TAY TOWNSHIP PUBLIC LIBRARY

Port McNicoll * Victoria Harbour * Waubaushene

SUSPENSION OF OPERATIONS DUE TO EMERGENCY POLICY
POLICY # G-2020-21

The Tay Township Public Library Board is committed to providing a safe and secure environment for staff, volunteers, and members of the public who use the Library. The Board also acts to protect and secure the Library property.

The Tay Township Public Library Board recognizes that the Tay Township Public Library is a community service and therefore, should be open in locations meeting the needs of the community as much as is possible subject to the determining factors noted in this policy.

The Library Board, Chief Executive Officer (CEO), and Library Employees share the responsibility to ensure a safe and secure place for the public.

1. Suspension of operations at the Library branches may be necessary in emergencies including but not limited to, adverse weather conditions, fire, flood, health and safety emergency issues, and unexpected facility maintenance issues which may impact the health and safety of anyone in the branch.

2. The primary consideration is the safety of all persons in the building and on the property. The C.E.O. will determine when to close the Library during an emergency, and provide immediate notification by email to the Library Board Chair, as well as the Township CAO, providing the details surrounding the closure.

3. Notification of unscheduled closures will be posted at all Library branch entrances, on Tay Township Public Library social media pages, and on the Tay Township Public Library and Tay Township websites.

4. In the event of inclement weather, and if the Library is not to be opened to the public at all, every effort shall be made to make this determination by 9:00 a.m. the day of the closure.

5. The CEO will notify all staff by phone of the emergency closure immediately following the decision to close.

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6. If operations are suspended due to an emergency all staff scheduled to work will be compensated at their normal rate of pay. In the event of a full day closure, staff would be paid for their regular scheduled hours for that day. In the event of a partial closure, staff would be paid for the remainder of their scheduled shift.

7. The CEO should be notified immediately following any necessary calls to emergency services by library staff whenever a situation arises where staff, volunteers, patrons, or the building structure is threatened.

8. Any extended suspensions of Library operations would be brought forward to the Library Board.