

Dear Colleagues:

In light of some of the recent incidents in our locations, we wanted to take the time to remind staff about the essential safety protocols we have in place to keep everyone healthy and safe at work. Following these mandatory protocols will help to ensure your safety and minimize disruptions to our day-to-day operations.

Face Coverings

Face coverings are not optional at the Library. They are **required** in all buildings and **must completely cover your nose and mouth and secured under your chin at all times**. Employees may use their own face covering as long as it does not have an exhalation valve. For tips on safely using a face covering or ensuring a snug fit, please click here - [Face covering Tip Sheet](#).

A face covering is not a substitute for social distancing, but is especially crucial in situations when maintaining at least a 6-foot distance is not possible.

Anyone who repeatedly fails to appropriately wear a face covering as required by this policy will be subject to the disciplinary process as appropriate. You can read the full policy here - [Face-covering Policy](#).

Daily Health Screening Questionnaire (DHSQ)

As required by New York State and the Library, all individuals **must** complete a DHSQ **honestly and accurately** at least one (1) hour before initially entering a Library building each day. The purpose of the DHSQ is to help prevent the spread of COVID-19 as it requires you to monitor your health daily.

DHSQs can be submitted on-line (through [ServiceNow](#)) or by phone (**347-474-3049**). Individuals **must** take their **temperature** to complete the DHSQ. If you do not have a thermometer, the Library will provide you with one for home use. You can request a thermometer by completing this form - [NYPL Thermometer Request](#).

To learn more about the DHSQ, please take the Bridge Tutorial ([COVID-19 Daily Health Questionnaire](#)).

Staff who fail to honestly and accurately complete the DHSQ will be subject to the disciplinary process as appropriate.

Healthy Habits

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
- **Stay home** when you are sick.
- **Avoid close contact** with people who are sick.
- **Maintain at least 6 feet** of physical distance between yourself other people (where feasible).

- **Keep your hands clean** by washing them often, for 20 seconds, with soap and water; if this is not possible, then use a hand sanitizer containing at least 60% alcohol.
- **Avoid touching** your eyes, nose, and mouth.
- **Cover coughs and sneezes** with a tissue and then discard or sleeve.
- **Clean and disinfect** surfaces and frequently touched objects (such as your cell phone, shared desk phone, shared and personal workspace, breakroom appliances, etc.) using a disinfectant cleaning spray or wipe.

Wearing a face covering, completing the DHSQ, and practicing healthy habits are behaviors that are not independent of one another. They only work to prevent the spread of COVID-19 if we diligently practice each of them all the time.

COVID-19 Testing

All staff are encouraged to get tested for COVID-19.

New York City offers free testing at many Health and Hospitals Corporation (HHC) Facilities. Test results are delivered within 3 to 5 days. Please click on this link to find a location: [NYC Health and Hospitals Corp.](#)

The New York City Department of Health recently began offering free rapid tests at some locations in the Bronx, Manhattan, and Queens. Tests are by appointment only, and results are delivered within 24 hours. To locate a site and make an appointment, please click here: [NYC DOH Express Testing Sites](#). Appointment slots fill up quickly, but additional time slots are released periodically throughout the day. So, please check the site regularly if you are unable to make an appointment.

If you live outside of New York City, you can locate a testing site by clicking on this link: <https://my.castlighthhealth.com/corona-virus-testing-sites/>.

Please inform us immediately at covid19@nypl.org if you receive a positive test or develop symptoms.

Privacy/Confidentiality

It is essential to note that the Library has a legal obligation to protect the identity of anyone exhibiting symptoms (regardless of their COVID-19 status). This includes sharing their name or any other information that could allow someone to identify them.

Even if someone confides in you concerning their medical condition, the Library requests that you not share this information with other colleagues. Instead, you should immediately inform Human Resources, the Reopening Officer, and the Environmental Health & Safety Manager.

Further Communication

In the future, we will use a variety of communication channels (including the e-alert system, Lair, and video messages) to remind people about our policies and associated behaviors.

Managers: Please ensure your staff read this email and make it a discussion topic as your upcoming staff meetings.

Thank you for your cooperation and adherence to these protocols as we aim to keep each other and our loved ones safe and healthy.