

# APPENDIX A: Conditions Warranting Closure

## Policy PER-07 Hours of Work

### Gravenhurst Public Library



#### A. Conditions which warrant closure

The following conditions *will* warrant closure of the Library:

- a. **Non-emergency closing:** Failure of heating/cooling equipment during periods of extreme weather or lack of electrical power or requests for closure by local or provincial agencies due to public health concerns.
- b. **Emergency evacuation:** Building problems resulting in clear and present danger to employees and/or patrons (e.g. gas leak, noxious/toxic fumes, or fire) or any event such as a criminal investigation or lock down, severe accident involving injury, severe building damage.

The operational status of the Library *may* also be affected by **inclement weather**. Where inclement weather is in play, the determination to close the Library is made by the CEO/Chief Librarian or designate and is based on a number of factors including:

- General conditions of roads, both present and projected
- Requests for closure by local or provincial agencies
- Severe Weather Warning, as issued by Environment Canada
- Closure of municipal facilities
- Availability of staff to open and operate the Library

#### B. Program & Service Interruption

Staff acknowledge that there is no one strategy to mitigate service interruptions.

The Library offers a variety of programs on a drop-in, instructional, pre-registered, and incremental basis. In situations where conditions prevent the provision of Library programming and/or services a decision of upcoming closures and/or cancellations will be made in a timely fashion.

Recognizing that program cancellations and facility closures are in the best interest of public safety, staff will make every attempt to reschedule activities at a future time. In all cases, no overdue charges will be levied for items due on a closed day.

## C. Communication Plan for Closures

In cases where the Library closure is determined prior to regular hours of operation for the Library, the CEO/Chief Librarian or designate will initiate communication of the closure to Library staff via text or telephone.

In the event of an unscheduled closing, the following means of communication will be used to communicate with the public about the closing:

- Posting on Library website and social media
- Media outlets
- Signage at Library entrances

For those people already in the Library, the staff on duty will inform all users in the Library of the closure and ensure that they exit the Library safely and have time to arrange for transportation, if necessary.

Efforts will be made by staff on duty to directly inform any impacted program registrants or volunteers if possible.

## D. Staff scheduling and compensation

- i. **Reporting for work** - employees are expected to make every reasonable effort to report for work as scheduled. It is recognized, however, that inclement weather or other unexpected situations may cause significant transportation problems or locally hazardous conditions. Employees are expected to give first consideration to their personal safety in evaluating their ability to commute to work.

Staff members concerned for their safety who choose for themselves not to travel to work or choose to leave work before their shift is over, should notify the CEO/Chief Librarian or designate as soon as possible and advise them of the reason(s) that they will not be coming into work or will be leaving work early.

- ii. **Checking operational status of library** - Employees who are scheduled to work and need to determine the Library's operational status in an emergency are encouraged to consult their text and/or telephone message to receive instructions from the CEO/Chief Librarian concerning their work assignment and status. In the absence of any communication by phone or on the Library website or via text, normal operations are presumed.

- iii. **Temporary closures and remaining in library** - In some cases, such as temporary power outages, the Library may be closed temporarily to the public, however staff will be required to stay on site until the situation is resolved or more information is available regarding the timeline of an expected resolution. If the outage is expected to continue for more than 45 minutes the Library will be closed for the remaining regular hours of operation.
- iv. **Continued closures** - If a closure continues beyond one day, the CEO/Chief Librarian or designate shall be responsible for contacting Library staff by text or phone each day with instructions as to whether the Library is open or closed.