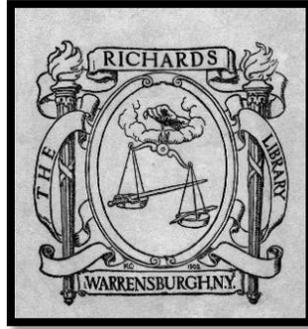


The Richards Library Policies



Emergency Closure Policy

The following are rules and regulations of the Board of Trustees of the Richards Library. These are effective 24 March, 2020, and will be reviewed bi-annually.

It is the policy of the Richards Library to ensure the safety of all of its patrons and Library Staff. Library administration will make every effort to maintain regular Library operating hours. However, at times, the Library may have to close, shorten hours or cancel programs or reservations or appointments due to emergency conditions.

The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) as a result of general health or safety conditions or other emergency circumstances out of the Library's control or if otherwise deemed necessary to ensure safety of either Library Staff or the public.

Adverse Weather

In the instance of adverse weather, the decision to close the Library will be based upon:

- General conditions of roads in the Warrensburg/Thurman area;
- Condition of the Library's walkways, handicapped parking area and exits;
- Availability of sufficient Staff to open and operate the Library;
- Requests for closure by local, county or State Law Enforcement agencies

The decision to close will be made by the Library Director. In the absence of the Director, the President of the Board of Trustees will make the decision to close the Library. The Library Director must be notified of such action.

Staffing Expectations When the Library is Open

The Richards Library wants its Staff members to feel safe. Staff members seriously concerned for their safety in the event of adverse weather conditions who choose not to travel to work (or choose to leave work before their shift is over) should feel comfortable doing so after notifying the Director. The Director also has the option of closing the Library if prevailing weather conditions dictate that it is prudent to close the Library early to ensure the safety and well-being of the Staff and patrons.

Cancellation of Library Programs and Reservations/Appointments

- All scheduled Library programs, reservations/appointments will be canceled in the event the Library is closed;
- The Director has the responsibility of notifying all program presenters and those who reserved or made an appointment to use the library or meet with Library Staff as well as notifying those patrons who have signed up for Library programs that the Library is closing and a future time will be scheduled for the program to be presented;
- The Library Director will use Facebook, the Library web page and the School Closings Network to notify ALL patrons that the Library is closed or will be closing.

Employee Compensation During Emergencies

Compensation Continuance

When the Library temporarily closes due to a declared State of Emergency by Federal, State, County or Local authority, and all or some Staff members are instructed not to come in to work, upon a vote of the Board, compensation shall continue as follows:

- The Director shall be paid at his/her regular rate of pay. Part-time Staff shall be paid for their regularly scheduled work shifts; designated Staff that fill in occasionally as substitutes will not receive any compensation;
- To be eligible for compensation during a time of emergency closure or reduced hours, Staff must be ready, willing and able to be On Call and/or work remotely on projects identified by the Library Director during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, Staff should note the time worked through the usual process for logging hours or by maintaining a log of hours worked to be turned in at the appropriate time.

Quarantine Leave Policy

If a Full or Part-time Staff member who is not physically ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared State of Emergency by Federal, State or Local authority, a Staff member determines to self-quarantine, such Staff member shall be granted leave with pay for the period of the required absence. Such pay shall cover the Staff member's routine hours.

- To be eligible for compensation during quarantine leave, Staff members must be On Call and/or ready, willing and able to work remotely on projects identified by the Library Director during their regular working hours, and must complete such duties assigned. When

performing tasks remotely, Staff members should note the time worked through the usual process for logging hours or by maintaining a log of hours worked to be turned in at the appropriate time.

Approved 24 March, 2020 by the Board of Trustees of the Richards Library