

**Type:** System**Authority:** Board**Resolution No:** 2025-005**Associated Documents:** PLAN-HS.2018.5; POL.HS.07.01**Original Approval:** 01-16-2025**Amended On:****Reviewed On:**

Scope

This policy applies to staff safety as well as service provision to the public.

Purpose

This policy addresses a variety of severe weather situations including severe storms, poor air quality, and extreme cold or heat.

The BMPL is committed to balancing the protection of staff from unsafe working or travel conditions, while also providing essential safety services to our community in times of severe weather events. This policy outlines the roles, responsibilities, and guidelines for situations where BMPL facilities may close due to emergencies such as severe weather, as well as cases when the BMPL remains in operation, but some staff may have difficulty reporting to work due to inclement weather or other emergency conditions.

SYS.2025.01.1 Staff Health & Safety

1. The BMPL has a responsibility for maintaining services and ensuring the safety of both staff and users. Staff's personal safety will be prioritized in any activities.
 - 1.1. Activities such as outdoor story time will always be conditional programs, based on environmental conditions, alerts and warnings. Staff who are working outside during warmer months must abide by the Town's Heat Stress Policy (POL.HS.07.01).
2. Managers are encouraged to keep laptops with them in poor weather so work from home may be an option.

SYS.2025.01.2 Public Services During Weather Events

1. In conditions of extreme heat and/or cold, the staff shall actively promote the facilities as cooling or warming stations, consistent with municipal communications and emergency procedures.

SYS.2025.01.3 Communication of Closures

1. BMPL aims to provide as much advance notice as possible regarding closures. However, due to the unpredictable nature of emergencies, notifications may be issued shortly before or after a closure takes effect.
2. If BMPL facilities are not opening, staff will confirm this as soon as possible before scheduled opening.
3. Closures will be communicated to the public through the BMPL website, telephone system, social media channels, and, whenever possible, posted at the entrances of facilities.
4. If new or changing information necessitates a closure decision after the one-hour mark prior to opening or at any point during BMPL's operational hours, we will make every effort to inform the staff scheduled to work that day in a timely manner.

5. The CEO will communicate any closures to the Board and relevant Town officials.

SYS.2025.01.4 Following Community Disasters

1. Should a disaster befall the community, the CEO will work closely with the CAO or Emergency Response Team of the Town of Blue Mountains to ensure the BMPL facilities are available and being offered to support displaced persons or residents in need.
2. Staff safety will be considered when making these services available and no staff should be put into danger as a result of supporting the community.

SYS.2025.01.5 Compensation During Building Closure

1. In the event of a building closure before employees arrive, staff will be compensated for their scheduled shift.
2. If a BMPL facility closes early, all staff who are present will be compensated for their hours as if they had worked their scheduled shift.
3. If the building remains open and an employee is unable to report to work due to weather conditions and cannot perform their duties from home, they can use available sick leave, vacation time, or lieu time, or they may choose to take the time unpaid. In appropriate circumstances, staff may be permitted to make up the time by working extra hours, as approved by the CEO or a designated representative.

SYS.2025.01.6 Review Cycle

The policy is developed, reviewed and/or revised by the Board when reviewing Health and Safety as outlined in BLG.2018.99.2 Annual and Multi-Year Agenda.