

Bristol Library
6750 County Road 32
Canandaigua, NY 14424
585-229-5862
www.thebristollibrary.com

**Internal Policy/Administrative
Policy # IP-12 Employee Health Screening Policy**

Effective Date: 06/16/2020

APPLICATION: Trustees, Library Manager, Staff, Patrons

STATEMENT OF PURPOSE: The Bristol Library Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Employee Health Screening Policy.

POLICY: The primary goals of the Library's Employee Health Screening Policy are to:

- 1) Comply with the criteria for reopening mandated in NY Forward ([forward.ny.gov](https://www.forward.ny.gov));
- 2) Provide guidelines for a continuous health screening process for staff;
- 3) Reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons.

RESPONSIBILITY: The Library Manager, under the authority of the Board of Trustees, is designated to enforce this policy and the following procedures to comply with current public health obligations and ensure a safe workplace. This policy and related procedures will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The procedures in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and local government agencies.

APPROVED: 06/16/2020 by the Bristol Library Board of Trustees

REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees

REVIEWED BY/ON: