



Julie Milavec <jmilavec@dglibrary.org>

Closing Time Reminders

1 message

Jen Ryjewski <jryjewski@dglibrary.org>
To: All Staff <staff@dglibrary.org>

Wed, Oct 21, 2020 at 1:27 PM

During the week:

- One member from each department needs to give the all-clear to the Circulation Lead after we close to the public;
- Staff who are staying to work after public hours can continue to work. They do not have to physically check-in with the Circulation Lead;
- Staff from other departments should inform the Circulation Lead if leaving before 9:00, so no one is wondering about your whereabouts at the end of the night.
- The Circulation Lead is in charge of the building and staff until the building closes to staff at 9:00.

Weekends:

- Since we have resumed normal business hours, closing procedures are exactly the same as they were pre-COVID.

If you have any other additional questions, please reach out to me or your manager/supervisor.

Thanks, Everyone.

Jen

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Jen Ryjewski
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