



## **ALL DISTRICT MEMO**

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**TO:** All District Employees  
**FROM:** Fred James, Acting Executive Director  
**DATE:** December 15, 2020 (updated with revisions)  
**SUBJECT:** Emergency Facility Closure December 16, 2020 through January 3, 2021

### **COVID-19 EMERGENCY FACILITY CLOSURE DECEMBER 16, 2020 – JANUARY 3, 2021.**

The District's top priority is the health and safety of staff, volunteers, customers, and community partners. Due to the rapidly rising rates of confirmed COVID-19 cases in our library facilities and the southern Nevada region over the past two weeks, I am making a decision to close all LVCCLD branch operations from next Wednesday, December 16, 2020, through Sunday, January 3, 2021.

This decision is not taken lightly. It is in alignment with the urgent "Stay at Home 2.0" message from Governor Sisolak on November 11, 2020, asking everyone "to stay at home as much as possible and to not leave the house unless it is necessary."

This decision also comes as we conclude this semester's essential student support services, including the provision of homework help tutors, and early student hours. The Library District will continue to provide security and staff to maintain early student hours and the Vegas Strong Academy activities through Friday, December 18<sup>th</sup>.

Board of Trustee consideration and ratification of this decision is noticed for action at the December 17, 2020, board meeting.

During the closure, the Library District will advise the public and media of the closure and will be promoting services available during the shutdown. Additionally, the Library District will be actively promoting the resumption of full services, including Vegas Strong Academies and early student hours on January 4<sup>th</sup>, unless further Governor or Health District restrictions are in effect at that time.

### **STAFF INSTRUCTIONS FOR FACILITY CLOSURE:**

#### **Payroll:**

- **Facility Closure Pay.** All staff will be paid for Facility Closure from December 16, 2020 through January 3, 2021. HRIS Manager Glo Thomas will be able to universally move all regular work hours to "facility closure" hours for the pay periods affected. Part-time employees will be paid Facility Closure pay in accordance with their normal working hours.

- **Vacation Pay.** IF YOU HAVE PLANS TO TRAVEL OUT OF TOWN or WILL NOT BE AVAILABLE TO BE CONTACTED BY YOUR SUPERVISOR FOR ANY DAYS OTHER THAN OFFICIAL LIBRARY DISTRICT HOLIDAYS during this facilities closure period, please confirm your vacation leave with your supervisor by END OF DAY, TUESDAY, DECEMBER 15<sup>th</sup>. All supervisors should report the full list of employees on vacation, with dates and times, to their Department Director who will work with Human Resources HRIS Manager Glo Thomas to retain those vacation days. All other vacation leave that has been entered in the facility closure time period will be universally retracted and changed to Facility Closure status by HRIS Manager Glo Thomas.

**Bonus Day, Floating Holiday, and Maximum Vacation Hours:** The Facility Closure status will not affect the policies on Bonus Day, Floating Holiday, and maximum Vacation Hours. Employees who do not use their Bonus Days, Floating Holidays, or Maximum Vacation hours before they expire will lose them. However, vacation time will continue to accrue during Facility Closure.

**Holiday Pay:** The District will pay the holidays of Christmas Eve, Christmas Day, and New Year's Day as Holiday Pay.

**Communications:** All staff are requested to check the **STAFF UPDATES** page for information at anytime during the facility closure and/or to confirm that operations will resume as planned on January 4, 2021: <https://lvccld.org/staffupdates/>

Library District procedures for facilities closure are available on the Staff Updates web page in a document titled " Communications Expectations During Library Closure." Every staff member is responsible for reading and understanding these procedures, found at this link:

<https://d4804za1f1gw.cloudfront.net/wp-content/uploads/sites/54/2020/11/30134959/Required-Library-Closure-Information-For-Staff-V3.pdf>

This document provides detail on:

- Communications expectations of staff and supervisors, along with reporting requirements. Every supervisor must ensure that their direct reports are aware of these expectations and procedures.
- Essential functions to be performed, including the designation of essential employees and their responsibilities. Every supervisor should ensure that essential staff are notified of their status and responsibilities during this facility closure.
- Staff who will have to perform essential duties during this facility closure will be paid at the standard pay levels (no bonus pay).

The Executive Council revised "Reporting Requirements" section of the document after receiving feedback from staff that some things were unclear. Facility Closure pay status indicates that employees are available to work, if called upon, on their regular work schedule. Please be advised of these clarifications:

- Employees on Facility Closure pay status must remain available by telephone, text, etc., while working off-site and respond to any messages within thirty (30) minutes.
- Employees returning from their normal scheduled day off during the Facility Closure event will respond to any messages within three (3) hours after the beginning of their regularly scheduled shift.

- Employees returning from vacation during the Facility Closure event will check in with their supervisor within twenty-four (24) hours of returning from vacation.

If an emergency requires the employee, who is not on a regularly scheduled day off or vacation, to return to their designated location, they must do so within three (3) hours of responding to the message.

**COVID-19 Reporting Protocol.** Facility Closure does not change the COVID-19 reporting requirements. Please report any COVID-19 cases to your supervisor and HR, as you would if our facilities were open.

**Act Responsibly:** Extraordinary circumstances require this emergency closure action. I hope that every staff member appreciates that we are acting responsibly reduce the risk of COVID-19 to yourselves, customers, volunteers, partners, and your families. We are providing you with pay during this time of uncertainty. We ask you to act responsibly in return.

Please limit your travel, group gatherings, and activities to help our community reduce the spread and accelerate our return to full service. As we strive to serve the public, with schools closed and many residents struggling with layoffs, we remain aware that we must balance this against the imperative of keeping our valued employees and customers safe. We look forward to resuming full services to the public on January 4, 2021.