



Travel Policy

Due to the *COVID-19* pandemic and resulting health crisis, the Lewes Public Library (“the Library”) has adopted a *Travel Policy*. This policy will remain in effect throughout the duration of the public health emergency related to the COVID-19 pandemic. The Library reserves the right to revise the policy as needed.

The Library is responsible for providing a safe and healthy workplace. We request that all employees and volunteers inform the Director of past or future out of state travel plans to allow the Library the opportunity to reasonably evaluate the risk to other employees, volunteers and patrons. At the discretion of Director and/or the Board of Commissioners, employees and volunteers may be required to self-quarantine upon return from travel to any destination. The CDC’s most recent guidance recommends individuals to self-quarantine for 14 days after a potential exposure or 10 days after a positive test. During the period of self-quarantine, employees will be required to use paid time off to cover that period. If you choose not to self – quarantine upon return from personal travel, you could get tested for COVID-19 and inform the Director of your results prior to returning to work and take appropriate measures if results are positive.

If you intend to travel, the following safety guidelines, among others, should be followed:

- Avoid close contact with others – keep a distance of at least six (6) feet.
- Clean hands often – washing with soap and water for at least 20 seconds.
- Wear a face covering in public.
- Notify the Library immediately if you or a family member has been diagnosed with COVID-19.
- Please consider testing upon return from vacation.

Thank you for your hard work and commitment to the Library.

Accepted and approved by the Lewes Public Library Board of Commissioners 08/18/20