



Policy HR 14.6
NOLS Response to Pandemic Events
Adopted by the Library Board of Trustees: 9/24/09
Revised: 01/24/2013

This policy addresses strategies for screening and preventing the transmission of pandemic influenza, should employees become ill with a pandemic influenza strain. It is intended to be consistent with the guidance issued by the Centers for Disease Control and Prevention and will be updated as CDC guidance changes. Therefore, employees are expected to comply with the current and future guidelines.

I. Rationale

The rationale for the use of additional precautions for pandemic influenza as compared with human influenza include the following:

- a. The risk of serious disease and increased mortality from a highly pathogenic pandemic influenza may be significantly higher than from infection by seasonal influenza viruses.
- b. Each human infection represents an important opportunity for a pandemic influenza strain to further adapt to humans and gain the ability to transit more easily among people.
- c. Reduced human-to-human transmission of pandemic influenza is essential to conserve community medical resources and assure access to hospital care for life threatening illness.

2. Employees and volunteers with suspected or probable pandemic influenza restricted from work

Suspected or probable Pandemic Influenza cases involving NOLS employees and volunteers will be restricted from work as soon as identified and will be asked to follow guidelines supplied by the Clallam County Health Department, Washington State Department of Health and the CDC.

Suspected or probable Pandemic Influenza cases involving NOLS employees and volunteers must be medically cleared upon resolution of symptoms with and according to the guidelines from the Clallam County Health Department before returning to work. Under no circumstance will an employee or volunteer be allowed to return to work without such medical release.

Any employee or volunteer arriving from a Travel Advisory Area must contact the Clallam County Health Officer for medical clearance before arrival at NOLS facilities. Appropriate screening for symptoms must take place prior to arrival on NOLS premises for any purpose. A

Travel Advisory Area is an area designated by the CDC where disease is occurring, and where non-essential travel is discouraged. The risk for the traveler is considered to be much higher because of community transmission or inadequate containment in a Travel Advisory Area.

It is the intent that employees will be given every opportunity to use all of their paid leave during this time so as to not reach the point of leave without pay. It remains within the discretion of the Library Director to approve paid leaves on a case-by-case basis to best respond to the needs caused by the pandemic at the time of the problem.

3. Pandemic event response implementation

Steps to be implemented as the severity of the pandemic event increases, as directed by public health authorities:

Level 1: Heightened respiratory hygiene and hand washing/hand sanitizing precautions are in effect. All coughs and sneezes must be covered, hand sanitizer and hand washing is to be used throughout the day and before eating.

Level 2: Employees who come to work with symptoms of fever and/or coughing and/or sneezing are requested to go home or are required to wear a mask while at work. If they go home, their sick leave or vacation leave bank will be charged.

Level 3: Employees and others living in employees' households are encouraged to be vaccinated against Influenza. The Library will pay for employee vaccinations received at the Library's request.

Level 4: Employees who come to work with symptoms of fever and/or coughing and/or sneezing will be sent home. Their time will be charged to paid administrative leave for that day and sick leave for any subsequent days.

Level 5: Employees who are sharing households with persons who are ill will not be allowed on NOLS premises. Their time will be charged to sick leave, vacation, flex time or leave without pay.

Level 6: When a state of emergency is declared by the Clallam County Health Officer or the Board of Commissioners, NOLS will comply with all directives issued by Clallam County.

Level 7: When a state of emergency has been declared, vaccination is mandatory. Proof of vaccination will be required before any employee may report to work. Employees who are not vaccinated will not be allowed to work until they are vaccinated or until the vaccination mandate has been lifted. Such employees must use sick leave, vacation leave, flex time or leave without pay.

Level 8: When a state of emergency has been declared, all employees will be sent home and not allowed to return to work until the state of emergency is lifted or appropriate direction is issued by the County Health Officer or the Board of Commissioners. All NOLS facilities

will be closed during this time. Employees must use sick leave, vacation leave, flex time or leave without pay.

I. Administration

The Director, and all managers and supervisors are responsible for managing this policy.