



Julie Milavec <jmilavec@dglibrary.org>

Reopening plans

12 messages

Julie Milavec <jmilavec@dglibrary.org>

Thu, Jan 21, 2021 at 3:53 PM

To: All Staff <staff@dglibrary.org>

Bcc: libraryboard@dglibrary.org

I have to start with huge praise for all of you who are working hard on Curbside Pickup and all of our services supporting patrons while we are closed to the public! You are amazing, regularly serving over 300 cars per day at curbside, staying warm, and enduring the snow! I could not be more proud of how you have made this service such a success. Thank you for living our Customer Service Promise every day.

Planning continues for returning to the library's COVID-19 Response and Reopening Plan Phase 3, Limited Public Service, Limited Hours. At the 1/20/2021 Management Team meeting, we reviewed the latest information, including the return of Illinois Region 8 (Kane and DuPage Counties) to Restore Illinois Plan Resurgence Mitigation Tier 2 and the Village of Downers Grove's planned reopening to the public, to determine DGPL's next step. On Monday, February 1, DGPL will reopen to the public. This is **not yet for public announcement**. We anticipate the public announcement to be made on Monday, January 25. **The talking points for the public are still to remind them to watch the webpage, enews, and our social media for the announcement and that more information, including a detailed statement, can be found on our [COVID-19 webpage](#).** This date assumes Region 8 remains in Resurgence Mitigation Tier 2 and/or no other significant changes in recommendations from the CDC, IDPH, and DCHD.

Parameters of this new phase are:

- Masking, social distancing, and other safety protocols in force
- Masks must be worn properly at all times or patrons WILL be asked to leave
- 1 hour visit limit per day, per person
- 1 45-minute computer appointment per day, per person
- Advance reservations for computer use strongly encouraged
- No seating for the public, except at computers during computer appointments
- Cleaning of high-touch surfaces performed every 2-3 hours
- Capacity limits in force for building and areas
- Door monitor(s) for capacity and mask compliance in place
- Only Forest Street entrance for public use until February 15 (anticipated)
- Curbside Pickup service continues through Curtiss Street entrance
- No walk-up service at Curbside (except as an ADA accommodation)
- Curtiss Street entrance reopens to the public on February 15 (anticipated)
- Announcements will be modified for stronger language around mask enforcement and played every 30 minutes
- Big sign will be added at Forest Street entrance with stronger language around mask enforcement
- Maintenance staff will back up Door Monitor for 1st hour (or until rush subsides) open each day
- **People receive only 1 warning for mask infractions and are asked to leave for the day for 2nd violation**

This final bullet requires every staff member's help. Everyone must warn any patron you see who is not wearing their mask properly: "You must wear your mask over your nose and mouth at all times. You will

have to leave for the day if it happens again.” If it appears that their mask is ill-fitting, you may offer them a disposable mask but this does not give them additional warnings. Please inform the PIC, your supervisor, and/or Maintenance staff of the warning as soon as possible. If someone fails to keep their nose and mouth covered a second time, immediately ask them to leave for the day. If you are uncomfortable doing so, please ask for assistance from a coworker or supervisor after issuing the first warning. If you ask someone to leave for the day, inform the Person In Charge or your supervisor of the name and/or description of the person asked to leave and the approximate time as soon as possible so that a PITS incident report can be made.

Managers will be in touch with their staff about department-specific actions to be taken in preparation for reopening.

We will be stepping up Person in Charge duties, asking PICs to do “rounds” visiting each public service desk each hour, to aid in the stronger mask enforcement. A separate email about these expectations will be sent to the In Charge email list shortly. Assistant Director Jen Ryjewski and I will be taking extra PIC shifts in the first 2 weeks to back up staff and evaluate the impact of this change. Building Operations Director Ian Knorr, Security Monitor Tony Druke, and Building Operations Assistant John Martin will be available during their shifts to assist with mask enforcement. Procedures and expectations will be reviewed at the February 3 Management Team meeting and adjusted if needed.

I appreciate your support of me and the management team as we do our best to ensure that DGPL's reopening to the public goes as smoothly as possible. My father's terminal cancer diagnosis continues to take my time and focus away from the library as he discontinues treatment and begins hospice care. I know I can count on you to keep serving our community and fulfilling DGPL's Customer Service Promise. When we reopen to the public, I am confident that we will do so in a way that will continue to meet our community's needs while protecting the health and safety of all involved. Thank you for being such an awesome team!

Stay safe, stay healthy, and be well.

Bcc: Board of Library Trustees

FTR - the library's COVID-19 Response and Reopening Plan was updated to add dates of the latest moves among phases: https://docs.google.com/document/d/1fL-iA35BGG_XFS4p6o3KBqWCNSQ5MGAvo_4vGCQgN-Q/edit?usp=sharing

Julie M. Milavec | Library Director

Pronouns: she, her, hers
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Diane Jakosz <djakosz@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Thu, Jan 21, 2021 at 5:25 PM

Will the Village be offering COVID vaccines for staff prior to DGPL's reopening?

[Quoted text hidden]

Andrew Pawlak <apawlak@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Thu, Jan 21, 2021 at 6:07 PM

Hi Julie,

On a somewhat related matter, I was wondering if there was news on whether library staff might become eligible for vaccination?

~Andrew

On Thu, Jan 21, 2021 at 3:53 PM Julie Milavec <jmilavec@dglibrary.org> wrote:

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Julie Milavec <jmilavec@dglibrary.org>
To: All Staff <staff@dglibrary.org>
Bcc: libraryboard@dglibrary.org

Fri, Jan 22, 2021 at 9:07 AM

Hi again,

Several people have asked about COVID vaccination eligibility. We have no word from the Village on if or when a vaccination might be available through them. The Illinois Library Association is advocating for library workers inclusion in round 1b or 1c. More information is available here: <https://www.ila.org/news/1293/ila-supports-vaccine-eligibility-for-library-staff> but there has been no statewide determination. I sent a letter based on their template to the DuPage County Health Department, which has not been acknowledged. Rockford Public Library successfully lobbied Winnebago County for inclusion in round 1b, the only county to include library workers so far.

As you know, we did include vaccination and/or any reaction in the eligible reasons to take Employer Paid Sick Leave (the extra 10 days of sick pay for COVID reasons) in 2021.

I'm trying my best.

Bcc: Board of Library Trustees

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On Thu, Jan 21, 2021 at 3:53 PM Julie Milavec <jmilavec@dglibrary.org> wrote:

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Cindy Khatri <ckhatri@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Jan 22, 2021 at 9:20 AM

Hi Julie,

Thanks for your update. Would it help for managers or staff members to write letters to the DuPage County Health Department?

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Cindy Khatri | Public Relations Manager
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Julie Milavec <jmilavec@dglibrary.org>
To: Cindy Khatri <ckhatri@dglibrary.org>

Fri, Jan 22, 2021 at 9:22 AM

At this point, they were only asking for one letter from the director or Board. I just found out 2 more counties added libraries though.

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Joy Matteson <jmatteson@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Jan 22, 2021 at 9:26 AM

Thank you for advocating for library staff vaccinations with Dupage Health--means a lot. 🙏
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Cindy Khatri <ckhatri@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Jan 22, 2021 at 9:30 AM

That's great news! Fingers crossed DuPage hops on board. Let me know if things ramp up and you need additional letters- I'm happy to help. :)
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Lizzie Matkowski <lmatkowski@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Jan 22, 2021 at 10:38 AM

Hi Julie,
Do you want to send this to all staff? Erin and I spotted this yesterday from Dupage Health: <https://www.dupagehealth.org/667/COVID-19-Vaccine>
The form for updates on vaccine availability DOES have a category for Library as your organization. While it says nothing about when library workers will be eligible or if they'll even be considered a priority group, people can sign up for updates on when their group is eligible.

Lizzie Matkowski
Adult & Teen Services Manager
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1-630-960-1200 x4247
My pronouns: she/her/hers
What I'm reading: This Is How You Lose the Time War by Amal El-Mohtar and Max Gladstone
What I'm Listening to: One by One by Ruth Ware

On Fri, Jan 22, 2021 at 9:08 AM Julie Milavec <jmilavec@dglibrary.org> wrote:

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Kelly Pocci <kpocci@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Jan 22, 2021 at 10:51 AM

You are succeeding!! In the reopening, will the hours continue as they are or return to a 9pm closing?
Heartfelt wishes for you and your family as your father eases out of his pain...I was there a year ago.

Kelly

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Julie Milavec <jmilavec@dglibrary.org>
To: All Staff <staff@dglibrary.org>
Bcc: libraryboard@dglibrary.org

Fri, Jan 22, 2021 at 10:58 AM

Also:

Make sure to do your vaccination registration with the County where you reside. Dupage County Health Department's is: <https://www.dupagehealth.org/667/COVID-19-Vaccine>

Julie M. Milavec | Library Director

Pronouns: she, her, hers

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On Fri, Jan 22, 2021 at 9:07 AM Julie Milavec <jmilavec@dglibrary.org> wrote:

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Cindy Khatri <ckhatri@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Mon, Jan 25, 2021 at 10:06 AM

Good morning, everyone!

Just a heads up that this information is now public- the press release has been sent, the website has been updated, posts on social media have been put up, and an eNews will be going out shortly.

Thanks!

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--

Cindy Khatri | Public Relations Manager

Pronouns: she, her, hers

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