Orion Township Public Library Board of Trustees
Special Meeting Agenda
Thursday, June 4, 2020
6:45 p.m. – Zoom Meeting

Library Mission: To serve and engage a thriving community of lifelong learners

I. Call to order
II. Approval of agenda
III. Public Comment
IV. Discussion Items
   A. OTPL Coronavirus Preparedness and Response Plan, Phases 1 & 2, starting June 8, 2020
   B. OTPL Reopening Plan
   C. New policies
      a. Emergency Paid Sick Leave and Expanded FMLA Leave Policy
      b. Remote Work Policy
V. Action Items
   A. OTPL Coronavirus Preparedness and Response Plan
   B. OTPL Reopening Plan
   C. Emergency Paid Sick Leave and Expanded FMLA Leave Policy
   D. Remote Work Policy
VI. Public Comment
VII. Trustee Comments
VIII. Adjournment
Orion Township Public Library
Coronavirus Preparedness and Response Plan
(Based on template from the Library of Michigan)

Last Updated: June 4, 2020

Stage 1 – Beginning June 8, 2020 (After permitted to open or expiration of applicable Executive Orders)
Library has staff return to building but no public interactions or curbside

BEFORE BUILDING OCCUPANCY

ADMINISTRATIVE CONTROLS

- Director is authorized as the main contact/spokesperson for media and public health contacts.
- PPE requirements for staff
  - Masks to be required (library provided or employee provided) – worn to cover nose and mouth
  - Gloves available (library provided) for tasks that need them, such as cleaning anything and handling returned library materials
  - Hand washing reminders frequently
  - Hand sanitizer available and encouraged
  - Reminders to not touch your face
  - Social distancing, which may require moving employee work areas to be further apart when working the same shift
- Plan staff training on correct PPE usage and practices
  - Videos on MIOSHA website - https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html
- Determine staffing needs
  - Maintenance staff return June 8 to clean the building
  - Department heads return June 9 to finalize plan for staff in the building
  - Many staff return on a regular schedule June 10
    - Schedule to allow for social distancing
    - Allow for remote work as possible
- Update employee handbooks/manuals to reflect new policies on employee testing, illness, leave, PPE usage, etc.
  - Determine new policies/procedures
- Employee screening
  - Daily screening questions for staff to report their own health to me using the Clear to Go app
  - Initially only Director will have access to records, department heads may need access to their dept staff data
- Determine policies/procedures for staff who can’t or won’t wear masks, if required.
- Determine policies for staff that refuse to return because of safety reasons.
- Determine procedures for closing/notification if a Covid-19 infection is reported on site. (See “Positive Case Protocol,” below.)
• Determine how policies are affected by Covid-19 legislation (FFCRA & CARES Acts) and programs that may affect staff taking care of children, older relatives, or who are ill.
• Determine initial activities to be undertaken.
  o Clean building and set up safe environment for staff to return
  o Separate staff work areas as needed to ensure social distancing
  o Handle what is in the building left from March – items on the hold shelf, MelCat items, items on shelving carts
  o Sort mail that has come in and process periodicals
  o Plan procedures for handling returned materials – quarantine, check-in, messages to patrons
  o When ready (maybe June 10), open return bins for accepting return materials and process returns as planned
• Approval of plan/reopening procedures by Board – special board meeting on June 4 to review phases one and two of this plan
• Board authorization of Director to have on the fly decision making in order to make changes/tweaks to policies/procedures as needed and as situation changes- without a board meeting.
• Determine Contact Tracing response procedures
  o Library Privacy issues/mitigation?

ACCESS CONTROLS

• Some staff will continue to work remotely some of the week, as work allows – see new policy
• Review requirements in place via Executive Order and or municipal or health department directive
• Determine and establish any entrance modifications for patrons-one at a time entry, monitored entry, 6’ spacing outside for line/waiting area – to be determined once staff is back in the building
• Determine any building modifications to be made to mitigate Covid-19 (plastic barriers, reconfiguring staff areas, taping the floor, reordering traffic flow for social distancing, signage, blocking areas not initially available to public, storage of children’s’ toys and play items like Legos, maker space items, rearrangement of public computers). Order necessary supplies for these purposes. – to be determined once staff is back in the building
• Determine staff arrival area for purposes of PPE storage and testing or reporting before work.
  o Staff will need to respond to Clear to Go app questions before coming to work
  o Staff will need to wear mask once in the building
  o PPE will be available in the staff lounge
• Prepare work accommodation strategies for staff vulnerable to Covid-19 – Director to handle on a case by case basis

SOCIAL DISTANCING

• Determine social distancing requirements in effect by state and local agencies – staff maintain 6ft distance from each other
• Plan how these requirements will work in your library – staff workspaces moved as needed
• Open conversation with law enforcement on enforcement strategies for social distancing and PPE/mask requirements if still in effect – will do once we start to plan for patrons in the building
• Determine Staff procedures on enforcement – for patrons, to be determined

HYGEINE

• Determine Staff training on appropriate hand washing and PPE use, disinfection or discard – MiOSHA training videos
• Post appropriate procedures/ information in all restrooms and staff/public areas. (See CDC signage https://www.cdc.gov/coronavirus/2019-ncov/communication/printresources.html?Sort=Date%3A%3Adesc&Page=2)

SANITATION

• Clean and sanitize building, especially common surfaces, high-traffic areas, bathrooms and break/kitchen areas in accordance with CDC guidance – Maintenance staff to do on June 8 before staff return
• Determine sanitization/quarantine process for returned materials – 72 hours quarantine for returned materials – leave in return bin to quarantine, then checkin, messages to patrons
• Determine adequate staff training on safe handling of sanitization chemicals – Maintenance to take the lead on this - https://www.osha.gov/stateplans/mi, https://www.osha.gov/SLTC/covid-19/standards.html

PPE

• Determine types of PPE necessary (See OSHA standards) for each work activity.
  o Masks for all
  o Gloves available for handling materials as preferred, but hand washing frequently is also important https://health.clevelandclinic.org/why-you-shouldnt-wear-gloves-to-the-grocerystore/
  o Hand washing
  o Hand sanitizer
• Determine staff responsible for replenishing/re-ordering PPE – maintenance staff
• Determine PPE policy/procedure for staff
• Determine PPE policy/procedures for vendors/public
• Will Library provide PPE for public entering without?
• Determine if equipment will be discarded after use or disinfected and re-used
  o Cloth masks – washed and reused by staff at home
  o Disposable masks – discarded
  o Gloves – discarded
  o Face shields – disinfected and reused
• Obtain adequate levels of equipment in proper sizes – initial order done
• Prepare alternative procedures if PPE unavailable for opening or resuming of activities
• Ask employees to bring masks from home if they prefer
POSITIVE CASE PROTOCOL & FACILITY CLOSURE

- Board should provide Director with authority to close the library if necessary
- Determine procedure for closure (staff duties, public notice with contact info for questions, media statement with contact info for questions) – department heads to help define procedure with Director, after learning from March closure, Director will be contact for questions/media
- Understand Michigan Contact Tracing protocol consistent with the Library Privacy Act, and devise training/information for staff to follow if they are asked for contact tracing information
- Determine notification policy/procedure for staff and patrons on existence of infection.

Stage 2 – Beginning tentatively June 22, 2020
Public services without patron access inside library building

CURBSIDE AND MAIL DELIVERY SERVICES

ADMINISTRATIVE CONTROLS

CURBSIDE SERVICE

- Review exterior areas for safest, most efficient area to hold curbside pickup
  - Repurpose 5 handicapped spaces for curbside pickup initially
  - Signage will be posted on those spaces and around the parking lot with directions
- Determine Staffing and Scheduling (consider rotating staff to limit exposure) – Support Services handling the schedule
- Determine Items that can be delivered curbside/items excluded
  - Initially only allowing for: books, movies, video games, audiobooks, and music CDs
- Determine/implement Quarantine Fine Policy – no fines during 72-hour quarantine hold
- Determine process for waiving fines incurred by quarantine process – 3 days free at time of checkin (longer if necessary due to volume of returns)
  - Determine process for postponing holds because of delay caused by quarantine process – items will not be checked in until after quarantine, therefore the holds won’t trigger until item is checked in
- Determine Curbside process:
  - Patrons will place holds online or call/email for staff assistance with placing holds
  - When holds are available, patrons receive notice via email or text
  - Patrons drive up and park in curbside space, follow instructions posted to text staff upon arrival with necessary information, using Unique Curbside Communicator software
  - Who has authority to cancel service for weather, etc. – Staff member in-charge in the building at the time (consult with Director as needed)

HOME DELIVERY SERVICE

- Patron who cannot use curbside pickup can request home delivery service using form on website – Outreach staff receive and approve
- Process will the same as curbside up until items are ready for pickup
• Same items that will be lent, with the exception of MeLCat items due to loan periods and delivery schedules
• Outreach staff will deliver on a schedule with routes that make sense for patrons needing service
  o Staff will be paid mileage for delivery, cost depends on demand
  o Staff will be required to use no-contact delivery method and PPE

ACCESS CONTROLS

CURBSIDE SERVICE

• Ensure curbside area is appropriately marked and adequate signage is posted to notify public of available services and instructions.
• Notify public of curbside services on website, etc.
• Identify and acquire supplies – bags, stickers
• Implement intake and/or storage procedure for returned materials – patrons must use return bins for material returns

HOME DELIVERY SERVICE

• Set up online form for patrons to request home delivery service
• Identify and acquire appropriate supplies – bags, stickers
• Implement intake and/or storage procedure for returned materials – large containers to put items in car for return to library

SOCIAL DISTANCING

CURBSIDE SERVICE

• Determine or implement staff service protocols:
  o Masks on Drivers – not required
  o Borrowed items in bags
  o Items handed to patrons via bag – set inside open car window or open trunk
  o Labeling protocols – staple checkout receipt and reminder to check due dates on bag
• Implement/determine appropriate staff social distancing protocols for this activity
• Train staff on service protocols

MAIL DELIVERY SERVICE

• Determine or implement staff service protocols:
  o Drop off items on porch or outside patron door

SANITATION

CURBSIDE SERVICE

• Implement Sanitization protocols determined in Stage I, Sanitation
• Maintain adequate trash receptacles
• Implement returned materials sanitization /quarantine protocols as determined in Stage I, Sanitation
MAIL DELIVERY SERVICE

- Implement Sanitization protocols determined in Stage I, Sanitation
- Maintain adequate trash receptacles
- Implement returned materials sanitization/quarantine protocols as determined in Stage I, Sanitation
- Determine protocols for re-use or recycling of packaging material. If re-used, determine and implement disinfection protocols consistent with CDC guidance.

PPE

CURBSIDE SERVICE

- Implement Staff PPE requirements appropriate to this activity as determined by PPE section of Stage 1
  - Masks
  - Gloves if preferred
  - Hand washing/hand sanitizer
- Determine borrowing guidelines
  - Materials allowed: books, movies, videogames, audiobooks, music CDs
  - Limit of 10 items per card
  - Loan periods
    - Movies – 1 week
    - Others – 3 weeks
  - MeLCat items ok once MeLCat holds are allowed again
- Ensure staff is trained on appropriate PPE procedures.

HOME DELIVERY SERVICE

- Implement Staff PPE requirements appropriate to this activity as determined by PPE section of Stage 1
  - Masks
  - Gloves if preferred
  - Hand washing/hand sanitizer
- Determine borrowing guidelines
  - Materials allowed: books, movies, videogames, audiobooks, music CDs
  - Limit of 10 items per card
  - Loan periods
    - Movies – 1 week
    - Others – 3 weeks
  - MeLCat items NOT allowed for Home Delivery due to loan periods and delivery schedules
- Ensure staff is trained on appropriate PPE procedures.
Orion Township Public Library Reopening Plan
after COVID-19 closure 2020
Last updated: June 4, 2020

Clearance from the Governor of Michigan

- As of Executive Order 2020-110, the stay-at-home order is no longer in place. Libraries are now allowed to open as of June 8, 2020.

Guidance from the CDC, Governor’s Office, MISOHA, and the Oakland County Health Department

- Closely following recommendations for safely reopening the library to staff and eventually to patrons
- Maintenance staff will be given the necessary disinfectants to keep the building as clean as possible, and Mike will be the point person on procedures, following the CDC and MIOSHA guidelines. They will also be wearing additional PPE when handling cleaning agents (such as face shields).
- In order to stay safe, employee requirements will include:
  - Daily screening questions for staff to report their own health to me using the Clear to Go app
  - Masks to be required (library provided or employee provided) – worn to cover nose and mouth
  - Gloves available (library provided) for tasks that need them, such as cleaning anything and handling returned library materials
  - Hand washing reminders frequently
  - Hand sanitizer available and encouraged
  - Reminders to not touch your face
  - Social distancing, which may require moving employee work areas to be further apart when working the same shift
- Required training from MiOSHA: https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html

Staff Return to Work at OTPL (June 8, 2020)

- (June 6, 2020 – Summer Reading Program kicks off virtually!)
- June 8, 2020 – Maintenance staff return to clean the building
- June 9, 2020 – Department heads return to walk the building, paying attention to places where staff work, and make recommendations for needed accommodations to be safe. Other full-time staff may return this day as well.
- June 10, 2020 – most staff return on their new schedule, as set out by supervisors
- June 12, 2020 – shelvers return to start handling and reshelving returned materials
- During this time:
  - Return bins will be reopened for patron use once staff are back in the building
  - Additional return bins will be ordered to accommodate required quarantining of returned materials
  - Full bins of returned materials will be quarantined for a period of 24-72 hours (different recommendations on that at this time)
  - Once the quarantine has expired, staff will handle materials to check them and get them back on the shelves as usual
  - Patrons will be alerted to the fact that items will not be checked in immediately due to the required quarantine period, so items will remain on patron records until checked in, but no fines will be assessed.
Librarians will resume ordering materials and receiving shipments of materials and other items

Public Service Resumes at the Library building (estimated June 22, 2020)

- All returns MUST be put into a return bin – staff will not handle returned materials directly
- Patrons can place holds on our materials for pickup/delivery
- New service: Take and Make kits where patrons can pick up a kit of materials and then watch a video live or recorded on how to put it all together
- New service: Curbside pickup begins where patrons place holds on items in our Polaris catalog, staff collect the items and prepare them for curbside pickup and take materials out to patron cars for pickup
  - Patrons place holds on items in our Polaris catalog, or by calling/emailing staff
  - Initially allowing this service for most popular item types, ones that can be handled with a quarantine upon return:
    - Books
    - Movies
    - Audiobooks
    - Videogames
    - Music CDs
  - Staff collect the items and process them for curbside pickup
  - Use of notifications to communicate with the patron
  - Purchase new curbside pickup app for patrons to text with staff during pickup
  - Initially use of 5 handicapped spaces for pickup, staff utilizing the staff door for access
  - Purchase paper bags with handles to contain items and allow for contact-free delivery to the car
- New service: Home delivery for patrons that cannot take advantage of our curbside pickup service, which may evolve into a mail delivery service
  - Similar to curbside pickup process, except that staff will deliver the items to a patron’s home, leaving items on a porch/outside a door for contact-free delivery
- New service: Virtual programming recorded and posted or scheduled
- MeLCat will slowly phase back in with delivery of materials and hold requests

Building Opens for Patron Access (estimated July 6, 2020)

- Summer Reading prize pickup begins
- Limited access initially – perhaps lobby only with staff gathering materials for patrons, possibly patrons make appointments for library building access
  - Safety precautions needed at the checkout desk and self-checks, including plexiglass barriers and markers on the floor for people waiting
  - Manage the number of people in the building
- Full access – with social distancing measures in place
  - Additional safety precautions throughout the building
  - Continue to manage the number of people in the building
Orion Township Public library
Paid Sick Leave and Expanded FMLA Leave Policy (Coronavirus)

Purpose
To comply with the Families First Coronavirus Response Act ("FFCRA") and to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable. This policy will be in effect from April 1, 2020, until December 31, 2020, unless the FFCRA is extended beyond that date. The FFCRA provides for both emergency paid sick leave and expanded Family and Medical leave Act ("FMLA") leave. Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave outside of this policy.

Emergency Paid Sick Leave

Eligibility
All current full- and part-time employees.

Reason for Leave
Eligible employees scheduled but unable to work (or telework) due to one of the reasons listed below are entitled to emergency paid sick leave. Furloughed employees are not entitled to emergency paid sick leave as there is no work available from which to take leave.

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID–19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

• Under 18 years of age.
• 18 or older and incapable of self-care because of a mental or physical disability.

“Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including:

• A center-based child care provider.
• A group home child care provider.
• A family child care provider (one individual who provides child care services for fewer than 24 hours per day, as the sole caregiver, and in a private residence).
• Other licensed provider of childcare services for compensation.
• A childcare provider that is 18 years of age or older who provides child care services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece or nephew of such provider, at the direction of the parent.

“Individual” means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: a) be subject to a federal, state or local quarantine or isolation order as described above; or b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

“School” means an elementary or secondary school.

**Amount of Paid Sick Leave**
All eligible full-time employees (i.e., scheduled to work forty (40) or more hours per week) will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees (i.e., scheduled to work less than forty (40) hours per week) will be entitled to an amount based upon the hours the employee would otherwise be scheduled to work over a two-week period.

For employees with varying hours, one of following two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

**Intermittent Use of Leave**
Paid sick leave can be used on an intermittent basis with the approval of the employee’s supervisor and the Library Director.

**Pay During Leave**
Emergency sick leave will be paid at the employee’s regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- $511 per day and $5,110 in total for leave taken for reasons 1-3 above.
- $200 per day and $2,000 in total for leave taken for reasons 4-6 above.

**Interaction with Other Paid Leave**
An employee has the option, but cannot be required, to use his/her accrued leave time in lieu of receiving paid sick leave under this policy. Subject to Library approval, an employee may make up the
difference between what they receive in paid sick leave under this policy and regular pay, not to exceed 100% of regular pay.

Employees on expanded FMLA leave under this policy may, but are not required to, use available emergency paid sick leave concurrently with that leave. Paid sick leave under this policy may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

**Employee Status and Benefits During Leave**
While an employee is on leave, the Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium.

**Procedure for Requesting Emergency Paid Sick Leave**

Employees requesting paid sick leave for reasons 1-4 or 6 above, are not to report to work. Such Employees must notify their supervisor of the need and specific reason for leave under this policy by telephone or email, at which time the supervisor will email an application form to the employee, which the employee must complete and return to their supervisor. Verbal notification will be accepted until practicable to provide written notice. When paid leave is requested for reason 2, and reasons 3 or 6 (if applicable), the employee must provide the name and contact information of their health care provider.

Documentation supporting the need for leave must be included with the leave request form, such as:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
- The name and relation of the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.

**Non-Retaliation**
No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for taking time off due to this leave.

**Employee Status After Leave**
An employee who uses paid sick leave is entitled to return to the same position or a position with equivalent status, pay, benefits and other employment terms, provided, however, an employee is not protected from employment actions, such as layoff or termination, that would have affected the employee whether or not the employee used paid sick leave.

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1 Employees who choose to use accrued leave under the Library’s paid leave policies instead of using Paid Sick Leave under this policy, or who have already used their two-week Paid Sick Leave allotment under this policy, are not to report to work and are to so notify their supervisor, if they fall within categories 1-4 or 6 above.
Return To Work Medical Certification
An employee who has tested positive for COVID-19, or who missed work for reasons 2, 3 or 6 above, must provide the Library with a fitness for duty certification from their health care provider and complete and provide their supervisor with the Employee Self-Certification Form when an employee has been absent from work for reasons 1-4 or 6, the employee must also receive written authorization from their supervisor to return to work.

Reporting of Positive COVID-19 Test Results
Employees are required to notify their supervisor in the event they test positive for COVID-19.

Expanded FMLA Leave

Employee Eligibility
All current employees who have been employed with the Library for at least 30 days and are actively scheduled for work are eligible for leave under this policy. Furloughed employees are not eligible as there is no work available from which to take leave.

Reason for Leave
Eligible employees who are unable to work (or telework) due to a need to care for their child when a school or place of care has been closed, or when the regular child care provider is unavailable due to a public health emergency with respect to COVID-19 (hereafter referred to as Child Care Leave”).

See Emergency Paid Sick Leave Policy for definition of “child” “school” and “child care provider”.

Amount of Child Care leave
Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for Child Care Leave. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. For example, if an employee has already taken 5 weeks of FMLA leave, that employee would be eligible for 7 weeks of Child Care Leave.

Intermittent Use of Leave
Child care Leave can be used on an intermittent basis with the approval of the employee’s supervisor and the Library Director.

Pay During Leave
Leave will be unpaid for the first two (2) weeks of leave; however, employees may use accrued paid vacation or personal leave during this time. The employee may also elect to use any emergency paid leave sick leave, set out above, not previously used for other allowable reasons.

After the first two (2) weeks, leave will be paid at two-thirds of an employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed $200 per day and $10,000 in total, or $12,000 in total if using emergency paid sick leave for the first two weeks. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

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• If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
• If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Interaction with Other Paid Leave
Employees may supplement the two-thirds pay with accrued leave time, not to exceed 100% of regular pay.

Employee Status and Benefits During Leave
While an employee is on leave, the Library will continue the employee’s health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee’s share of the premium.

Procedure for Requesting Leave
All employees requesting Expanded FMLA leave must provide written notice of the need for leave to their supervisor as soon as practicable, at which time the supervisor will email an application form to the employee. The form will also be available on the staff intranet. Employees must complete and return the application form to their supervisor. Verbal notice will otherwise be accepted until written notice can be provided.

Notice of the need for leave must include:
• The name and age of the child or children being care for.
• The name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons.
• A statement representing that no other suitable person is available to care for the child or children during the period of requested leave. For children over the age of 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

The Library may require an employee on Expanded FMLA leave to report periodically on the employee's status and intent to return to work.

Non-Retaliation
No employee who appropriately utilizes Child care Leave under this policy will be discharged, disciplined or discriminated against for taking time off due to this leave.
**Employee Status After Leave**

An employee who takes Child Care Leave is entitled to return to the same position or a position with equivalent status, pay, benefits and other employment terms, provided, however, an employee is not protected from employment actions, such as layoff or termination, that would have affected the employee whether or not the employee took Child care Leave.

Please contact your supervisor or the Library Director with any questions.

The Library retains the right to terminate, modify or deviate from the provisions of this Policy, with or without notice. In the event this Policy does not comply with the FFCRA or Regulations promulgated thereunder, or other applicable state or federal statutes, regulations or orders, the Policy shall be deemed amended accordingly.
Orion Township Public Library
Remote Work (Teleworking) Policy

The Library considers working remotely, often referred to as “teleworking” for approved periods of time to be a viable alternative work arrangement in some instances.

Teleworking is not an entitlement; it is not a Library-wide benefit; and it does not change the terms and conditions of employment with the Library. Decisions regarding a specific employee’s teleworking arrangement will be based upon a number of factors, including for example, the employee’s past work history, the requirements of their position, and the impact on the Library. The employee’s supervisor and the Library Director must approve each teleworking arrangement prior to start.

As a condition to teleworking, an employee must sign a Telework Agreement.