

HR 194 Closing the Library in the Event of Inclement Weather

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Procedure

1. Notify the CEO for permission to close (613-476-5962)
2. Post a sign on the door indicating closing and reason. If you cannot get to work and someone else shares a building (e.g. municipal office) notify the staff and ask them to post notice.
3. At earliest opportunity, send a brief memo to CEO documenting length of time closed, reasons, and procedures you followed.