check-in; incoming delivery; shelving
3. Workflow tasks: holds shelf action list; pick list
4. Essential services: payroll; processing bills for payment; Library Board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, and if time permits, duties with a deadline or significant impact will be performed first. Employees should consult with the Library Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

Communication

In the event of curtailed hours or closure necessitated by a pandemic, effective communication is a priority. Information will be posted on the library website's homepage, Facebook page, on a sign outside the library, and any appropriate local media. Every effort will be made to keep the information current.

Critical Administrative Tasks

Payroll

Payroll is submitted online every two weeks via Business Online Payroll. The library bookkeeper and Library Director both have full access to the payroll online account and can process payroll for all library employees. It is recommended for all employees to have direct deposit but for the few employees who require manual checks, the bookkeeper will print them and send them to the Library Director for signature.

Library Bills

When possible, bills will be paid online by the library bookkeeper or Library Director. Bills to be paid online include electricity, gas, telephone, internet service, and garbage collection. Other library bills will be paid as soon as possible.

Responsibility for Library Operations

Staff

If for any reason the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be passed to the Library's Office Manager. If the Office Manager is unable to perform the responsibilities and decisions, administrative authority will pass to the Library's Program Coordinator.

Prevention

Commonly touched surfaces (counters, desks, tables, doorknobs, railings, light switches, etc.) and objects (keyboards, computer mice, telephones, drinking fountains, etc.) will need to be disinfected daily. Staff will be reminded of the importance of hand washing frequently throughout the day for at least 20 seconds each time with hot water and soap. Coughs should be covered using the sleeve of the garment or one's elbow. One may also cover his/her nose and mouth with a tissue when coughing or sneezing. The tissue will need to be thrown in the trash and hands washed after. Alcohol-based hands cleaners are also effective, but it is better to wash one's hands with soap and water. Gels should be rubbed into hands until they are dry. Avoid touching eyes, nose or mouth. Try to avoid close contact with sick people.

If a serious infectious disease outbreak reaches our community, staff with even mild symptoms related to the disease as per CDC and NY Dept. of Health guidelines will be advised to stay home. Staff should also stay home if they have had to take simple medications such as acetaminophen, ibuprofen, or aspirin which may mask symptoms of infection. Visitors to the library who are obviously ill will be asked to leave the library and anything they touched will need to be disinfected.

Social Distancing Measures

-Staff with a high-risk medical condition may notify the Library Director who will make every effort to reassign them to duties that have minimal contact with people. If an employee cannot be reassigned to duties that will reduce contact with others or are concerned about their risk of exposure in the workplace, they may be allowed to use sick leave to stay home from work.

-At the beginning of the workday or with each new shift, all employees will be required to self-report about symptoms consistent with COVID-19, such as fever or chills AND cough or sore throat.

-Staff and patrons identified as being sick will be required to leave the premises.

-Staff who appear to have an influenza-like illness upon arrival or become ill during the day will be promptly separated from other workers and be advised to go home.

-Staff will be informed of any possible exposure while maintaining confidentiality. Staff exposed to a sick co-worker should monitor themselves for symptoms of COVID-19 and stay home if they are sick.

-Use of meeting rooms by the public will not be permitted.

-All programs will be canceled.

-Some service points will be closed and equipment will be turned off to maintain a distance of six feet between people.

-Nonessential travel for work will be canceled.

Temporary Safety Practices

The Olive Free Library is committed to serving its community to the maximum extent possible. To continue to serve our neighbors during the COVID-19 crisis, while keeping health and safety of paramount importance, the Board of Trustees has adopted Temporary Safety Practices. Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

The Board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time. The Olive Free Library operates per relevant law, Executive Orders, and recommendations of federal, state, and local health and safety authorities. Therefore, the practices in this Policy may be further modified as needed to conform with changing guidelines. This policy supersedes our usual policies when stated. This policy will be reviewed periodically until no longer needed.

Scope of Temporary Safety Measures

To continue serving our patrons during this difficult time, while placing the health and safety of our community and staff at the forefront, the Library Board of Trustees has adopted the Temporary Safety Practices governing process of reopening, cleaning and sanitization standards, Personnel, and Patron Code of Conduct additions, Proactive Infection Plan, ADA compliance, and Communication about Safety Measures outlined in this policy. This policy is subject to revision with changing circumstances. New laws or government orders supersede this policy.

Phased Reopening Plan

The NYS Governor has outlined safety precautions that each business must put in place upon re-opening to help lower the risk of spreading the virus. We shall abide by each recommendation. The Plan will be approved by the Board of Trustees. The Library will submit required attestations to the State, and shall update at each Board meeting until unnecessary (see the Olive Free Library's NYS Reopening Business Safety Plan and Phased Reopening Plan for specifics). The following is covered in the Plan:

- Adjust workplace hours and shift design as necessary to reduce density in the workplace
- Enact social distancing protocols
- Restrict non-essential travel for employees
- Require all employees and patrons to wear masks inside the library building where social distancing is not possible
- Implement strict cleaning and sanitation standards
- Implement a daily health screening process for employees to enter the workplace
- Continue tracing, tracking, and reporting of cases; and
- Develop liability processes

For the purpose of this policy, "mask" means "any approved CDC face covering".

Cleaning and Sanitation Standards

The Olive Free Library adopts the EPA & CDC "Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes" to use as a guide for maintaining cleanliness and sanitization.

Personnel

Quarantine Leave Policy

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the Board of Trustees. Prior to returning to duty, such employee may be required to submit a written statement from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours. (see **Telecommuting** in this COVID-19 Policy)

Paid Leave During Emergency Closure

When the library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come to work by the Library Director, compensation shall continue as follows:

-Full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the Board of Trustees.

-To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours or directly report to the Library Director. (see **Telecommuting**)

Sick Leave Policy

Paid Sick Days

Because of the unique circumstance of a pandemic, staff members are encouraged to stay home when having symptoms related to COVID-19 (as defined in the Proactive Infection Plan below) to protect the health of fellow staff and the public. If illness does not prevent work, the employee will telecommute. If the employee is unable to work, each part-time staff member will receive the equivalent of two weeks paid sick time proportional to the number of days assigned, as follows:

Work 1 day per week: 2 days sick leave

Work 2 days per week: 4 days sick leave

Works 3 days per week: 6 days sick leave

Works 4 days per week: 8 days sick leave

Works 5 days per week: 10 days sick leave

Director: Has an additional week (equivalent 5 days) paid sick leave, added to their pre-existing 5 days sick leave, for a total of two weeks.

Unused sick leave cannot be used beyond the end of a calendar year.

Where this policy overlaps with or is superceded by state or federal law, the law will prevail in determining employee's benefits.

Employees – Code of Conduct and Dress Code

For general guidance for all employees, the Olive Free Library refers to “What to Do If You Are Sick” by the CDC. Until further notice, staff will be required to wear masks any time they are within six feet of another person and when directed, wear gloves, when on the library property. Regardless of specific exposure risks, according to the CDC and NY Dept. of Health it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands that are visibly soiled
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Practice good respiratory etiquette, including covering coughs and sneezes with your elbow or a tissue (and discarding the tissue after you have coughed or sneezed in it)
- Avoid close contact with people who are sick
- Stay home if you are sick
- Recognize personal risk factors. According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

Proactive Infection Plan

Screening

-The Olive Free Library will screen all its employees and essential visitors as described below. The library will not screen patrons.

-The Olive Free Library will remotely, by phone or electronic form, screen its employees scheduled to work in the library building before each shift about any COVID-19 symptoms identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) Pandemic Preparedness in the Workplace and the Americans with Disabilities Act (ADA) including confidentiality of medical information. The library will not retain any employee health data.

-Screening will include the following question:
Are any of the following statements true?

1. I have experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days, OR
2. I have tested positive for COVID-19 in the past 14 days, OR
3. I have knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.

Library staff or essential visitors should immediately notify the Library Director if the answers to these questions change later including during or outside work hours.

-The Library Director will review all responses collected by the screening process on a daily basis and maintain a record of this review.

-The Olive Free Library will maintain a log of all library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms

1. The Olive Free Library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member reports developing symptoms related to COVID-19 or testing positive for COVID-19.
2. Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come in to the library or to leave the library if they are already at work, and contact a medical professional or the local health department immediately. The library will provide the employee with healthcare and testing information.
3. The Library Director will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
4. Areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility:
 - Close off areas used by the person. It is not necessary to close operations if the affected areas can be closed off
 - Open outside doors and windows to increase air circulation in the area
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible
 - Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment
 - Once the area has been appropriately disinfected, it can be opened for use
 - Employees without close contact with the person who is sick can return to the work area immediately after disinfection.
5. If an employee tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a 14 day self-quarantine. If an employee has had close contact with a person with COVID-19 and is symptomatic, they may only return to work after completing a 14 day self-quarantine.
6. If an employee has had close contact with a person with COVID-19 for a prolonged period of time and is not symptomatic, the employee should notify the Library Director and adhere to the following practices prior to and during their work shift, which will be documented by the Library Director:
 - Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor for 14 days under the supervision of their employer's occupational health program
 - Wear a mask: the employee should wear a face mask at all times while in the workplace for 14 days after last exposure
 - Social distance: employees should continue social distancing practices, including maintaining at least six feet distance from others.
 - Disinfect and clean work spaces: continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
7. Employees who are alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the Library Director.

Staff Training

Staff training and acknowledgement of compliance will be documented. Staff training and documentation need to be completed before the Library can begin a new Level of the Phased Reopening Plan.

Patrons

Patrons that Test Positive for COVID-19

1. The Olive Free Library will observe directions from local health officials for best practice in staff and public health safety in the event that a patron reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the library.
2. If a library patron who has visited the library reports testing positive for COVID-19, the library will notify local health officials.
3. The library will work with local health officials to notify staff and patrons that may have been in contact with the infected patron, while maintaining the patron's right to the privacy of their health information, and the confidentiality of library records.

Patron Code of Conduct

Until the board votes to revoke this temporary policy, the Olive Free Library will require all people on the premises to abide by the following safety practices:

1. All patrons visiting the Olive Free Library or its grounds will be required to wear face masks. Masks must also be worn by patrons outside the library building where curbside pickup will occur. Masks must cover nose and mouth and be worn continuously while on library property. Masks with exhale valves that protect the wearer but not others are not permitted. Those with medical conditions preventing the wearing of masks may communicate that to the Library Director for an exception ahead of visiting the library. The library will make reasonable accommodations so long as those accommodations do not endanger staff or patrons.
2. A limited number of patrons are allowed in the building at any given time.
3. Time limits for patrons using essential services at the library will be instituted, a maximum of 1 hour per day for all patrons. As situations change, limits may need to be adjusted based on the nature of requests made by the community and the ability of the library staff to maintain a safe environment for the community.
4. Children under the age of 13 must be directly supervised by a parent or responsible caregiver age 18 and over at all times while in the library.
5. All meeting rooms and work tables will be closed to patrons.
6. Some book stacks may be closed to patrons—staff will retrieve available items for patrons.
7. Drinking fountains will be closed.
8. Furniture cannot be moved. Furniture needs to remain where it is placed to maintain physical distancing of six feet.

In addition, library staff is empowered to insist that any patron engaging in the following behaviors leave the library or its grounds:

-Exhibiting a lack of hygiene that could promote the transmission of COVID-19. For example, but not limited to, not shielding coughs or sneezes

-Refusing to maintain a safe distance of 6 feet from other patrons or from staff members inside the library or on its grounds.

Concerns about this policy should be directed to the Olive Free Library Director, Chrissy Lawlor.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact Library Director Chrissy Lawlor at 845.657.2482 to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the Olive Free Library will transmit this policy through prominent signage at the Library, social media, its website, and any other means necessary.

Telecommuting

Purpose

The Telecommuting Program is designed to recognize the benefits of providing employees alternatives to traditional work practices in times of national, state, or local emergencies. Telecommuting may not be a regular work option for most employees as their jobs include significant time devoted to patron-facing tasks such as public desk assignments or programming.

Definition

For the purposes of this policy, telecommuting is defined as a remote-work arrangement for at least part of the workweek. In general, telecommuting will be approved for eligible employees whose job responsibilities or assigned tasks are suited to such an arrangement.

Eligibility

1. All employees are eligible for telecommuting as it is a response to a national, state, or local emergency.
2. Employees should have a demonstrated ability to work well with minimal supervision, have a thorough knowledge and understanding of their job tasks and operations, have a history of reliable and responsible accomplishment of work duties, and have demonstrated an ability to establish priorities and manage their time.
3. The opportunity to work at home is a management option.
4. Requests for telecommuting will be considered on an individual basis to determine if the employee has the necessary skills and abilities to participate in the program; and if the telecommuting employee can adequately perform the employee's job duties.
5. Telecommuting is not available for long-distance work. The telecommuting location must not be in an area that exposes the library to new tax or other regulatory liabilities.

Guidelines

1. The approval of telecommuting, and the determination of the number of days an individual may telecommute are made based on the library's ability to maintain departmental operations, services, and commitments. In all cases, telecommuting schedules and work assignments are subject to library approval.
2. Employees are required to complete a Telecommuting Agreement (see Exhibit A) and have it approved before they begin telecommuting. The agreement will be co-terminus with the end of the declared emergency.
- 3 The library and the employee must agree upon the equipment to be used in telecommuting. The employer is not required to provide equipment for the telecommuting location; however, the employee may be provided with library-owned equipment necessary to perform work assignments.
4. The library has established security controls and conditions for use of library equipment. The telecommuting employee must apply approved safeguards to protect library equipment and supplies. All library records, files, and documents must be protected from authorized disclosure or damage and returned safely to the official work location immediately upon request. In addition, any computers used for the editing or sending of library documents must have up-to-date virus protection active.

5. In order to reduce worker's compensation liabilities, employees will not use their homes to receive work-related visitors. Telecommuters are covered by worker's compensation when performing official work duties at the telecommuting location.
6. Telecommuting employees will verify via the Telecommuting Agreement that the telecommuting location provides workspace that is free of safety and fire hazards and shall agree that the library will not be held responsible for any and all claims, excluding worker's compensation claims that result from working at the telecommuting location.
7. While telecommuting, employees should be accessible, within reason, via telephone and e-mails during agreed upon work hours. Telecommuters must notify their office if they leave their telecommuting locations. If a meeting is scheduled on a telecommuting day, employees must go to the office to attend the meeting or make other arrangements, such as teleconferencing.
8. Employees will maintain their pay status (i.e. exempt or non-exempt) while working from a telecommuting location. Employees who work pre-approved overtime will be compensated in accordance with applicable laws and regulations. The Library Director is responsible for not accepting the results of unapproved overtime work and will act vigorously to discourage it. By signing the Telecommuting Agreement, employees agree that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.
9. Telecommuters are subject to all of the library's policies and procedures as other employees.
10. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.
11. The Olive Free Library reserves the right to modify or eliminate the Telecommuting Program at any time.

Procedures

1. If the employee and job are deemed suitable for telecommuting, a Telecommuting Agreement specifying the terms and conditions of telecommuting must be signed by the employee and the Library Director prior to the start of the telecommuting arrangement. The request should also include a rationale statement as to how this arrangement would be beneficial to the library.
2. The original Telecommuting Agreement must be filed in the employee's personnel file. The employee and Library Director should retain a copy of the Telecommuting Agreement for their records.
3. The employee and Library Director must agree upon if there are any library-owned equipment to be used in the telecommuting arrangement.
4. A Telecommuting Work Plan must be included as part of the Telecommuting Agreement. The Telecommuting Work Plan must include at a minimum the following:
 - a. Specific description of the duties to be performed
 - b. Established workdays and work hours
 - c. Explanation as to how supervision will be provided, and
 - d. Explanation as to how work products and outputs will be reviewed, monitored, and measured.
5. The library must be notified in writing of any modification to or cancellation of any Telecommuting Agreement.
6. Individuals should check with their tax accountant to determine if they are eligible for tax credits related to a home office.

Exhibit A - Telecommuting Agreement

This is an agreement among the Olive Free Library (the “Employer”) and _____
(the “Employee”) and shall cover the period from _____ through _____.

This agreement establishes the terms and conditions of telecommuting.

The Employee volunteers to participate in the telecommuting program and to follow the applicable guidelines and policies. The Employer agrees with the Employee’s participation.

Duration: This agreement will be co-terminus with the end of the declared emergency.

Work Hours: Work hours and telecommuting location are specified as part of this Agreement.

Pay and Attendance: All pay, leave, and travel entitlement will be based on the Employee’s official work location. The Employee’s time and attendance will be recorded as if performing official duties at the official work location.

Leave: Employee must obtain library approval before taking leave in accordance with established procedures. The Employee agrees to follow established procedures for requesting and obtaining approval of leave.

Overtime: An Employee working overtime, approved in advance by Director, will be compensated in accordance with applicable law and rules. The Employee understands the Director will not accept work products resulting from unapproved overtime. The Employee agrees that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.

Equipment: The Library Director and Employee must agree upon the equipment to be used in telecommuting. The Employer is not required to provide equipment for the telecommuting location; however, the Employee may be provided with library-owned equipment necessary to perform work assignments.

Library-owned Equipment: (List all library-owned equipment including telecommunication services.)

Maintenance of Equipment: Equipment provided by the Employer must be protected against damage and unauthorized use. Library-owned equipment will be serviced and maintained by the Employer. Equipment provided by the Employee will be at no cost to the Employer, and will be maintained by the Employee.

Cost: The Employer will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities), associated with the use of the Employee’s residence. The Employee is eligible for any reimbursement for authorized expenses incurred while conducting official business for the Employer.

Liability: The Employer will not be liable for damage(s) to the Employee’s property resulting from participation in the telecommuting program. In signing this document, the Employee agrees to hold the Employer harmless against any and all claims, excluding worker’s compensation claims.

Worker’s Compensation: The Employee is covered by worker's compensation if injured in the course of performing official duties at the telecommuting location.

Verification of Home Safety: In signing this agreement, the Employee verifies that the telecommuting location provides workspace that is free of safety and fire hazards.

Work Assignments: The Employee will meet regularly with the Library Director to receive assignments and to review completed work. The Employee will complete all assigned work according to procedures mutually agreed upon with the Library Director.

Evaluation: The evaluation of the Employee's job performance will be based on established standards. Employees will not be allowed to telecommute while on probation and/or in progressive discipline.

Records: The Employee will apply safeguards, which are approved by the Employer to protect records from unauthorized disclosure or damage. All records, papers, and correspondence must be safeguarded for their return to the official work location.

Curtailment of the Agreement: The Employee may stop participating in this program at any time. The Library Director has the right to remove the Employee from the program if participation fails to benefit organization needs.

The Employee agrees to work at the official work location or telecommuting location, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action.

Work Hours and Location: The following are the official work location, telecommuting location, and general work hours agreed to as part of this Telecommuting Agreement:

Official Work Location:

Telecommuting Location:

General Work Hours:

Day	Hours (start time and end time)	Location O = Official Work Location T = Telecommuting Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Telecommuting Work Plan: Include a description of duties to be performed; how work output will be reviewed, monitored, and measured; and how supervision will be provided. Attach additional sheet if necessary.

We agree on this date to abide by the terms and conditions of this Telecommuting Agreement.

Employee

Date

Library Director

Date

Computer Use

Computer Use Policy

1. Patrons may use public computers for a maximum of one hour per day to allow for fair access to resources and the ability to clean after each use. Based upon the volume of need for those individuals, the time/use restrictions may be modified. Staff may prioritize or make accommodations based on the nature of the computer need.
2. Preference will be given to patrons using the public computers for official business reasons such as printing 2019 tax forms, 2019 tax filing, job applications, filing unemployment compensation claims, census reporting, printing vehicle registrations/insurance, and motor vehicle licensing renewals/applications.
3. Patrons ages 13 and older may use a computer on the main floor only. Anyone under 13 will need to be accompanied by a parent or adult guardian.
4. Computers may not be used for gaming, entertainment, or other social matters.
5. Only one person will be allowed at each computer station. An additional person is permitted to be with the user if no other patrons are using the public computers and this has been approved in advance with a staff member.