

Emergency Closing Policy

In the event of an unexpected closing the following steps are to be taken.

1) Adverse Weather / Equipment Failure

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will be closed only 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.) or when there is a general emergency within the Salida area. The decision to close the Library will be based upon:

- General conditions of roads in the Salida area.
- Availability of staff to open and operate the Library. Minimal staffing levels are defined as a minimum of at least two clerks. The Library can operate with a reduced staff when the number of patrons is expected to be abnormally low.
- Condition of the building's equipment.
- Requests for closure by local, county or state law enforcement agencies.

The Library will not automatically close or delay opening, based on any other institution's actions. The decision to close will be made by the Library Director. If the Library Director is unavailable, the managing librarian on staff will make the decision after conferring with a board member. Once the decision to close or to open late is made, the Director will notify the staff.

Every effort will be made to have public announcements of the unscheduled closure on the Library's website, telephone answering message, note on the front door, and by any other sources that may be available to the Library Director.

2) Pandemic (biological)

If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

Library Closure

The Salida Regional Library will close due to pandemic in the event that a) The City of Salida closes following the Chaffee County Emergency Closing Policy or b) a mandate order or recommendation for closure is issued by public health or government officials on the local, county, or state level. At the discretion of the Library Director or the Library Board President, the Salida Regional Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels. In the event of closure, it is imperative that the Library Director or designee follow the

communication procedures and submit payroll. Due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drop will be locked until cleared to reopen.

School Closure Due to Pandemic/ extreme or contagious illness:

In the event that any Salida Area School is closed due to illness, the Salida Regional Library will remain open unless one of the aforementioned requirements for closing are also met. However, all library programs and special events will be canceled on any day in which any of Salida Area schools are closed due to illness.

Minimum Staffing Level

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours with a maximum 8-hour workday and 40 hour workweek per employee. Thus, at least four employees must be available to be present at the library every open day. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than five consecutive days will result in reduced hours or closing the library. The level of excused absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include: 1. Cancellation of all programs, special events, and meeting room reservations. 2. Staff Library at minimum staffing level for a temporary period of time; employees may be reallocated and have shifts reassigned and lengthened to provide coverage of all areas during open hours. 3. Reduce open hours if number of employees falls below temporary minimum level. 4. Close the library for one or more days if number of employees further declines or only minimum level can be met for five or more days. If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the Salida Regional Library time off/sick leave policies. In the event of closure and healthy library employees are sent home, those employees shall be compensated for their regularly scheduled hours.

3) Compensation

Employees may be requested to report to work or remain at work even if the library is closed to the general public. If the library remains open to the public during inclement weather, employees are expected to work their regular hours. Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time.

If the Library is closed due to emergency conditions, employees regularly scheduled to work will be paid for their scheduled hours. Hourly employees who are absent due to scheduled day off, vacation time, holiday time; illness or other leave will not receive pay for the time the Library is closed.

Employees at the Library when it is closed will be paid for the remainder of their time period for that day.

If the Library is closed two or more days due to fire, snow, or other unplanned lengthy closings, employees regularly scheduled to work will continue to receive pay for two weeks before sick or vacation would kick in to cover the additional time off. An improvised interim work schedule

may be developed to handle existent work needs. Job descriptions or duties may be temporarily altered or reassigned, based upon unusual need. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

The Salida Regional Library Emergency Closing Policy was adopted and approved by the Salida Regional Board of Trustees on March 17, 2020.