

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 |
www.mopl.org

The Mount Olive Public Library's COVID19 Vaccination and Mask Policy

I. PURPOSE

The Mount Olive Public Library is obligated by State and Federal law to provide a safe and healthy workplace that is free from recognized hazards that endanger the health, safety, and welfare of its employees, volunteers, Library Board of Trustee Members, Friends of the Mount Olive Public Library, and patrons. With respect to the ongoing COVID19 pandemic, the Mount Olive Public Library must implement policies consistent with current COVID19 public health guidance and legal requirements to protect its employees and members of the public. The U.S. Centers for Disease Control and Prevention (“CDC”) has reported that new variants of COVID19 have been identified in the United States, and that certain variants are more transmissible than previous strains. New Jersey has experienced significant upticks in critical COVID19 metrics over the past few months that warrant additional precautions in certain settings, especially those with a substantial number of unvaccinated individuals. Additional steps are necessary to ensure individuals are protected against the spread of COVID19 and to sustain the level of Library service to members of the public who depend on us to delivery such service. This policy, which is based on State and Federal public health guidance, is intended to protect against the continued and unnecessary spread of COVID19.

II. GENERAL INFORMATION

The New Jersey Department of Health (“NJDOH”), the CDC and the U.S. Equal Employment Opportunity Commission (“EEOC”) have issued guidance that the Mount Olive Public Library is relying upon to develop and modify workplace operations to protect the health and safety of all Library employees, volunteers, Library Board of Trustee Members, Friends of the Mount Olive Public Library, and patrons during the ongoing COVID19 pandemic.

According to NJDOH and CDC, COVID19 continues to pose a risk to our community, especially to individuals who are not fully vaccinated, and certain health and safety measures are necessary to prevent the continued spread of COVID19.

In May 2021, Governor Murphy issued Executive Order No. 242 and Executive Order No. 243, which require employers to take specific measures to protect employees from COVID19, including enforcing masking and quarantine requirements for employees and volunteers who are unvaccinated or for whom the employer does not have documentation verifying they are fully vaccinated. Unvaccinated employees and volunteers pose a greater risk of contracting and spreading COVID19 in the workplace and to members of the public who depend on the Mount Olive Public Library’s services.

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The State of New Jersey has expanded COVID19 vaccine eligibility to all individuals age 12 and over who live, work and study in New Jersey.¹ In addition, NJDOH² and CDC³ recommend that all eligible individuals become “fully vaccinated” against COVID19, which means:

- 2 weeks after second dose in a two-dose vaccine series (e.g., Pfizer or Moderna); or
- 2 weeks after a single-dose vaccine (e.g., Johnson & Johnson/Janssen).

Currently, the U.S. Food and Drug Administration (“FDA”) has approved two COVID19 vaccines (Moderna and Johnson & Johnson/Janssen) for Emergency Use Authorization and fully approved one COVID19 vaccine (Pfizer) for all persons age 16 and older. Pursuant to EEOC guidance, employers may require employees to be fully vaccinated against COVID19, with limited exceptions, and may require employees to provide proof of vaccination.⁴

Additionally, in August 2021, Governor Murphy issued Executive Order No. 252 and Executive Order No. 253, instituting vaccination and testing requirements for all persons working in Health Care Facilities, High-Risk Congregate Settings, all teaching personnel, and State Workers to help prevent outbreaks and reduce transmission.

¹ <https://covid19.nj.gov/pages/vaccine>.

² https://www.state.nj.us/health/cd/documents/topics/NCOV/Public_FAQ.pdf.

³ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/your-vaccination.html>.

⁴ <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws#K>.

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III. COVID19 VACCINE POLICY

In order to comply with State and Federal requirements to maintain a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm to Library employees, volunteers, patrons and to best protect Library employees, volunteers, and patrons and continue to fulfill the Library's obligation to the public, **it is the Library's policy that all Library employees and volunteers must, as a condition of employment or volunteerism, be fully vaccinated against COVID19 or submit once a week COVID19 testing documentation until fully vaccinated or until further notice. In addition, both vaccinated and unvaccinated employees and volunteers shall be required to always wear a mask indoors as well as outdoors during programing or gatherings.**

This policy is effective immediately. All are subject to weekly COVID19 testing until and unless they provide documentation verifying full vaccination status to the Library Director.

Employees and volunteers are advised not to provide any medical or genetic information as part of the proof of vaccination. The Library will keep any proof of vaccination and/or request for an accommodation confidential and will maintain same in a confidential medical record separate and apart from the employee's or volunteer's personnel file.

Employees and volunteers may demonstrate proof of full vaccination status by presenting the following documents:

- An electronic or physical copy of a CDC COVID19 Vaccination Card;
- Official record from the NJ Immunization Information System or other State immunization registry;
- A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist;
- A military immunization or health record from the United States Armed Forces; or
- Docket mobile phone application record or any state specific application that produces a digital health record.

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IV. ACCOMODATIONS

A. An employee or a volunteer may be entitled to an accommodation from the vaccine policy if the employee or the volunteer:

1. Has a disability or pre-existing health condition that precludes them from getting a COVID19 vaccine;
2. Has been specifically advised by their doctor not to get the COVID19 vaccine while pregnant or breastfeeding; or
3. Has a sincerely held religious belief, practice, or observance that precludes them from getting a COVID19 vaccine.

B. Employees and volunteers must request an accommodation in writing as soon as possible. Please contact the Library Director no later than October 6, 2021 to request or inquire about an accommodation.

The Library will consider requests for a reasonable accommodation on an individualized, case-by-case basis. The Library reserves the right to request supporting information or documentation regarding an employee's or volunteer's request for an accommodation. Each employee's or volunteer's accommodation request is fact-specific, and the Library will work with each employee or volunteer regarding potential exemptions from the vaccine policy for disability, medical, or religious reasons. Requests for accommodations may be denied if the Library determines that providing the accommodation would impose an undue hardship on the operations of the Library's business or pose a direct threat to the health or safety of others, despite a reasonable accommodation.

V. TESTING REQUIRMENTS

An employee or volunteer who is not fully vaccinated or an employee or volunteer who is entitled to an accommodation from the vaccine policy, shall submit a weekly COVID19 test commencing on November 1, 2021 as follows:

1. One test per week from a COVID19 certified laboratory. Home self-tests will **NOT** be allowed. Two examples of testing sites for your convenience are as follows: A weekly testing site at the Mount Olive High School from 3 pm – 6:30 pm on Thursdays only and LabQ - HQ Center located at 100 International Drive, Budd Lake, NJ 07828, which is open Monday – Saturday from 7am – 7pm.
2. Either an antigen or molecular test that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services should be used.

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3. Documentation proving COVID19's valid test result must be submitted prior to the start of an employee's or volunteer's work week to the Library Director.
4. An employee or volunteer who is off from work during a week where testing would otherwise be required, the policy need not require one to submit to testing in their absence. However, an employee or volunteer must submit valid test results prior to returning to work.

VI. MASK REQUIREMENTS

Vaccinated and unvaccinated employees and volunteers are required to always wear face coverings, including when working in common areas or meeting with the public, whether in inside or outside. Face coverings will be provided, if additional masks are required, do not hesitate to request them from the administrative office.

The Library reserves the right to require face covering for all employees, volunteers, and patrons during in-house programming such as book club, story time, and other such programs. Such events will be advertised as mask required events.

VII. ENFORCEMENT

A. Library employees and volunteers who have not provided proof of vaccination and who have not submitted a weekly proof of a COVID19 test will be deemed non-compliant with this policy. Due to the extreme danger of the ongoing COVID-19 pandemic, non-compliant employees and volunteers will be prohibited from working within the Library's building, facilities, or in the public.

B. A non-compliant employee will not be paid for any time when they are not working. The pay of a non-compliant employee will be reduced in proportion to that portion of their workweek that the non-compliant employee did not work. A non-compliant employee may use vacation or personal leave for days that they are unable to work as a result of their non-compliance.

C. If there is a need to fill the position of a non-compliant employee, that non-compliant employee will be given fifteen (15) days' written notice that their employment is in jeopardy. **If the employee remains non-compliant, they may be terminated.**

VIII. AMENDMENTS TO POLICY

The Library reserves the right to suspend or amend this policy as needed, including, but not limited to, the right to change the deadlines set forth above based on the availability of the COVID- 19 vaccine and/or additional public health guidance.