

Portage Public Library EMERGENCY CLOSURE POLICY

- I Closing of Library Building
- II Cancellation of Library Programs & Reservations
- III Staffing Expectations
- IV Library Reopening

I Closing of Library Building

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. 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.) or if otherwise deemed necessary to ensure safety of either library staff or the public, such as a pandemic, epidemic or outbreak.

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

- General conditions of roads in the Portage area.
- Condition of the Library's parking lot, walkways, and emergency exits.
- Availability of sufficient staff to open and operate the Library. (A minimum of three staff is required to remain open.)
- Requests for closure by local, county or state law enforcement or public health agencies.

The decision to close will be made by the Library Director, in consultation with the Library Board. In the absence of the Director, the Library Board President and a member of the Library Leadership Team will make the decision to close the library. The Library Director must be notified of such action.

The Portage City Clerk will be notified of any closures.

II Cancellation of Library Programs & Reservations

- Children's and Teen programs will be cancelled if the schools are closed.
- All scheduled library programs will be cancelled in the event of a library building closure.
- All meeting room and study room reservations will be cancelled in the event of a library building closure. Library staff will attempt to notify reservation holders of the closing.

III Staffing Expectations

The Portage Public Library wants its staff members to feel safe. However, staff members who prefer not to travel to work or chose to leave work before their shift is over must get supervisory approval to do so. In these situations, they will not be paid for any missed work time, unless their supervisor approves an alternative option to make up their lost time.

In the event the library is closed:

1. Those individuals who did not report to work or left before the decision to close was made will use vacation or floating holiday or in the case of part-time employees, will not be paid for an uncompleted shift, unless they make up their lost time.
2. Those employees who report to work but who are sent home early will be paid to the end of their regular work shift.

3. If an employee is advised to not report to work because of a weather emergency or library equipment failure, they will be paid for their full shift.
4. During a declared public health or safety emergency, such as a pandemic, epidemic or outbreak that may impact work for extended periods of time; require a phased reopening of the library building; or limit computer and room usage, payment of staff hours missed may be handled differently. After consideration, final approval by the Library Board, and based in no small part on discussions with the Library Director and the City will be required to determine appropriate payment of staff for hours missed.

IV Library Reopening

During a declared public health or safety emergency, a phased reopening of the library building may be required. In the event of such an emergency other policies may be impacted with respect to hours of operation, availability of equipment, limited computer or room usage, extended loan periods, restricted areas or services to preserve the safety of staff and patrons. Furthermore any actions taken need to be publicized on the library or City of Portage website, library Facebook page or signage posted on the outside library doors.

Approved by the Portage Public Library Board of Trustees

January 10, 2017

June 9, 2020

April 12, 2022