

# **Germantown Community Library**

## **Library Emergency Closing Policy**

### **INCLEMENT WEATHER**

In the event of unsafe weather due to snow, ice or temperature, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits.

The following should be taken into consideration:

- Village of Germantown action
- Germantown School District action
- Library as a designated county warming facility
- At least three members of the staff are available to open or remain open
  - One must be a supervisor level
  - The remaining two staff members do not include Page I or temporary positions.

Should it become necessary to close the library, the Library Director or designee will notify staff, the Library Board, the Germantown Police Department, Village Hall, and post it on the Library website, social media sites, and on the front door. All local TV news stations should be notified. If possible, one hour notice will be given. In the interest of safety, patrons who need transportation home will be allowed to use the library telephones and instructed to go to the Police Department to wait for their ride.

### **PANDEMIC RELATED**

In the event the community is experiencing a health pandemic, the library will close and re-open to the public as directed by federal, state, county or Village of Germantown orders. The decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits. The Library Director or designee will inform staff, the Library Board and the public of the directive.

Digital, phone, curbside pickup and material return services will continue as long as staff are healthy and allowed to work according to federal, state, county or Village of Germantown guidelines. Staff will be required to follow the health department(s) guidelines for determining their work status and to prevent the spread of the illness while in the library.

When the library is open to the public during a pandemic, capacity limits will be determined based on the federal, state, county, or Village of Germantown guidelines. If there is not a specific category for public libraries, the library will follow the guidelines assigned to 'Large Venues' or 'Large Retail'.

## **LIBRARY BUILDING**

In the event the library experiences structural or mechanical problems that impact the immediate safety of patrons and/or staff, the decision to close the Germantown Community Library will be at the discretion of the Library Director, designee, or supervisor on duty with approval from the Library Board President if they are reachable and time permits. Directives and/or guidance from the Department of Public Works, Germantown Police Department, and Germantown Fire Department will be followed.

Should it become necessary to close the library, the Library Director or designee will notify staff, the Library Board, the Germantown Police Department, Village Hall, and post it on the Library website, social media sites, and on the front door. If the supervisor on duty is not able to reach the Director or designee, they will be responsible for the notifications.

## **PUBLIC SAFETY**

In the event of a public safety threat in the community or in the library, the decision to close or lock down the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits. Directives and/or guidance from the Germantown Police Department and staff's ability to travel to work will be followed.

Depending on the public safety situation, the Library Director or designee will notify the Library Board, Village Hall, and post it on the Library website, social media sites, and on the front door as feasible.

## **OTHER**

For all other situations not covered above that may require emergency closure of the library, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee with approval from the Library Board President if they are reachable and time permits.

## **STAFF PAID/UNPAID TIME**

At the discretion of the Library Director, library supervisors will determine if each individual staff member is able to remain working in the building, are able to work from home or are unable to work. Library supervisors will also determine if it is possible for staff to make-up the hours lost.

When it is determined staff are not able to work or make up lost hours, both full-time and part-time staff are to be unpaid. Staff that have paid vacation may elect to use their vacation time.

**ADOPTED: 3/26/97**

REVISED AND ADOPTED: 10/28/09; 6/28/17, 4/28/21