

Emergency Closures Policy

The North Valley Public Library's priority is the health and safety of our employees and continuity of the services we provide to patrons. The Library is a public service entity; therefore, patrons expect the Library to be open even in severe weather or when building functions are impaired. Staff should attempt to make temporary accommodations to keep the building open, such as use of space heaters or fans. The Emergency Manual should also be consulted for appropriate actions.

General Emergency Closures

There are times when the library may need to close early or unexpectedly due to an emergency such as weather, fire, loss of electricity, loss of heat, or noxious smells from construction. Local government, business and school closures, as well as staff and patron safety will be considered when making the decision to close. The Library Director will make a good faith effort to consult with the Chair of the Board (or other Trustee if necessary) before closing the library, and either the Chair, or the Director of the Library will inform the other board members of the decision by email. During these short temporary closures employees that were scheduled to work those hours will be paid their regular hours without expectation to work from home.

Contagious Disease Pandemic Procedures (Unusual)

These procedures are to reduce potential exposure to viruses and to protect the health and safety of employees and patrons while continuing services.

If the Centers for Disease Control and Prevention announce a novel (new) pandemic that is highly contagious with community spread, and no treatment and no vaccines, the library will close to the public, initiate social distancing, disinfecting, and safety guidelines for staff. Library closures are not taken lightly. The decision to close will be based upon recommendations by sources such as CDC, the President of the United States, the Montana Governor, and Ravalli County. The Library Director will make a good faith effort to consult with the Chair of the Board (or other Trustee if necessary) before closing the library, and either the Chair, or the Director of the Library will inform the other board members of the decision by email.

Library employees who are healthy are expected to continue performing their job duties on site or remotely. When regular job duties cannot be completed, the Director may reassign employees to alternate duties and work functions. During pandemic emergencies, agency management shall allow reasonable flexible work schedules for employees. For example, an employee may need to work a split work shift or perform work outside of the normally scheduled work hours to meet personal and work demands.

All Closures

Every effort will be made to have public announcements of the closures on the Library's website, Facebook, door, note on the front door, and by any other sources that may be available to staff or the Library Director.