



Temporary Travel Policy

When traveling outside of your local area for non-essential business, please continue to adhere to the following:

Protect yourself and others during your trip:

- Clean your hands often.
 - ▶ Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - ▶ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with others.
 - ▶ Keep 6 feet of physical distance from others.
 - ▶ Avoiding close contact is especially important if you are at higher risk of getting very ill from COVID-19.
- Wear a cloth face covering in public.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or stores. Do not dine in restaurants if that is prohibited by state or local guidance.

It is your responsibility to disclose to your immediate supervisor or the Human Resources Department if during your travel you come into close contact with a confirmed or presumptive case of COVID-19, fail to apply the social distancing guidelines, or fail to follow any CDC guidelines for either your state or destination location.

In the event you are prepared to return to work but begin to experience symptoms related to COVID-19, you will be required to self-quarantine for a period of at least fourteen (14) days.

Decatur Public Library reserves the right to require employees to self-quarantine at home if we become aware of an employee's travel to a location with a disproportionate number of positive COVID-19 cases (please research your travel destination) or if the employee is exhibiting any COVID-19 related symptoms. Note: Employees should not go to locations with high numbers of positive COVID cases unless it is an emergency.

When the Governor's office determines that Phase 5 of the Restore Illinois plan begins, this policy will no longer be in force.

Approved by the Decatur Public Library Board of Trustees
June 18, 2020