

## **Inclement Weather Policies**

In order to fulfill its mission of public service, the Greenwich Free Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff.

Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or Library staff. Emergency/inclement weather closing will be authorized by the Director and/or Board of Trustees.

The decision to close, postpone opening or close early due to inclement weather will be made by the Director in conjunction with the Library Trustee Chairperson and actual observed local weather conditions. National or New York weather service advisories concerning travel during storm conditions will always be followed.

The public will be notified of closing or changes in hours of operation through a variety of means:

- Facebook posting
- Twitter
- Local television announcements
- Library telephone outgoing message

*Approved March 18, 2020*

## Emergency Closure Policy

It is the policy of the Greenwich Free 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, at times, the Library may have to close, shorten hours or cancel programs or reservations 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.), as a result of general health or safety conditions or other emergency circumstances out of the Library's control or if otherwise deemed necessary to ensure safety of either Library staff or the 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 Greenwich area.
- Condition of the Library's parking lot, walkways, and emergency exits.
- Availability of sufficient staff to open and operate the Library.
- Requests for closure by local, county or state law enforcement agencies.

The decision to close will be made by the Library Director. In the absence of the Director, the Library Board President will make the decision to close the Library. The Library Director must be notified of such action.

### Staffing Expectations When the Library is Open

The Greenwich Free 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 chose to leave work before their shift is over) should feel comfortable doing so after notifying their supervisor. Full-time staff will be expected to use compensatory time, vacation time, floating holidays, or to make up the hours within the pay period. Part-time staff have the option of using paid time off or making up the lost time if they so wish, with supervisor approval.

### Cancellation of Library Programs & Reservations

- All scheduled Library programs will be canceled in the event of a Library building closing.
- All meeting room and room reservations will be cancelled in the event of a Library building closing. Library staff will attempt to notify reservation holders of closing.