

Rawson Memorial Library Cass City, MI
Work-at-Home Policy
Created November 18, 2020

General

The Michigan Department of Health and Human Services (MDHHS) issued a new emergency order to combat the spread of the novel Coronavirus. The order, which takes effect on November 18, 2020, requires all employers, including libraries, create a policy prohibiting in-person work for employees to the extent such employees can feasibly complete their work activities remotely. A worker can feasibly work from home even if he or she is less productive at home or if there is an extra expense in providing the worker work-from-home equipment, such as a laptop. This likely includes most office workers and administrators.

Workers that cannot feasibly work from home and employees whose work requires interaction with the public or access to public records may continue to work in-person, provided they wear face coverings and remain socially distanced as required.

In order to minimize the presence of individuals gathered in work settings where COVID-19 may spread, employers should only permit in-person work when attendance is strictly required to perform job duties. A “strict requirement” for in-person work means that a worker is unable to physically complete required job tasks from a remote setting (e.g., like a food service or auto assembly worker, or a job involving protected data that cannot be accessed remotely). It should not be construed as permitting in-person work solely because working remotely may result in decreased productivity or efficiency (i.e., because an employee may be more effective / efficient in person) or because there may be additional costs related to performing work remotely (i.e., costs for equipment like laptops, VPNs, software licenses).

Policy

When a work-at-home order is put in place by MIOSHA, the health department, or other state or local entity, Rawson Memorial Library employees that can perform their duties at home must work remotely. Because most library work involves interaction with the public and access to library records, those staff duties must be done at the library. Additionally, two staff members are required to work during all open hours to ensure staff security. The Director will make every effort to assign duties that can be performed at home for a portion of each staff member’s scheduled work hours.

In an effort to continue providing services to our community during the COVID pandemic, Rawson Memorial Library will do the following to comply with the work-at-home order:

- Scale back hours to Monday through Friday 9 a.m. to 5:30 p.m.
- Offer curbside service providing material pick up, copy, fax, and notary services as well as online / virtual programming.

- In order to maintain curbside service, the Director and one other staff member will work each day. The staff member working along with the Director will rotate between available staff.
- While in the library, everyone will wear a face mask and maintain 6 feet of social distance as well as use recommended hygiene practices.
- High touch points throughout the library building will be cleaned every morning with a bleach and water solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water). The table in the library lobby used by staff while on door duty will be cleaned with the bleach and water solution prior to another staff member using it.

Since it is necessary to be at the library to provide curbside service, other tasks that need to be done while at the library will be attended to as well. This includes, but is not limited to:

- Answering phone calls
- Cataloging and processing new materials
- Emptying the drop box, putting materials in quarantine, cleaning items when quarantine is complete, checking in and re-shelving materials
- Accepting MeL deliveries, putting materials in quarantine, cleaning our returned items, and processing MeL items
- Collecting the mail
- Paying bills
- Cleaning the facility

Staff will work remotely doing tasks that include, but is not limited to, the following:

- Updating website and social media
- Reading and replying to emails
- Attending free webinars
- Virtual programming
- Planning

This policy is in force as long as state authorities deem necessary. It may be reinstated as needed throughout the COVID pandemic and may be used in the future for other similar situations.