

## **Lester Public Library of Rome Emergency Closure Policy**

This policy establishes guidance for library staff when deciding to close or alter regular open hours for emergency or dangerous conditions.

### **I. Criteria**

- A. Weather related warnings issued
- B. Safe traveling conditions for scheduled staff
- C. Closing of area schools, agencies, and/or businesses
- A. Other emergency warnings
- B. Mechanical failures or dangerous conditions in the building

### **II. Authority**

- A. The Library Director will make a decision to close by monitoring weather, news, and/or road condition reports, and the closing of other organizations
- B. When the Director is unavailable, his/her chosen substitute may decide to close by advising with the Library Board President, or other board member

### **III. Notifications**

- A. To the extent possible, the closing will be shared on the library website and calendar, relevant social media, library entrances, outgoing phone message, and to SCLS libraries.

### **IV. Programs**

- A. Programs scheduled during an emergency closure will be cancelled.

### **V. Compensation**

- A. Employees whose shift is cut short by an emergency closure may choose to use their vacation, personal time off, or reconcile missed work time within the same pay period
- B. Employees who do not work any part of their regularly scheduled shift will not receive pay.
- C. Employees who do not feel safe traveling to work may choose not to come in by notifying the director and will have the option to use vacation, personal time off, reconcile missed work within the same pay period, or receive no pay.

### **VI. Fines**

Fines for materials due on days that inclement or emergency conditions occur may be waived, whether or not an official emergency is declared and whether or not the library is closed.

Approved by the Library Board on 03/08/2019

Revised and approved the by the Library Board on 11/13/2020