



Council on Library and Information Resources
COVID-19 Preparedness and Response Plan
Last updated February 14, 2023

NOTICE

February 14, 2023

In line with updated guidance from the U.S. Government, CLIR will discontinue this policy effective May 11, 2023.

See the Notice on the Continuation of the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) Pandemic [<https://www.whitehouse.gov/briefing-room/presidential-actions/2023/02/10/notice-on-the-continuation-of-the-national-emergency-concerning-the-coronavirus-disease-2019-covid-19-pandemic-3/>] published by the White House on February 10, 2023 for information on the termination of the national emergency that led to the creation of this policy.

The Council on Library and Information Resources (“CLIR”) believes strongly that the health and safety of our staff and community is of utmost importance. Accordingly, CLIR has developed the following COVID-19 Preparedness and Response plan in response to the current pandemic.

CLIR aims to protect its employees, partners, and constituents by enacting all appropriate prevention efforts. We are continually monitoring guidance from local, state, and federal health officials and will implement plan modifications as appropriate.

Update (5/24/2021)

CLIR encourages all employees to receive Covid-19 vaccinations when possible, but does not require vaccination as a condition of employment.

Workplace Controls

All CLIR's employees telecommute full-time. As of February 2021, CLIR has downsized its physical space to a shared office in Alexandria, VA which serves as a mail delivery location. CLIR no longer has a dedicated office space, nor are employees expected to work onsite.

Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

CLIR is aware that many employees are dealing with significantly increased non-work-related responsibilities during this time (e.g. childcare, time to care for ill relatives, etc.). Accordingly, CLIR has authorized all staff to work irregular hours, including shortened hours as necessary, as allows them to best handle their personal as well as professional responsibilities.

Staff are asked to let supervisors and colleagues know their expected work schedules, but **do not need to use vacation or sick leave where time away is related to the pandemic or its effects, including vaccinations**. Employees may account for any such leave as regular hours worked on their timesheets.

Travel and meetings

CLIR has placed an indefinite moratorium on all work-related travel.

During this time:

- All staff and other company meetings will be held remotely.
- Program-related meetings, including review panels and meetings designed for recipients of CLIR's fellowship, grant, and other programs, will be held virtually or postponed until such time as it is deemed safe to travel and convene groups indoors.

Update (5/24/2021)

CLIR employees may resume travel and participation in face-to-face meetings and events at their discretion and with approval from their supervisor. No employee will be required to travel if they do not feel safe doing so.

Plan Updates and Expiration

This plan responds to the COVID-19 outbreak. As this pandemic progresses, CLIR will update this plan and its corresponding processes.

This plan will expire upon conclusion of its need, as determined by CLIR and in accordance with guidance from local, state, and federal health officials.