

QUINCY PUBLIC LIBRARY EMERGENCY CLOSURE POLICY

In the event of extreme weather conditions, severe illness, power or water outage, or other extenuating circumstances, the Director may close the Library, in consultation with the Board President (or Vice-President if the President is unavailable) following best practice for a safe work environment as indicated by IDPH, OSHA, and/or local officials. In absences of the Director, the Assistant Directors may close the Library in consultation with the Board President (or Vice-President if the President is unavailable).

A minimum of five (5) persons is necessary to open the Library. If illness or weather causes a shortage of staff, the Library will close when that number of staff can no longer be present. The Library may be opened for limited hours and services with a minimum of four (4) people on duty if there is a valid reason to be open. A majority vote of the Board of Trustees, either in a meeting or by individual contact, would be required in order to be open under these circumstances.

Emergency Closing Notification

If the decision to close is made in the middle of the day, all staff will be notified at work, and any staff scheduled to come in later will be notified by phone. If the decision is made to close at the beginning of the day, employees will be notified as soon as possible by phone.

If the Library remains open, employees may choose to take paid time off if they feel it is unsafe to travel to work. There will be no further penalty for arriving late or taking a day off in these situations, but notification of absence must be made to the employee's supervisor in the normal manner.

Adopted June 8, 1999
Revised September 14, 2021
Quincy Public Library
Board of Trustees