

## Dudley-Tucker Library (Non-Health-Related) Emergency Policy

### I. Purpose

To establish the protocol to be used in the event of an emergency, e.g. extreme weather. If there is an emergency, the library may be required to operate with limited staffing or take unique measures to help keep staff and patrons safe, including severe restrictions, limited hours of operation, or possible closure.

There is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (e.g. a fire or storm).

### II. Library Closure

The Dudley-Tucker Library may temporarily close because of an emergency in the event that either of the following occur:

- A. The Town of Raymond offices close because of an emergency;
- B. A mandate, order, or recommendation for closure is issued by the Governor or other government officials.
- C. The Library Director and/or Board of Trustees determine a safety issue preventing safe ingress or egress for Library Staff.

The Dudley-Tucker Library Board of Trustees establishes for any emergency, Minimum Staffing Level of two Employees per shift with appropriate specialties, as determined by the Library Director. The severity and duration will be determined by the Board of Trustees and Library Director. Inability to meet this staffing minimum due to safety issues shall be deemed sufficient criterion for closing the library. Staff available to be present at the library during all open hours are limited to a maximum eight-hour workday and 40-hour workweek per Employee.

At the discretion of the Library Director, the Dudley-Tucker Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels. In the event of closure or reduction of operating hours, the Library Director or Designee will maintain communication with staff, Dudley-Tucker Library Board of Trustees, and the Town Manager.

In the event of closure, due dates and holds pick-up 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 kept open and cleared periodically for as long as possible.

### III. Staffing

The absence of available library staff will determine the ability to carry out services and maintain open hours. In providing service safely and efficiently, the following actions may be enacted at the discretion of the Library Director, Dudley-Tucker Library Trustees, or Designee.

- Reduction of open hours if the number of Employees falls below minimum levels;
- Cancellation of programs and special events;

- Reallocation of Employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library for one 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 established Personnel Policy. If the Library is closed or hours reduced, Employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g.laptops, supplies, etc.) will be checked out to Employees by the Library Director or Designee for work-at-home assignments. If working from home is not possible, and in the event of closure, Employees shall be compensated for their regularly scheduled hours as follows:

- If the Library Director closes the Library or delays reporting, Employees will not be charged sick or vacation leave for the uncontrolled absence.
- If the Library is open and an Employee determines the conditions in their local area pose unsafe travel conditions, s/he may contact Library Director for delayed reporting until conditions allow safe travel or remain at their residence if conditions do not improve. In these circumstances, Employee will be charged leave (sick, vacation, or unpaid). The same policy applies for early departure.
- If an Employee opts to delay report, stay home, or depart early, and the Library is later closed, the Employee will only be charged leave for the period of their absence when the Library was open.
- Employee notifications will be made by text, unless otherwise agreed upon by Employee and Library Director. In addition, Employees on leave (sick, vacation, or unpaid) will not be charged hours the Library was closed under this provision.
- It is the Employee's responsibility to accurately note time worked (in-Library or from home), leave time, and/or Library Building Closed (LBC) time. It is the Library Director's responsibility to notify the Finance Department of who was on leave prior to posting the next payroll.

#### IV. Communication

Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on Facebook, Twitter, RCTV channels 13 and 22, WMUR, and the Library Website.

#### V. Prioritization of Services

If reduced staffing, hours, or services are required, Employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

In the case of reduced staffing or reduced hours of operation, the Library Director or Designee will prioritize service-related tasks and assign the daily work plan to staff.

Individual responsibilities shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which

individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

#### VI. Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations lies with the Dudley-Tucker Library Trustees and Designee.

Adopted February 7, 2022

by Dudley-Tucker Library Trustees: Sabrina Maltby, Valerie Moore, Jill Galus