

## **Inclement Weather Policy**

### **I. Purpose of Policy**

At times when the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

### **II. Library Closures:**

There are times prior to opening, especially in winter, when the weather could threaten the safety of the public and library staff and it may be necessary to not open the library.

Furthermore, there are times during operating hours when weather conditions may make travel hazardous for the public and library staff. At such times, it may be necessary to close the library early. The decision to close the library or postpone opening the library due to inclement weather is at the discretion of the Library Director or his/her chosen substitute after advising with the Library Board. If the Town of Rome closes its facilities, the Library will close.

### **III. Notifications:**

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

### **IV. Library Safety Measures Due to Inclement Weather:**

There are times when the weather becomes dangerous while the library is open. This may require closing the library so staff and the public can get home safely. Library closures are at the discretion of the Library Director or his/her chosen substitute. Other times, the library may need to take safety measures to protect staff and the public.

- A. When the National Weather Service issues a Severe Thunderstorm Warning the library will notify patrons of the impending weather. If a Tornado Watch is issued, library staff will inform patrons of the possibility of a tornado developing. If a Tornado Warning is issued, the library will require you to take cover under the direction of the library staff or leave the facility immediately. Library staff will strongly encourage the public to remain at the library and take cover in the designated areas for their safety, but staff cannot require that they remain in the library. Once in the designated safety areas, staff and patrons will stay in those areas until the Tornado Warning expires.
- B. The library has designated safety areas in case of Tornado or weather events. The bathrooms are not reinforced, but they do not have windows. The Storage Room in the community room is an interior room and does not have windows. As a last resort, the book drop can be used. It is not an interior room, but it does not have windows. If the Aspirus Riverview Clinic next door is open, and time allows, they do have a basement to seek shelter in.

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### **V. Staff Compensation Related to Inclement Weather Situations:**

If an employee does not feel safe traveling to work, he/she 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.

If an employee's shift is shortened due to weather closure, he/she may choose to use their vacation, personal time off, reconcile missed work within the same pay period, or receive no pay. An employee who does not work any part of their regularly scheduled shift will not receive pay.

### **VI. Fines**

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

In the event of a major disaster, the Library Board may, at its initiative, suspend this policy.

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