



Julie Milavec &lt;jmilavec@dglibrary.org&gt;

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## Message to All DGPL Staff re: while we are closed to the public

2 messages

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**Julie Milavec** <jmilavec@dglibrary.org>

Mon, Mar 16, 2020 at 2:35 PM

To: All Staff &lt;allstaff@dglibrary.org&gt;

Bcc: libraryboard@dglibrary.org

Hi all,

As you are undoubtedly aware, the situation in our area with COVID-19 has changed rapidly. On Friday, the Downers Grove Library canceled all programs and closed the library to the public, starting March 14 until further notice, with a tentative date for reopening of Monday, April 6. Originally, we believed that staff would report to the library after today. However, over the weekend, additional developments and recommendations from the CDC and State of Illinois made it clear that only essential staff should be required to work in-person during this closing.

DGPL's Emergency Closings policy states that employees are paid for all of their scheduled work hours during an emergency closing. It is our intent to provide online training, professional development, and/or work assignments that can be completed at home for at least 50% of the paid scheduled hours for each employee. Some employees may be scheduled to work the library's virtual chat service during the closed period. Some employees may be required to work in the library to perform essential functions (as long as they are not showing signs of a respiratory illness). This is the plan for this week and next. The management team will be meeting virtually next week to decide how to proceed.

During the time the library is closed to the public, you are expected to:

- **Check your work email at least once per day, check voicemail regularly (if you have an individual voicemail)**
- **Complete online training as assigned by your manager/supervisor**
- **Complete any other online work assigned by your manager/supervisor**
- **Communicate with your manager/supervisor about any questions or concerns about work assignments or schedule**
- **Inform manager/supervisor if you have symptoms of a respiratory illness**

Your manager/supervisor will assign the online training detailed in the attached Staff Training document, at minimum. Please contact your supervisor if you have any difficulty accessing the training or if you need to borrow library equipment to access the training.

The latest recommendations include: The Illinois Library Association has recommended that all public and academic libraries in Illinois close through March 30. RAILS has suspended all delivery service through March 30. The CDC is now recommending the cancellation of all meetings of 50 or more people. DGPL is extending the cancellation of all programs and meeting room bookings through Sunday, May 10. At this time, we still anticipate opening to the public on Monday, April 6. Information on the library's closing and remote services can be found on our [website](#) and our social media.

Thank you all for your patience and understanding during this unprecedented time.

Bcc: Board of Library Trustees

**Julie M. Milavec**

Director

My pronouns: she/her/hers



1050 Curtiss Street  
Downers Grove IL 60515

1-630-960-1200 x4300

 **2019-12-18 DGPL Staff Training.pdf**  
447K

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**Jen Ryjewski** <jryjewski@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>

Mon, Mar 16, 2020 at 2:54 PM

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Jen Ryjewski  
Assistant Director  
630-960-1200 x4299



**DOWNERS GROVE  
PUBLIC LIBRARY**

1050 Curtiss Street, Downers Grove, IL 60515