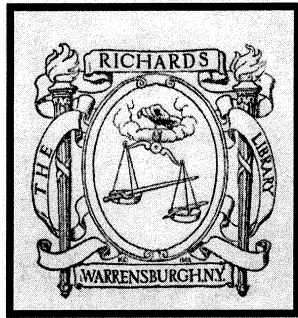


The Richards Library



Emergency Closure Policy

The following are the rules and regulations of the Board of Trustees of the Richards Library as it pertains to emergency closures. This policy is effective March 24, 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, there may be times the library needs to close, shorten hours or cancel programs, 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.), mandated closures by governing authorities, or any other emergency circumstances deemed appropriate and necessary in order to ensure the health and safety of the library staff and the general 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 state, county or local law enforcement agencies

The decision to close will be made by the Library Director, with notification given to the President of the Board of Trustees. In the absence of the Director, the President of the Board of Trustees will make the decision to close, and notification will be given to the Library Director.

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 the completion of their shifts) 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 early closure is prudent to ensure the safety and well-being of the Staff and patrons, or if insufficient staff are available to operate.

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 personally notifying program presenters, persons who reserved or made appointments to use the library or meet with library staff, as well as any patrons who have signed up for library programs or services that are affected by the closure. Times will be rescheduled for presentation of cancelled programs as well as cancelled patron services.
- The Library Director will use Facebook, the Library web page and the School Closings Network to notify patrons and the general public 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 a federal, state or local authority, all or some staff members may be instructed not to come to work. Compensation continuance is not guaranteed.

Compensation continuance will be determined by current federal, state and local regulations and mandates. Should federal, state or local regulations mandate compensation continuance, compensation will be as follows:

- Employees shall be paid at their regular rate of pay for their regularly scheduled work hours.
- Staff designated as substitutes, working occasionally in a fill-in, as-needed basis will not be compensated, except to the extent that they were already committed and scheduled to work shifts at the time of the closure.
- To be eligible for compensation during a time of emergency closure or reduced hours, staff must be ready, willing and able to work remotely on projects identified by the Library Director or the Board of Trustees during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, staff must maintain a log of hours worked, to be forwarded at the appropriate time for payroll processing.

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.

Compensation continuance is not guaranteed. Compensation continuance will be determined by current federal, state and local regulations and mandates. Should federal, state or local regulations mandate compensation continuance, compensation will be as follows:

- Employees shall be paid at their regular rate of pay for their regularly scheduled work hours.
- Staff designated as substitutes, working occasionally in a fill-in, as-needed basis will not be compensated, except to the extent that they were already committed and scheduled to work shifts at the time of the closure.
- To be eligible for compensation during a time of emergency closure or reduced hours, Staff must be ready, willing and able to work remotely on projects identified by the Library Director or the Board of Trustees during their regularly scheduled working hours, and must complete such duties as assigned.
- When performing tasks remotely, staff must maintain a log of hours worked, to be forwarded at the appropriate time for payroll processing.

**Approved March 24, 2020 by the Board of Trustees of the Richards Library
Reviewed and amended October 5, 2021 by the Board of Trustees of the Richards Library**