

PEACE LIBRARY SYSTEM		INFECTIOUS DISEASE/PANDEMIC	
CATEGORY:	Management and Operations	POLICY:	M9-20
DATE APPROVED:	September 12, 2020	REVIEW IN:	2025

Background

Infectious diseases are caused by pathogenic microorganisms such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. A pandemic is the worldwide outbreak of a specific disease to which people have little or no immunity.

The policy is intended to be aligned with existing provincial and federal guidelines, regulations and directions. The overall goals of the policy are to minimize serious illness and death and to reduce societal disruption resulting from an infectious disease outbreak or pandemic.

Policy

Peace Library System will comply with federal and provincial directives and public health orders regarding a pandemic.

Peace Library System will take proactive steps to protect the workplace in the event of an infectious disease outbreak or pandemic. Peace Library System will strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Peace Library System’s Emergency Response Plan provides direction for staff when a disruptive event occurs and the Disaster Recovery and Business Continuity Plan guides the restoration and maintenance of essential services after a major service interruption.

Employer Responsibilities

Peace Library System will monitor all information, alerts and guidelines about a potential pandemic issued by Alberta Health Services (AHS), the Public Health Agency of Canada (PHAC) and the World Health Organization (WHO).

Peace Library System will provide employees with written information (from authoritative sources) on a pandemic disease.

In the event of a pandemic, Peace Library System will arrange for flexible work shifts and/or working from home to minimize face-to-face contact.

Appropriate Personal Protective Equipment (PPE) and pandemic signage will be provided in the headquarters facility. Cleaning of washrooms and high use areas and surfaces will take place frequently.

The CEO or designate will provide timely information to all employees regarding pay arrangements during absences related to a pandemic including for self-isolation, quarantine and working from home.

Provincial workplace rules temporarily in effect due to a pandemic or public health order will be communicated to all employees and may include information regarding unpaid job-protected leave. Peace Library System's Leave of Absence Policy outlines other provisions.

All non-essential meetings and work travel will be postponed until clearance is received from federal and/or provincial authorities.

When advised to close by provincial authorities, the CEO or designate will contact employees to tell them that the headquarters facility will be closed.

Member libraries will be contacted and advised of Peace Library System's level of service to member libraries during flexible work shifts at headquarters or working from home arrangements, or closure.

When provincial authorities permit, reopening procedures of the headquarters facility will be communicated to all employees.

Member libraries will be contacted and advised of the reopening of the headquarters facility.

Employee Responsibilities

Employees are required to be vigilant of their own health and considerate of the health of other employees, ensuring that they do not come to work if they display pandemic illness symptoms. Employees must contact their supervisors and report absences related to illness. Employees shall advise their supervisors if they become aware that they may have come in contact with individuals exhibiting symptoms of the pandemic illness.

Employees will ensure that they understand and comply with infection prevention policies and practices in the workplace including directives relating to hand hygiene, workplace cleaning and physical distancing.

Employees will adhere to provincial and/or federal travel restrictions for personal travel in order to prevent spreading the illness.

Any employee exhibiting symptoms of a pandemic illness or who may have come into contact with the illness not related to a pre-existing condition while at work must immediately isolate themselves from other staff members and notify their supervisor by phone. These employees will be sent home and urged to request testing for the pandemic illness through AHS. Employees will return to work after completing the AHS recommended duration for isolation or quarantine and are no longer exhibiting symptoms.

Pandemic Sick Leave

Peace Library System provides paid sick leave time and other benefits to compensate employees who are unable to work due to illness.

The CEO will authorize, as needed and on a case-by-case basis, any adjustment to accumulated sick leave for an employee who becomes ill. The Personnel Policies on Sick Leave, Hours of Work and Vacation remain in effect.

Absence from work due to self-isolation or mandatory quarantine by an employee or a member of their household will be covered by paid pandemic sick leave. Paid pandemic sick leave for self-isolation or mandatory quarantine terminates once AHS declares the pandemic emergency ended.

A prolonged pandemic illness experienced by an employee or a member of their household will be covered under Peace Library System's Sick Leave Policy and/or Leave of Absence Policy.

For pandemic illness, the requirements to have worked for 90 days prior to a leave of absence and to provide a medical certificate for more than three days' absence will be waived.

Library Service Points

The Library Service Point and its Local Society will comply with federal and/or provincial directives and public health orders regarding a pandemic.

The Library Service Point and its Local Society will take proactive steps to protect the workplace in the event of an infectious disease outbreak or pandemic and will reference Peace Library System's Infectious Disease/Pandemic Policy.

The Library Service Point's Emergency Response Plan provides direction for staff when a disruptive event occurs, and the Peace Library System's Disaster Recovery and Business Continuity Plan guides the restoration and maintenance of essential services after a major service interruption.

The Library Service Point's protocols, closure, and reopening decisions will be determined in compliance with public health orders and the Local Society's discretion.

A Library Service Point housed in a school will coordinate with the directives of the School Division.

The Local Society will determine employee work arrangements during a pandemic.

The granting of employee Sick Leave or other Leave of Absence shall be at the discretion of the Local Society as per the Library Service Point's Personnel Policy.

Chair's Signature: _____

