

## Policy Statement

In order to protect the safety of the staff and public, the library may periodically close due to inclement weather, major building problems, or an infectious disease outbreak.

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## Regulations

1. Since the library is an independent organization, e.g., not part of a local school system, decisions to close will be made by the library based on the following:
    - A. Requests from local, county, state, or federal law enforcement agencies.
    - B. Rate of snowfall, icy, or other weather-related conditions.
    - C. General conditions of roads in Comstock Township, including the library's parking lot and sidewalks.
  2. In the case of a tornado watch, the staff will inform the public of the situation, but library business will continue as usual with the staff monitoring the news for weather updates.
  3. In the case of a tornado warning, the library will automatically close for business. The designated area of the library facility will remain open to serve as a shelter only. Staff will notify the public, assist people in taking cover, and then wait in the shelter area until the warning is cleared.
  4. In the case of an infectious disease outbreak, the library director may cancel or limit services and/or close the library or limit the hours of operation for a short or extended period of time. See also *Pandemic Preparedness & Response Phased Reopening Plan Policy*.
  5. The library will notify the public about changes to service via printed postings and through various electronic means.
  6. Overdue fines will be waived automatically if the library is closed. In the event of a long-term closure, item due dates will be automatically extended.
  7. Employees will be paid for the portion of time they are scheduled to work if the library is closed due to weather or other emergency situations. All employees will be compensated if they are required to work beyond normal library hours, e.g., to supervise a shelter area in case of a tornado.
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Approved: August 10, 2020  
Comstock Township Library Board of Trustees