

## Emergency Closings

The Director is empowered to close or reduce the hours of operation of the Library building due to unhealthy conditions, unsafe conditions, extreme weather conditions, utility failures, or other emergencies such as heating or cooling problems or the lack of available staff. The Director will notify the Board President of such closings in a timely manner. The Director will text or call staff that is scheduled to work of such closings or delays in opening. The library will use social media and the library webpage to inform the public of such closings or delays in opening.

When weather conditions warrant officials to post a red travel alert for Delaware County, the library will be closed. In the event the library is open and an employee cannot get to work safely due to the weather, the employee may choose to take a day of vacation, a personal day, make the time up if possible, or take a day of unpaid leave.

Library employees may be required to work their scheduled hours even though the facility may be closed to the public. Some staff members may be required to report to the library for various reasons. Examples would include security, maintenance, housekeeping, essential computer system management, processing of payroll, or other cases to be determined as needed. Regular staff required to report to work at these times will be paid.

The Director will be responsible for decision-making and communications if the library is closed due to an emergency beyond our control. If the building must be closed for an emergency, employees may be paid for their regularly scheduled hours during that time, at the discretion of the Director. Pay during closings is not automatic.

Should a health or safety emergency affect the library service area, the library will cooperate with local emergency responders, the Delaware County Health Department, the Delaware County Emergency Management Agency, and the Department of Homeland Security. The library will comply with requests to assist in minimizing the effects of the emergency. This may involve closing, reducing or extending hours of operation for the duration of the crisis. The library will provide up-to-date information to the public in the appropriate format. If requested by public health officials, library facilities may be made available to be used as staging, screening, or treatment sites, or for other purposes to help protect public safety and welfare.

Library services may be suspended during these emergency events. All programs scheduled to take place in the library facility may be cancelled. Overdue fees for borrowed materials will be waived for the duration of the closing. Every attempt will be made to maintain services to patrons by means of electronic resources and services to provide information and recreation to the public.

Staff who are ill are expected to stay at home. Staff who are ill and report to work will be sent home. Staff who need to remain at home in order to care for dependents or who may be quarantined because of illness in the household will be required to use paid time off in order to be paid during these absences unless other official or governmental assistance is available to pay for this time off.