



Sandwich Public Library District

925 S Main Street • Sandwich, Illinois 60548
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Coronavirus: Employee Safety Policy

The health, safety, and well-being of our employees is our highest priority. Therefore, the organization wishes to reinforce best practice with regard to preventative health and safety measures.

Hygiene Practices

The organization recommends the following health and safety actions as recommended by the World Health Organization:

- Wash your hands frequently and thoroughly with soap and water.
- Maintain social distancing (six feet) from anyone coughing or sneezing.
- Avoid touching your eyes, nose and mouth.
- Practice respiratory hygiene. (Cover your cough or sneeze with a tissue, then throw the tissue in the trash).
- If you are ill, seek medical care and stay home from work.
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Travel Outside the Country

If you or anyone in your family has traveled to or from a country that is designated a Level Warning Three as designated by the CDC within the past month, please notify your supervisor or Director. You may be asked to self-quarantine for 14 days after possible exposure and notify us if you develop any COVID-19 symptoms during this time.

Illness/Sickness

According to the Illinois Department of Public Health, other respiratory viruses (i.e., influenza) are currently circulating in Illinois. Fever, coughing, and difficulty breathing are symptoms associated with these viruses. Employees exhibiting any of these symptoms or other signs of illness will be asked to go home. Employees should not return to work until all signs and symptoms are gone, including being fever free for at least 24 hours while free from medication.

If an employee has signs or symptoms indicating COVID-19 (fever and/or symptoms of acute respiratory illness (e.g., cough, difficulty breathing) per the chart below), the employee will be asked to notify their supervisor or Director and seek medical assistance. Employees who are out for more than three days, or who have tested positive for COVID-19, may be asked to bring in a doctor's note indicating they are fit to return to duty.

This policy will expire when Illinois reaches Phase 5 of the Restore Illinois Plan. This policy will be reinstated if Illinois reverts back to any previous Phase.

Symptoms of COVID-19, cold, influenza

Symptoms	COVID-19	Influenza (Flu)	Cold
Dry cough	+++	+++	+
Fever	+++	+++	-
Stuffy nose	-	++	+++
Sore throat	++	++	+++
Shortness of breath	++	--	--
Headache	++	+++	-
Body aches	++	+++	+++
Sneezing	--	--	+++
Exhaustion	++	+++	++
Diarrhea	-	++	--

+++ Frequent ++ Sometimes + Occasionally - Rare -- Not observed



Source: WHO, CDC

Further Information:

Here are links for more information on the coronavirus:

- World Health Organization:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Occupational Health and Safety Administration
<https://www.osha.gov/SLTC/covid-19/>
- Centers for Disease Control:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

- Illinois Department of Public Health:
<http://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>
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Approved by the Board of Trustees 09.08.20