

Lauren Rosenthal

From: Erica Christianson
Sent: Monday, March 2, 2020 5:45 PM
To: All Library Staff (IT)
Subject: Safety Team Update: Coronavirus (COVID-19)

Follow Up Flag: Follow up
Flag Status: Flagged

The Library and the Staff Safety Team would like to share some information and steps we are taking to address COVID-19. Please see your supervisor or your Staff Safety Team member with any questions, concerns, or suggestions.

Prevention

The Lake County Health Department, Illinois Department of Public Health (IDPH), and the Center for Disease Control (CDC) “recommends everyday preventive actions to help prevent the spread of respiratory diseases,” including:

- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer.
- **Stay home when you are sick.** *In order to limit prevention of all communicable diseases, please stay home if you are sick.* If you have symptoms of acute respiratory illness, the CDC recommends staying home and not coming to work until you are free of fever (100.4° F [37.8° C] or greater), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

At the Library we have taken the following steps:

- Daily use of Clorox disinfecting wipes to clean the public desks, door knobs, chairs, tables, and hand rails.
- Meeting Room tables and chairs are wiped down before and after every program.
- Daily wipe down/cleaning of all public computers. Clorox wipes are available for all Departments to use to wipe down staff keyboards & mice.
- Posting of CDC posters on hand hygiene and cough/sneeze etiquette.
- Posting of kid-friendly health reminders with pictures and reminders from Wise Owl: Wise Owl says, “Sneeze or cough into your wing.” “Wash your talons while you sing the whole alphabet song.” “If you are sick, stay home in your tree to rest.” etc.
- In addition to current wall-mounted hand-sanitizer units, we have ordered free-standing hand-sanitizing stations to be placed at key locations (entryway, stairs, etc.).

Transmission

Symptoms: Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough,

and/or shortness of breath. According to the Illinois Department of Public Health, Human coronaviruses most commonly spread from an infected person to others through:

- the air by coughing and sneezing.
- close personal contact, such as touching or shaking hands.
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes ***before washing your hands.***
- rarely, fecal contamination.

Facemasks

The [CDC](#) does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19. Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).

Local Developments

If local cases develop, the Library will follow the guidance and direction of the Village of Lake Zurich, the Lake County Health Department, the Illinois Department of Public Health (IDPH), and the Centers for Disease Control (CDC). We will also pass along information that we receive such as the following:

District 95 – The following is from an email sent out by District 95 on 3/2

Today it was reported to District 95 that a confirmed case of the virus was verified at Northwest Community Hospital in Arlington Heights. We have been informed that some Northwest Community Hospital employees were asked to self-quarantine and socially distance themselves since they were in contact with the patient who tested positive with Coronavirus. We were also informed that two individuals with ties to May Whitney and Middle School North each reside in a household with a Northwest Community Hospital employee who is self-quarantined. Upon receiving this information, we immediately began working with the Illinois Department of Public Health, the Lake County Health Department, the Cook County Health Department, and the District's consulting physician from Northwest Community Hospital. **All three agencies and the consulting physician have advised us that these two individuals are not considered Coronavirus cases, and they have no restrictions in terms of work, school, or other activities.** We will continue to monitor the situation as recommended by health professionals.

If local cases develop, the Library will follow the guidance and direction of the Village of Lake Zurich, the Lake County Health Department, the Illinois Department of Public Health (IDPH), and the Centers for Disease Control (CDC).

Staff Safety Team

Lauren Rosenthal

From: Erica Christianson
Sent: Thursday, March 12, 2020 3:23 PM
To: All Library Staff (IT)
Subject: Library Programs/Meeting Rooms Canceled Through 3/31

Here's the message that has been posted to the website for patrons:

Coronavirus Response

Out of an abundance of caution, the Ela Library is taking the following preventative measures to help minimize the spread of COVID-19. These actions are based on the recommendations of the CDC and the Illinois Department of Health.

- All Library programs are cancelled through March 31.
- All Meeting Room and Second Floor Conference Room reservations are cancelled through March 31.
- Outreach visits to senior living facilities are suspended through March 31.
- We are increasing the frequency of cleaning and disinfecting throughout the building.
- Toys, crafts, and games in the Children's Department have been removed until March 31.
- As the situation changes, other services may be temporarily suspended.

The Library will remain open for our regularly scheduled hours of service.

These changes to our services are a precautionary measure and are not due to any known exposure to COVID-19 at our Library.

Please help us slow down the spread of the virus:

- If you're not feeling well, please stay home.
- Practice good hygiene and hand washing.
- Avoid unnecessary group gatherings.

Now is an excellent time to explore the Library's online resources. Check out our [eBooks and eAudiobooks](#), [stream a video](#), or take an [online class](#).

Finally, please use trusted, reliable authoritative sources as you seek out news and information about COVID-19, such as the [Centers for Disease Control and Prevention](#) and [Illinois Department of Public Health](#).

Stay informed. Stay well.

Please note: We are still serving (unless told otherwise by the County) as a polling place on Tuesday.

Let me or your supervisor know if you have any questions!
Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Tuesday, March 24, 2020 11:32 AM
To: All Library Staff (IT)
Subject: Ela Staff Updates

Staff –

Upcoming paycheck for March 27 -- Employees who were scheduled to work will be paid for the time the Library is closed. As usual, staff will be payed via direct deposit (unless you were hired in the last four weeks). Paper checks will not be delivered to staff mailboxes until the building reopens. You can access copies of your check remotely via Paylocity. If you have any questions or concerns, please contact your supervisor or Megan.

Communication on closure – Because this is such a fluid situation and to avoid confusion with constant changes, we have changed our messaging to read “Closed until further notice.” Department Heads will be meeting later this week to **begin discussing reopening after April 7th. Please continue to communicate with your manager and monitor the library’s website. The Emergency Closing Center website that we have used in the past to communicate closures has not been working and is currently not a reliable source of information.**

Library Programs -

All library programs are canceled through Sunday, May 10

All meeting room bookings are canceled through Sunday, May 10

On March 15, the CDC recommended canceling all events of 50 or more people for the next eight weeks. Gov. Pritzker has also made this recommendation. Additionally, we are following CDC guidelines for organizations that serve vulnerable populations. These guidelines recommend canceling events of 10 or more.

For more information on CDC recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf> See page 7 for “community and faith-based organizations” and https://www.cdc.gov/coronavirus/2019-ncov/downloads/Mass-Gatherings-Documents_FINAL.pdf

Website/Social Media/eResources –

A major focus of the last week has been our website and eResources. Department Heads have been working remotely this past week on:

- updating our website and social media
- creating a digital app & resources webpage for kids: <https://www.eapl.org/kids/digital-reading-apps>
- increasing our Hoopla checkout limit from 5 to 20 per month
- reducing OverDrive ebook and eaudiobook hold ratios
- monitoring Contact-Us emails
- developing an FAQ page on the Library’s website for helpful closure information: <https://www.eapl.org/faqs-during-COVID19-closure>.

Employee Assistance Program

These last few weeks have been difficult for many of us. Please don’t forget that there are many resources available to us during difficult times including our Employee Assistance Program, ComPsych. ComPsych provides us with 24/7 emotional, legal, and financial guidance including through GuidanceResources® Online, which is the leading online provider of information, advice, services, tools and referrals.

- **CompPsych is available to ALL employees – no matter how many hours you work. Access ComPsych here: <https://www.guidanceresources.com/groWeb/login/login.xhtml> You will need to create an account using ID: NSL131.** Their GuidanceResources Online currently has a section specifically on coping with COVID-19. There are also On-Demand training modules on topics such as

“Learning to Relax” (I need this!) and “Personal Finance”.

I’ve been making use of their “Take A Relaxing Break” slides:

<https://c.zmags.com/viewer.html#5d38ab37ad04233d5d2a9f4f/1> Additionally, to help address my own anxiety and stress, I’ve found this resource from the CDC helpful:
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>.

Finally, please feel free to reach out to your Department Head or myself. We are available to communicate with you and answer any questions or address any concerns that you may have.

Thank you all for your support. I very much look forward to the time when we can all be together again at the Library.

Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Wednesday, April 8, 2020 4:00 PM
To: All Library Staff (IT)
Subject: Staff Updates 4/8

Staff -

Last night the Board unanimously affirmed that the Library will continue to pay all employees who are currently scheduled to work through the Stay At Home period. The Board wanted you all to know how very proud they are of the work that you do and your commitment to the Library and our community. Eric Corzine the Board president commented "I cannot say enough how proud I am It doesn't matter the monkey wrench that gets thrown at them, they just, as the Marines say, adapt and overcome."

Upcoming paycheck for April 10 -- Employees who were scheduled to work will be paid for the time the Library is closed. As usual, staff will be payed via direct deposit (unless you were hired recently). Paper checks will not be delivered to staff mailboxes until the building reopens. You can access copies of your check remotely via Paylocity. If you have any questions or concerns, please contact your supervisor or Megan.

In-Person Library Programs:

All in-person library programs are canceled through the month of May

All meeting room bookings are canceled until further notice

With the extension of the Stay At Home order until April 30, the decision was made to cancel the remainder of our programming for the month of May. In addition for the continuing need for social distancing and limiting gatherings, we anticipate needing to use our meeting rooms for the storage of materials and furniture. Staff is working hard to roll-out virtual programming. Here's a link for what's coming up: <https://www.eapl.org/ela-online-events-and-presentations>

What's New!!

- Virtual Programming: <https://www.eapl.org/ela-online-events-and-presentations>
- Temporary Library Cards: District residents can apply for a [temporary library card](#). These cards will be valid until June 1 and can be used to access eBooks, movies, database, and online learning tools.
- Virtual Peep-A-Palooza: <https://www.facebook.com/elalibrary/photos/a.85998838415/10158109834978416/?type=3&theater>
- Mental Health Resources: <https://www.eapl.org/mental-health-resources-during-covid-19>
- Small Business & Employment Resources: <https://www.eapl.org/small-business-aid>

Patron Questions: Why is the library's drive-thru service closed, and why has the library not offered curbside pick-up of materials?

We are currently fielding patron questions via email. One of the most frequently asked questions is why can't we provide Drive-up or Curbside Delivery. Here's the answer we're giving patrons:

"We understand your frustration and your need for books and materials. However, due to the Stay-at-Home order, the library is not considered an essential service, and we are unable to open in any way. During this time, we encourage you to explore the eBooks, movies, magazines, and many other materials and services available through our website. As for when the Stay-at-Home order is lifted, libraries around the world are still working on how we will handle checking materials in and out. The virus lasts for many days on a book, and that presents challenges for us and requires new protocols to keep the public and the staff safe."

What will happen after May 1st?

We are beginning the work of developing a staged opening plan. The plan, which is supported by the Board, is to reopen in stages that will address staff and patron safety, social distancing/gathering in groups, materials handling, HR issues – just to name a few.

Do you have health insurance through the Library?

We are happy to announce the WIN website www.wellnessinsurancenetwork.org has been redesigned to provide for easier navigation when looking for Board Information, Benefit Information, Enrollment forms, and Contact information. Please review the updated site for benefit details and provider contact information.

Finally, my message to the Board last night was that since March 13th it has only been our building that has been closed. The Ela Library is not closed. We live daily by the message on our website that reads “We are still here for you” – we still continue to have a virtual presence in the community and for patrons. Most importantly, we are all still here for each other as we navigate a new working environment, increased personal responsibilities, and the stresses of our current reality. I look forward to working with you to prepare for a library future that is safe for both staff and patrons.

As always, please feel free to reach out to your manager or myself. We are available to communicate with you and answer any questions or address any concerns that you may have.

Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Thursday, May 7, 2020 4:16 PM
To: All Library Staff (IT)
Subject: Updates, Upcoming Training and Webinar
Attachments: Reopening Plan Overview.pdf

Staff -

Upcoming paycheck for May 8 -- With the extension of the Stay at Home order until May 31, employees who were scheduled to work will be paid for the time the Library is closed. As usual, staff will be payed via direct deposit (unless you were hired recently). Paper checks will not be delivered to staff mailboxes until the building reopens. You can access copies of your check remotely via Paylocity. If you have any questions or concerns, please contact your supervisor or Megan.

What's New!!

- Chat Services: Public Service Desk staff are now answering patron questions via chat M-F 9:30-5:30.
- Slack: Calling all Peoples! Are you on Slack? Join in the fun and find out what is happening with your fellow Peoples!
- Lots of answers to FAQs: <https://www.eapl.org/faqs-during-COVID19-closure>
- Mask Sewing Project: Thanks to everyone involved in the mask sewing project. See Slack & your in-box for more info

Virtual Services Postcard & eNewsletter : We will not be publishing a summer Footnotes. We will soon be rolling out an eNewsletter to help keep patrons up-to-date with services, programming, and reopening plans. To encourage patrons to sign-up for the newsletter, a postcard mailing is being sent out this week.

Required Training: Preventing Discrimination & Harassment –Illinois state law now requires all employees to complete Sexual Harassment training annually. We are utilizing an online training course to meet this requirement. **Look for an email soon on how you will be able to complete this requirement virtually, if you have the means and the ability to do so remotely. This email will come directly from a company called Traliant with details on how to access the training.** For staff who are unable to complete the training virtually, we'll make sure you have the opportunity once you are able to return to the building.

Q & A Webinar with Department Heads Wednesday, May 13th at 1pm

Look for your Zoom invite in your mailbox on Tuesday 5/12

Webinar Agenda:

- **Required Training Update**
- **Staged Reopening Draft: Phase 1**
- **Answering Your Questions**

Work continues on our staged opening plan. The plan, which is supported by the Board, is to reopen in stages that will address staff and patron safety, social distancing/gathering in groups, materials handling, HR issues – just to name a few. The safety of staff and patrons is the top priority. The first phase of the plan will be to reopen the Drive-Up to returns and pick-list hold pick-up. A limited number of staff will be allowed in the building. Virtual services and work from home will continue.

I've attached an overview of our current draft plan We'll review details of the plan with you next week and answer any questions at the Q & A Webinar. Look for the invitation in your email next week and join us to discuss, give feedback, and ask questions. If you have questions ahead of time that you would like to be sure are addressed, please email them to me.

As always, please feel free to reach out to your manager or myself. We are available to communicate with you and answer any questions or address any concerns that you may have.

I miss you all! I hope that you and your loved ones are safe and healthy.

Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Tuesday, May 12, 2020 11:06 AM
To: All Library Staff (IT)
Subject: Zoom Invite: Q & A Webinar with Department Heads
Attachments: Reopening Plan Overview.pdf; Staff Working Plan for Reopening.pdf

Q & A Webinar with Department Heads Wednesday, May 13th at 1pm

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81471343687?pwd=b2FZNzIQRXIEUHBtNzBBd3AxbHA1QT09>

Password: 177318

Or iPhone one-tap :

US: +19292056099,,81471343687# or +13017158592,,81471343687#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
or 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 814 7134 3687

Webinar Agenda:

- **Required Training Update**
- **Staged Reopening Draft: Phase 1**
- **Answering Your Questions**

Work continues on our staged opening plan. The plan, which is supported by the Board, is to reopen in stages that will address staff and patron safety, social distancing/gathering in groups, materials handling, HR issues – just to name a few. The safety of staff and patrons is the top priority. The first phase of the plan will be to reopen the Drive-Up to returns and pick-list hold pick-up. A limited number of staff will be allowed in the building. Virtual services and work from home will continue.

I've attached an overview of our current draft plan: **Phase 1 Opening the Drive-up**. The second document is the more detailed version of this plan: **Staff Working Plan**. This version outlines more specifically the details of each day. Please keep in mind that these are working documents which are adjusted it as we have new information. We'll review details of the plan with you next week and answer any questions at the Q & A Webinar. Join us to discuss, give feedback, and ask questions. If you have questions ahead of time that you would like to be sure are addressed, please email them to me. –
Thanks, Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Wednesday, May 27, 2020 10:14 AM
To: All Library Staff (IT)
Subject: COVID-19 Staff Safety Training

Ela Staff ---

Please join us on Wednesday, June 3 at 1:30pm for our Ela Staff Safety Training webinar. This webinar is required viewing for all staff.

Unable to attend next Wednesday?

We will send out a link to a recording of the webinar so you can watch it at a time that is convenient for you.

Unable to access webinars from home?

If you are unable watch remotely, the webinar will be made available to you to view on your first day back in the building.

We will be covering:

- Awareness
- Physical Distancing
- Face Coverings & Gloves
- Handwashing & Cleaning
- Staff Spaces
- Daily Self-Check Requirement

Please let us know if you have any questions!

Erica

You are invited to a Zoom webinar.

When: Jun 3, 2020 01:30 PM Central Time (US and Canada)

Topic: Staff Safety Training

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81512034158?pwd=Z3VGVm4rUWVjYWY5TlpkNFdMUHlrUT09>

Password: 003471:

Or iPhone one-tap :

US: +13126266799,,81512034158# or +13017158592,,81512034158#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 301 715 8592 or +1 929 205 6099 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 815 1203 4158

International numbers available: <https://us02web.zoom.us/j/81512034158?pwd=Z3VGVm4rUWVjYWY5TlpkNFdMUHlrUT09>

Erica Christianson

Interim Executive Director

Ela Area Public Library District
275 Mohawk Trail | Lake Zurich, IL 60047
P: 847.307.4831 | www.eapl.org

Lauren Rosenthal

From: Erica Christianson
Sent: Thursday, May 28, 2020 11:59 AM
To: All Library Staff (IT)
Subject: Drive-up Returns & Hold Pick-Up Info
Attachments: Drive up Reopening FINAL.pdf; Stage 1 Reopening Plan 527.docx

Staff –

Our latest newsletter will be sent out to patrons soon and it will include the attached letter announcing the first steps in our reopening. The letter will also be posted on our website. Early next week, we'll launch more how-to info for patrons on the website.

Highlights:

On Thursday June 4th, the Drive-up Book Drop will open (10am – 6pm M-F). Only materials that fit in our book drop at the drive-up may be returned at this time. Once materials are returned, they will be quarantined for 7 days and then checked-in. Please note that the items will remain on patron accounts during the quarantine period. There is no rush to return items as they are not due until July 1 and there are no fines.

Beginning on June 8th, the Drive-up Window will be open for holds pickup from 10am-noon and 3-6pm, M-F Patrons will be called when their items are ready to be picked-up. Holds will be from pick list/automated holds only and they will be manually called to limit flow at Drive-up. Currently, only items owned by the Ela Library may be placed on hold for pick-up as there will be no interlibrary loan until RAILS delivery service resumes. Only Ela Library cardholders may place and pick up holds at this time.

I've also attached the latest update to our Stage 1 opening plan that includes more details. Please let me know if you have any questions.

Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Tuesday, June 2, 2020 2:04 PM
To: All Library Staff (IT)
Subject: TOMORROW: COVID-19 Staff Safety Training

Ela Staff ---

Please join us on Wednesday, June 3 at 1:30pm for our Ela Staff Safety Training webinar. This webinar is required viewing for all staff.

Unable to attend next Wednesday?

We will send out a link to a recording of the webinar so you can watch it at a time that is convenient for you.

Unable to access webinars from home?

If you are unable watch remotely, the webinar will be made available to you to view on your first day back in the building.

We will be covering:

- Awareness
- Physical Distancing
- Face Coverings & Gloves
- Handwashing & Cleaning
- Staff Spaces
- Daily Self-Check Requirement

Please let us know if you have any questions!

Erica

You are invited to a Zoom webinar.

When: Jun 3, 2020 01:30 PM Central Time (US and Canada)

Topic: Staff Safety Training

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81512034158?pwd=Z3VGVm4rUWVjYWZlbnFkMUhlrUT09>

Password: 003471:

Or iPhone one-tap :

US: +13126266799,,81512034158# or +13017158592,,81512034158#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 815 1203 4158

International numbers available: <https://us02web.zoom.us/j/kcSZzKIVnC>

Erica Christianson

Interim Executive Director

Ela Area Public Library District
275 Mohawk Trail | Lake Zurich, IL 60047
P: 847.307.4831 | www.eapl.org

Lauren Rosenthal

From: Erica Christianson
Sent: Wednesday, June 3, 2020 7:49 PM
To: All Library Staff (IT)
Subject: Staff Safety Webinar, Self Checklist, and Face Coverings
Attachments: COVID-19 Daily Self Checklist 6-3.pdf

Covid-19 Staff Safety Webinar Link:  [Staff Safety Training.m4v](#)

All staff are required to watch our Staff Safety webinar prior to returning to work at the Library.

If you are unable to watch it from home, you will be able to watch it at the Library during your first shift back in the building.

The slides from today's webinar have been posted on the [COVID-19 Information Page](#) on the Staff Intranet. Later this week you will find the recording posted there as well.

COVID-19 Daily Self Checklist

All staff are required to review the Daily Self Checklist prior to beginning their work shift. A copy of the checklist is attached. You can also find a copy on the [COVID-19 Information Page](#). If you do not have a thermometer at home, there is one available at the staff entrance.

Face Coverings

Don't forget to pick-up your reusable cloth masks made by our very own Ela sewers! Located in the Staff Room, the cloth masks are packaged in sets of two ready for you to grab and go. A big thank you to everyone who has been helping with this project. Additional masks will be going to some of our Outreach sites. If you prefer, we also have medical style masks available at the staff entrance.

I look forward to seeing everyone in-person soon!

Stay safe,
Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Friday, June 26, 2020 5:25 PM
To: All Library Staff (IT)
Subject: Reopening the Building Informational Webinar

**You're Invited to the
Stage 2: Reopening the Building Informational Webinar
Wednesday, July 1st at 2pm**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83546834912?pwd=VFgxdWFSUVB5L2JtZ2ZiditlQVJkdz09>

Password: 849624

Or iPhone one-tap :

US: +13126266799,,83546834912# or +13017158592,,83546834912#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 301 715 8592 or +1 929 205 6099 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 835 4683 4912

We are currently on track to open the building on July 6th ** to patrons for brief visits with limited services available. Join us at an informational webinar next week to hear about what is planned including which services will (and won't be!) available and tips on working with patrons.

Webinar Agenda:

- **Stage 2: Reopening the Building**
 - **Overview**
 - **Popular Materials**
 - **Children's**
 - **Circulation**
 - **Reference**
 - **Digital Services**
 - **Welcome Station**
- **Answering Your Questions**

If you are unable to join us on Wednesday, the webinar will be recorded for viewing later. An email will also be sent out detailing the information that was shared.

If you have questions ahead of time that you would like to be sure are addressed, please email them to me.

**** Beginning on July 6th :**

Library Hours for Patrons: 10am-6pm M-F; Saturdays 10-2

Priority entrance for vulnerable populations: 10-11am Tuesdays and Thursdays

Building Hours for Staff:

8am - 6:30pm Mondays - Fridays

8:30am -2:30pm Saturdays

Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Tuesday, June 30, 2020 8:20 PM
To: All Library Staff (IT)
Subject: Reminder: Reopening the Building Informational Webinar

**You're Invited to the
Stage 2: Reopening the Building Informational Webinar
Wednesday, July 1st at 2pm**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83546834912?pwd=VFqxdWFSUVB5L2JtZ2ZiditlQVJkdz09>

Password: 849624

Or iPhone one-tap :

US: +13126266799,,83546834912# or +13017158592,,83546834912#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 835 4683 4912

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Building Hours for Staff:

8am - 6:30pm Mondays - Fridays

8:30am -2:30pm Saturdays

Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Friday, August 7, 2020 10:44 AM
To: All Library Staff (IT)
Subject: Updates for Next Week
Attachments: COVID-19 Daily Self Checklist 6-3.pdf

Staff –

I wanted to pass along a few important updates for next week and to also thank you all for your dedication to our work together. An immense amount of hard work and effort has gone into reopening, returning to work and adapting to our new environment. I'm so grateful to work every day with all of you.

I would like to send out a special thanks to the Circulation Department staff for their tireless efforts in providing exceptional service to our patrons since early June. They have worked, and continue to work, positively and professionally through a multitude of changes and challenges.

Pay Period Beginning August 10-- With the start of the next pay period, the Library is transitioning back to paying for worked hours. Beginning on Monday August 10, the time clock will be back in use at the Staff Entrance. You can also use your computer to log your time in Paylocity. As usual, staff will be paid via direct deposit. If you have any questions or concerns, please contact your supervisor or Megan.

Staff Entrance:

Look for changes to the Staff Entrance area as we transition back to using the [time clock](#). Please don't forget to review the Daily Self Checklist. **All staff are required to review the Daily Self Checklist prior to beginning their work shift.** A copy of the checklist is attached. You can also find a copy on the [COVID-19 Information Page](#). If you do not have a thermometer at home, there is one available at the staff entrance. If you don't have a mask, there are still some cloth masks and medical style masks currently available at the Staff Entrance but supplies are limited. Please see your supervisor if you have questions or concerns.

Upcoming:

Welcome Station Revamp -- Now that we have a month of experience and after considering staffing and safety needs at length, we are ready to make some changes to our Welcome Station. In our new version, the station will not be staffed, but we have taken measures to account for the duties for which the welcome station was created such as managing capacity limits and reminding patrons of new safety measures. Look for the new, improved Welcome Station to debut soon!

Blood Drive -- Versiti Blood will have an outdoor mobile unit at the Library on Wednesday, August 26 from 1-5pm. Please consider making a blood donation. Register here ...<https://eapl.libnet.info/event/4488007>

Please let me know if you have any questions or concerns.

Erica

Lauren Rosenthal

From: Erica Christianson
Sent: Friday, December 11, 2020 1:35 PM
To: All Library Staff (IT)
Subject: Committee Announcements
Attachments: Winter Activity Bingo

Staff Development

With our annual Soup & Candy Bar Celebration on hiatus this year, Staff Development has been busy preparing some special surprises for staff. Look for an announcement on Tuesday 12/15! In the meantime, be sure to check out the Winter Wonderland Activity Bingo. I've attached Amanda's email with all the details in case you missed it.

Safety Team

Emergency Closing Center

As we move into the winter season, it is time to remind ourselves about emergency closing procedures. We are no longer using the Emergency Closing Center for closing notifications. If we need to close the library for an emergency, we will instead be posting on the Library's website. Please also make sure that your immediate supervisor has your most up-to-date contact information.

Space Heater Season

As many of us begin to use our space heaters more at work, John would like us to remember to plug our heaters directly into an outlet (do not use extension cords or power strips), keep a 3ft distance between the space heater and all other items, and **turn off your space heater when you leave for the day.** John has recently found space heaters left on overnight.

COVID Safety Tips

The Safety Team has been working on a new COVID safety reminder poster. Look for it soon on a wall near you! This week, the Lake County Health Department announced the launch of a vaccine portal for Lake County residents. You can register to be notified when the vaccine is available to you:

<https://content.govdelivery.com/accounts/ILLAKE/bulletins/2b04696>

Lauren Rosenthal

From: Erica Christianson
Sent: Saturday, January 2, 2021 11:57 AM
To: All Library Staff (IT)
Subject: COVID Update 1/02/21

Ela Staff,

We were recently notified that one of our staff members tested positive for COVID-19. The staff member was last present in the building on December 29, 2020. Please note that in accordance with applicable privacy laws, we are not able to share the name of the affected employee.

The following steps are being taken:

- The affected employee is following the quarantine recommendations of the CDC and their doctor.
- There were no staff members in “close contact” with the affected employee which is defined by the CDC as “being within approximately 6 feet of a COVID-19 case for a prolonged period of time.” If there had been, we would have asked these individuals to self-quarantine as recommended by the CDC and their doctor.
- The Facilities Department will be conducting additional extra cleaning and disinfecting along with an after-hours deep cleaning, and will continue routine cleaning and disinfecting all high-touch surfaces in the facility, as recommended by the CDC, OSHA and/or Department of Public Health.
- We are reporting the case and discussing our response with the Lake County Health Department. We have also reviewed current IDPH and CDC guidelines.

We continue to encourage all staff to follow recommended hygiene and social distancing practices to minimize the risk of infection. Specifically, we recommend staff take the following steps/precautions:

- Avoid in-person meetings and use alternative forms of communication.
- When you do see others, maintain appropriate social distancing of at least six feet. Wearing a mask is not a substitute for social distancing.
- Avoid touching your face, especially your eyes, nose, and mouth..
- Regularly and thoroughly wash your hands with soap and water for at least 20 seconds.
- Regularly clean and disinfect your work area.
- Carefully monitor your health, including for symptoms of COVID-19 (i.e., fever, cough, chills, respiratory issues, loss of taste or smell)
- If you are sick or not feeling well, including experiencing any symptoms of COVID-19, stay home.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, please contact your manager, Megan, Lauren, or myself as soon as possible. If you have any questions or concerns, please don't hesitate to reach out.

Erica

Lauren Rosenthal

From: Lauren Rosenthal
Sent: Wednesday, February 24, 2021 4:02 PM
To: All Library Staff (IT)
Subject: Working from Home

Hello!

With COVID I want staff to continue to work from home as much as practicable so we can prevent the spread of illness. We now have about 5% of the Illinois population vaccinated, and we hope that % will increase dramatically very soon. There are still quarantine requirements for Chicago: after visiting 31 of the 50 states folks should either quarantine for 10 days or have a negative test within 72 hours of arrival. We've been asking staff to adhere to these requirements.

My oldest son moved back home temporarily last year due to COVID. He travels a lot for work, and has been working on a Wifi contract at an army base in Arizona since January 2. He will arrive back home on Wednesday. Since he's been in 1000 buildings with many people in a hotspot state, I plan to work from home on Thursday and Friday until he's had a negative test.

If you need a credit card, our new Business Manager will be in the building 8:30-4:30 so she'll be happy to get one for you.

Please don't hesitate to call my cell or email me if you need anything.

Thanks,
Lauren
Lauren A. Rosenthal
Executive Director
Ela Area Public Library District
847.307.4833 www.eapl.org



Lauren Rosenthal

From: Lauren Rosenthal
Sent: Thursday, March 18, 2021 1:41 PM
To: All Library Staff (IT)
Subject: Important vaccination news

GREAT NEWS ABOUT VACCINATIONS! THIS JUST IN!!!

I just heard the Governor's Office plans to announce that all state and local employees who have not already been vaccinated will be made eligible to receive their shots starting **Monday, March 22nd**. I understand that with this announcement, it ensures that all state, county, municipal and other local government employees will now be able to get their vaccinations. We'll watch for the actual announcement and plan accordingly. **Even if Lake County Health does not follow the State's lead, that does not prevent private organizations (Walgreens, Jewel Osco, etc.) from vaccinating according to the State priorities.** So you may be able to make appointments with those organizations. HOWEVER, we understand that vaccine supplies are expected to be limited for the next 2-3 weeks, and appointments will still be extremely competitive.

As I hear more information I will keep you posted.

Thanks!

Lauren

Lauren A. Rosenthal

Executive Director

Ela Area Public Library District

847.307.4833 www.eapl.org



Lauren Rosenthal

From: Lauren Rosenthal
Sent: Monday, April 5, 2021 3:26 PM
To: All Library Staff (IT)
Subject: Back to normal hours starting Monday, May 3

Importance: High

Hello Team!

As more and more Illinois residents are vaccinated we're planning to gradually return to normal library service. The next move will be staying open all the same hours we were pre-pandemic: 9-9 M-Th, 9-6 Friday, 9-5 Saturday, and 12-5 Sunday, which we expect to begin Monday, May 3.

Hiring was kept to a minimum for the past year, but since January we've welcomed many new staff members and are able to resume normal operating hours starting May 3. We're excited that we have enough staff coverage to provide our normal, excellent service 70 hours per week.

Just as we are now, "open" does not mean open for all services we provided pre-pandemic. Indoor programs still have no anticipated return date although we're hopeful they will start sometime this fall. Because of the lack of programming we do not anticipate crowded conditions at EAPL. Building capacity limits are currently at 50% in Illinois, and we've not approached that level since we re-opened to the public January 25. Masks will still be required, as well as social distancing, per CDC and IDPH guidelines.

[On Friday the CDC announced that people who are fully vaccinated can safely begin doing lots of things we've put on hold](#) such as gathering together indoors with others who are fully vaccinated. Based on the staff survey responses I've received so far, it appears more than 70% of EAPL staff will be fully vaccinated by the beginning of May (and I expect this number to rise as more responses are received). I'm delighted that so many EAPL staff will be able to work together without worry.

While I know we are happy for every step that's a return to normal, we also have understandable anxiety over the unknown, and fear about what could happen. It's been a long year of uncertainty. Your supervisor, or Erica, or I am happy to talk with you about any concerns you might have moving forward. Please don't hesitate to call, or email, or come by (or we will come to you).

Just as we closed the building when it was determined to be the safe thing to do, we are expending service hours when it's the safe thing to do.

Thank you for your service to patrons of the Elia Area Public Library District!

Lauren

Lauren A. Rosenthal
Executive Director
Ela Area Public Library District
847.307.4833 www.eapl.org



From: [Erica Christianson](#)
To: [All Library Staff \(IT\)](#)
Subject: Safety Updates
Date: Wednesday, April 7, 2021 10:49:00 AM
Attachments: [Tornado Watch & Warning Procedures.pdf](#)
[Staff Safety Map.pdf](#)

COVID Updates

The travel guidelines section of the staff [COVID-19 Information Page](#) has recently been updated to include the new CDC travel guidelines. Remember to please check out these sites before you plan a vacation. Also check with your supervisor to see if you will need to quarantine from work when you return.

- [Travel Guidance](#) - From the Illinois Department of Public Health
- [Travel Guidance](#) - From the CDC

Tornado Drills 2021

This year we are asking each Department to host their own Tornado Watch & Warning procedure review. Your Department may decide to do a drill or perhaps meet to discuss procedures or even decide to tour safe areas in the building. Check in with your [Staff Safety Team](#) member or Department Head to find out more.

What should I do to prepare?

- Locate the Emergency Manual in your Department
- Read through the Tornado Watch and Warning procedures (attached)
- Review the Tornado Safe areas map (also attached)

Safety Information Review

If you haven't had a chance to view the Safety Information Review session from last month, it is still available for viewing on the [Staff Safety Page](#).

Staff Safety Team

Lauren Rosenthal

From: Lauren Rosenthal
Sent: Wednesday, April 14, 2021 3:25 PM
To: All Library Staff (IT)
Subject: EAPL open 70 hours per week

Hello team!

As vaccination rates continue to rise we're delighted to plan for another "return to normal:" remaining open for 70 hours per week. As we've ramped up hiring we expect to begin pre-COVID hours opened starting May 3.

What will change with the extended hours opened?

- We plan to have some more items available for checkout such as Caregiver Kits, Kids Curiosity Kits, and Games.

What services are not going to change May 3?

- Study rooms will remain closed
- Furniture will remain in storage
- Patios will remain closed (although they may open starting in June)
- Programs will remain virtual, but we'll also host some outdoor programs this summer

In addition to being open more hours next month, there will be a big change starting tomorrow, April 15. With the CDC's announcement that COVID is not really transmitted on the surfaces of objects, RAILS has eliminated quarantining of materials and CCS is requiring libraries to stop quarantining as well. So starting Thursday our sorter will be open, and materials will be returned as soon as they are received. I recognize this is a big change from what we've been doing and it may cause some nervousness. We have always followed the science which meant closing to the public when the CDC recommended it. Now that the CDC is letting us know we don't need to worry about surfaces we'll be sharing materials once again.

I'm happy to discuss these changes with you personally, feel free to call or email or stop by.

Thanks,
Lauren

Lauren A. Rosenthal
Executive Director
Ela Area Public Library District
847.307.4833 www.eapl.org



Lauren Rosenthal

From: Lauren Rosenthal
Sent: Wednesday, May 5, 2021 11:25 AM
To: All Library Staff (IT)
Subject: FW: Sen. McConchie Hosts Free COVID-19 Vaccine Clinic on May 15

In case you're looking for the Pfizer vaccine, there's a clinic in Algonquin on Saturday, May 15, open to anyone age 16 and older. Please pass this info on to anyone who might be interested. Thanks!

Lauren

From: Torbik, Kelsey <KTorbik@sgop.ilga.gov>
Sent: Wednesday, May 5, 2021 11:06 AM
To: Lauren Rosenthal <lrosenthal@eapl.org>
Subject: Sen. McConchie Hosts Free COVID-19 Vaccine Clinic on May 15



DAN McCONCHIE

ILLINOIS STATE SENATE

SENATE REPUBLICAN LEADER | 26TH DISTRICT

325 N. Rand Rd, Suite B · Lake Zurich, IL 60047 · (224) 662-4544 | 309G State House · Springfield, IL 62706 · (217) 782-8010
www.senatormcconchie.com

Dear Ela Area Public Library,

I am writing to request your assistance in getting the word out about a free COVID-19 vaccination clinic I am hosting in conjunction with Walgreens and the Village of Algonquin on **Saturday, May 15, 2021 and Saturday, June 5, 2021**. This clinic is open to anyone ages 16 and older.

Walgreens will be administering the Pfizer COVID-19 vaccine, which is administered as a two-dose series, 3 weeks apart. This means that those who take advantage of the May 15 clinic will need to be available to attend the same clinic on June 5.

Clinic Details:

1st Shot Clinic

Saturday, May 15, 2021

9:00 a.m. to 4:00 p.m.

Algonquin Public Works Facility, 110 Meyer Dr., Algonquin, IL 60102

2nd Shot Clinic

Must attend 1st Shot Clinic to attend

Saturday, June 5, 2021
9:00 a.m. to 4:00 p.m.
Algonquin Public Works Facility, 110 Meyer Dr., Algonquin, IL 60102

Participants can book an appointment ahead of time by registering [here](#). Walk-in vaccinations will also be available. Insurance and proof of identification is NOT required to receive a vaccination.

I hope you will assist me in sharing this information with your networks and I am happy to provide any additional information or answer any questions. Thank you very much for your help and I look forward to working with you to continue to help our community recover from this global pandemic.

Sincerely,



Dan McConchie
Illinois State Senator, 26th District



NEED A COVID-19 VACCINE?



**FREE Community Vaccination
Clinic with Walgreens**
*Hosted by State Senator Dan McConchie
and the Village of Algonquin*

1ST DOSE OF PFIZER VACCINE

SATURDAY, MAY 15, 2021
9 A.M. - 4 P.M.

2ND DOSE OF PFIZER VACCINE

SATURDAY, JUNE 5, 2021
9 A.M. - 4 P.M.

Algonquin Public Works
110 Meyer Dr, Algonquin, IL 60102

Anyone 16-years-old and older is eligible | Insurance & ID are NOT required



**STATE SENATOR
DAN McCONCHIE**
325 N. Rand Rd.
Suite B
Lake Zurich, IL 60047
(224) 662-4544
senatormcconchie.com



*Walk-ins available but not guaranteed.
To guarantee a spot scan the QR code with the
camera on your phone or visit the link below.*

<https://wagsoutreach.com/ss/SEN679741>

If you have any questions, please contact Kelsey at ktorvik@sgop.ilga.gov or call (224) 662-4544.

Lauren Rosenthal

From: Lauren Rosenthal
Sent: Thursday, May 6, 2021 3:54 PM
To: All Library Staff (IT)
Subject: FW: Walk-Ins Welcome. Get the COVID-19 Vaccine in Cary, IL!

Still looking to get a vaccine? Walk-in appointments are available!

Want the 1-shot J&J? It's available!

So glad EAPL staff have been so successful at getting vaccinated so far. Every day is a day closer to normal.

Best of luck!
Lauren



My account 

Stay informed with COVID-19 vaccine news and updates.

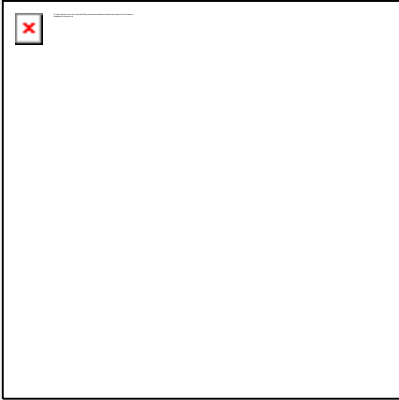
**Schedule your FREE
COVID-19 vaccine today.
Schedule your FREE COVID-19
vaccine today.**

We're administering the vaccine at select stores in

Cary, IL.

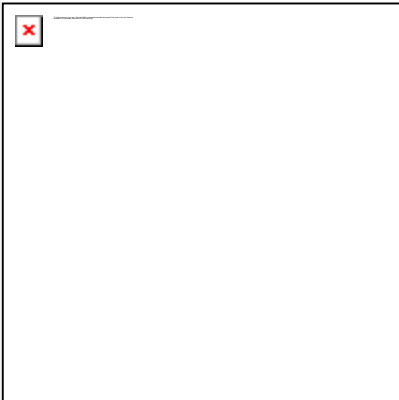
Schedule a COVID-19 vaccine

**Wondering what to
expect when getting
vaccinated?**



Know the steps you'll need to take to get your COVID-19 vaccination at CVS Pharmacy®.

Watch the video



We're here to support you through COVID-19.

View your testing options and other COVID-19 resources, plus get vaccine updates.

Find resources and help near you

Pharmacy

MinuteClinic®

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Lauren Rosenthal

From: Lauren Rosenthal
Sent: Thursday, May 13, 2021 6:42 PM
To: All Library Staff (IT)
Subject: Mask requirements

Hello team,

Today the CDC announced, "If you've been fully vaccinated: You can resume activities that you did prior to the pandemic. You can resume activities without wearing a mask or staying 6 feet apart." Gov. J.B. Pritzker said, "I firmly believe in following the science, and will revise my executive orders in line with CDC guidelines lifting additional mitigations for vaccinated people," Pritzker said. "The scientists' message is clear: if you are vaccinated, you can safely do much more."

At the Ela Area Public Library, we've consistently followed the science. We closed when the CDC and Governor Pritzker said to. We've offered limited services, quarantined materials, kept distant, and listened to the recommendations of experts. Now that the experts are telling us that fully vaccinated people do not need to wear a mask indoors starting Friday **we will no longer require fully vaccinated patrons to wear a mask indoors.**

This is a difficult decision, and one that I realize will be upsetting to some staff members. Please realize there is no requirement NOT to mask: **staff are welcome to continue to wear masks as long as you prefer to do so.** We will continue to have partitions at the service desks. Staff are free continue to social distance as much as you may choose. Masks are still required for anyone who is not fully vaccinated.

So what is different tomorrow (Friday)? Our signage will be updated to read "Masks are required for anyone not fully vaccinated." Staff no longer need to "police" patrons entering the building. Families will likely enter the building with unmasked adults and masked children, because all children will need to be masked.

Today's announcement was unexpected in its swiftness, but it was inevitable. Gov. Pritzker also said he expects Illinois to move to Phase 5 by June 11, so while a loosening of restrictions on 5/14 is a surprise we're happy to have good Illinois metrics.

Staff who are fully vaccinated and are comfortable can skip the mask, but please be sensitive to your co-workers' feelings. If COVID has taught us anything it's that we need to take care of each other.

I welcome the opportunity to discuss this decision with you personally, if it would help.

Lauren

Lauren A. Rosenthal
Executive Director
Ela Area Public Library District
847.307.4833 www.eapl.org



Lauren Rosenthal

From: Lauren Rosenthal
Sent: Thursday, July 29, 2021 2:44 PM
To: All Library Staff (IT)
Subject: Continue working from home

Hello staff,

At the July board meeting, a new "work from home" section was approved to be added to our Employee Handbook. The purpose of this addition was to allow staff to work from home in a post-COVID world.

Sadly, we are not yet in a post-COVID world. While in May it was hoped all staff would be back to working in the Library by Labor Day, with the continued spread of the Delta variant, **staff should continue to work from home as much as is practicable**. Once school resumes we have to expect cases will rise and we want to prevent transmission as much as possible. Please continue to work with your supervisor to determine the best work schedule for you and your team. No director approval is required.

I'll tentatively hope the new "work from home" handbook section will become effective January of 2022. Megan will be adding it to the handbook and developing procedures for its implementation in the coming months.

Questions? I'm happy to help, but I'm not in the Library because I'm working from home today 😊

Stay well,
Lauren

Lauren A. Rosenthal
Executive Director
Ela Area Public Library District
847.307.4833 www.eapl.org



Lauren Rosenthal

From: Lauren Rosenthal
Sent: Friday, July 30, 2021 6:20 PM
To: All Library Staff (IT)
Subject: Face Coverings to Be Required in All Lake County Government Buildings, Regardless of Vaccination Status

Effective Monday, August 2 masks will be required in the Library. This includes staff working in close proximity but not if you're working alone / able to maintain social distancing, for instance in a private office or pulling books before the library opens. Frontline staff, please let patrons know masks are now required in all Lake County government buildings, but as always we cannot force patrons to wear them. Use your best judgement in engaging patrons.

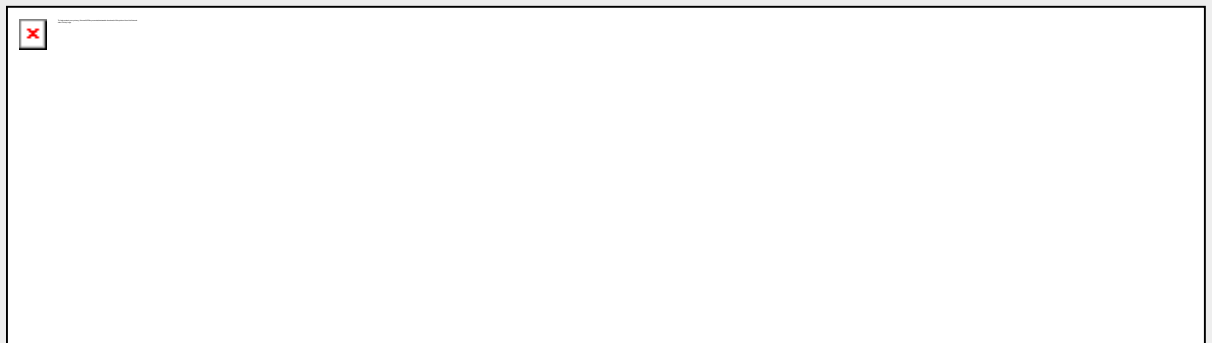
Signage will be updated to reflect this change. If the mask box in the front alcove is empty, can we please refill it so patrons who aren't carrying a mask can get one?

And as always, let's hang in there together as we hopefully turn the corner on COVID-19.

Thanks,
Lauren
Get [Outlook for iOS](#)

From: Lake County Illinois <LakeCountyIL@public.govdelivery.com>
Date: July 30, 2021 at 4:18:04 PM CDT
To: iphone@13shields.com
Subject: Face Coverings to Be Required in All Lake County Government Buildings, Regardless of Vaccination Status
Reply-To: LakeCountyIL@public.govdelivery.com

[view as a webpage](#)



July 30, 2021

Face Coverings to Be Required in All Lake County Government Buildings, Regardless of Vaccination Status

Beginning Monday, August 2, face coverings will be required in all Lake County government buildings for both vaccinated and unvaccinated people.

This requirement is in alignment with the federal government and the [State of Illinois](#), which recently began requirements in its government buildings.

The COVID-19 Delta variant is projected to become the most dominant variant as cases identified as the Delta variant increase across Illinois and nationwide. The Delta variant is shown to be more contagious and spread more easily than other variants. Recent evidence suggests that a small number of fully vaccinated people who become infected with the Delta variant may be able to infect others.

The public is encouraged to use the [Lake County website](#) to conduct business digitally and also can attend Board and Committee meetings virtually. [Learn more about attending Lake County meetings remotely.](#)

In addition to following mask guidelines, please remember to practice regular hand hygiene and take steps reduce the spread of germs:

- Wash your hands with hot, soapy water for 20 seconds or use hand sanitizer after touching any surfaces that may have been touched by others.
- Cover your coughs and sneezes with a tissue.
- Stay home if you are sick.

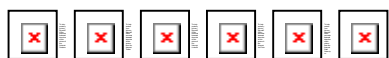
Thank you for your cooperation as well as for your patience as we maneuver through the challenges of this pandemic.

For more information about the latest COVID-19 guidance, please visit Lake County's COVID-19 web page: lakecountyil.gov/coronavirus

Contact

Alex Carr
Interim Chief Communications Officer
[Email](#)

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Lauren Rosenthal

From: Erica Christianson
Sent: Wednesday, September 22, 2021 11:38 AM
To: All Library Staff (IT)
Subject: Safety Team Reminders
Attachments: Lost Child & Missing Caregiver.pdf

COVID-19 Cleaning Protocols – Facilities would like to remind everyone to please remember to wipe down your departmental shared equipment/surfaces. This also includes the staff room – extra paper towels and spray bottles are located in the staff room so that you can wipe down your table area after you eat. This is an especially good practice as we move into flu season. For an overview of cleaning protocols for staff see the *COVID-19 Safety Training Review*: https://www.eapl.org/sites/default/files/2021-09/COVID-19%20SAFETY%20TRAINING%20v2_0.pdf

These slides and more are located on the Staff COVID-19 Safety Information page: <https://www.eapl.org/staff-intranet/covid-19-information>

Please see Facilities if you need Lysol wipes, hand sanitizer, or any additional cleaning supplies for your Department.

Fire Extinguisher Training – For staff registered for the training on 10/5, please know that this training is highly weather dependent. I will send an email, post on Slack, and add a note to the bulletin board the morning of the event *if it is to be rescheduled*.

Lost Child & Missing Parent/Caregiver Procedures Review - It is time to review the library's Lost Child Procedures which have been newly expanded to include a section on missing parents/caregivers.

Below are the three easy steps to take to review the procedures:

1. Review the procedures. They are attached to this message and can also be found on the Staff Safety Page or in the Emergency Manual located in your Department.
2. Take the [Lost Child Procedures Review Quiz](#)! The quiz is super-short, just eight questions, but it does help to review the procedures first.
3. When you have finished the quiz, head to the staff room and complete a raffle ticket to win a lunch (or dinner) on the library.

Please complete the quiz and your raffle ticket by Oct. 8th. The randomly drawn winner will win lunch (or dinner) on the library! You can take the quiz as many times as you like – but only one raffle entry per person.

Note: We are NOT conducting a Lost Child Procedures drill. [If you hear an announcement about a lost child, it really is a lost child.](#)

Staff Safety Team

Lauren Rosenthal

From: Erica Christianson
Sent: Thursday, October 14, 2021 2:30 PM
To: All Library Staff (IT)
Subject: COVID Update

Ela Staff,

We were recently notified that one of our staff members tested positive for COVID-19. The staff member was last present in the building on October 8, 2021. Please note that in accordance with applicable privacy laws, we are not able to share the name of the affected employee.

The following steps are being taken:

- The affected employee is following [the quarantine recommendations of the CDC](#) and their doctor.
- There were no staff members in “close contact” with the affected employee which is defined by the CDC as “being within approximately 6 feet of a COVID-19 case for a prolonged period of time.” If there had been, we would have asked these individuals to follow the guidelines recommended by the CDC and their doctor. Guidelines depend on vaccination status. For more information: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>
- The Facilities Department will continue routine cleaning and disinfecting all high-touch surfaces in the facility, as recommended by the CDC, OSHA and/or Department of Public Health.
- We have been in contact with the Lake County Health Department and reviewed current CDC guidelines.

We continue to encourage all staff to follow recommended hygiene and social distancing practices to minimize the risk of infection. Specifically, we recommend staff take the following steps/precautions:

- Get Vaccinated. Authorized COVID-19 vaccines can help protect you from COVID-19.
-
- Maintain appropriate social distancing of at least six feet. Wearing a mask is not a substitute for social distancing.
- Avoid touching your face, especially your eyes, nose, and mouth..
- Regularly and thoroughly wash your hands with soap and water for at least 20 seconds.
- Regularly clean and disinfect your work area.
- Carefully monitor your health, including for symptoms of COVID-19 (i.e., fever, cough, chills, respiratory issues, loss of taste or smell)
- If you are sick or not feeling well, including experiencing any symptoms of COVID-19, stay home.

If you have been directly exposed to or experience symptoms of COVID-19, please contact your manager, Megan, or me as soon as possible. If you have any questions or concerns, please don't hesitate to reach out.

Erica
Staff Safety Team

Lauren Rosenthal

From: Lauren Rosenthal
Sent: Tuesday, October 19, 2021 3:22 PM
To: All Library Staff (IT)
Subject: Director's message this week - Vaccine Mandate

Hello,

With our second staff member in two weeks testing positive for COVID-19, you're probably wondering about President Biden's September announcement about employers with more than 100 employees requiring all employees to be vaccinated. Here's what we know so far.

Last month, President Biden said employers with more than 100 employees will be required to have every employee vaccinated, or provide proof of a negative test once a week. While that seems like a straightforward announcement, there are always details that must be specified before an employer would take legal actions such as, how do we define 100 employees? For instance, the Family and Medical Leave Act (FMLA) is required of all employers who have a headcount of 50 employees, but the Affordable Care Act (ACA) is only required of employers who have 50 "full-time equivalent" (FTE) employees (meaning you could have 90 part-time employees but still be exempt from the ACA). The Ela Area Public Library right now has a headcount of 106 employees, but only 60 FTEs. How will the vaccine mandate be required? We don't know yet.

When will we know? Last week the "[COVID-19 Vaccination and Testing Emergency Temporary Standard Rulemaking](#)" rule was submitted to the Department of Labor & OSHA spelling out who will be affected and when it will be effective, so I expect to have a clear definition shortly. If the law requires all Ela Public Library Employees provide proof of vaccination, or to provide proof of a negative test once a week, we will follow the law.

In the meantime, I cannot encourage you enough to get vaccinated. When I polled staff in the spring, it was voluntarily reported that we would be more than 80% vaccinated by the beginning of May. I'm hopeful that we're already at 100%.

In the meantime, we will continue to encourage work-from-home for anyone who can do so. We will continue to require social distancing, masking, and use of protective barriers to keep staff and patrons safe. And we will continue to conduct contact tracing for any affected staff and keep you posted of anything we can share – though hopefully we will not have any additional staff members contract the virus.

Questions? We're always happy to provide answers whenever we can, please ask. And please stay well.

Thanks,
Lauren
Lauren A. Rosenthal
Executive Director
Ela Area Public Library District
847.307.4833 www.eapl.org



Lauren Rosenthal

From: Erica Christianson
Sent: Tuesday, December 22, 2020 3:13 PM
To: All Library Staff (IT)
Subject: COVID Update

Ela Staff,

We were recently notified that one of our staff members tested positive for COVID-19. The staff member was last present in the building on December 10, 2020. Please note that in accordance with applicable privacy laws, we are not able to share the name of the affected employee.

The following steps are being taken:

- The affected employee is following the quarantine recommendations of the CDC and their doctor.
- Because it has been 7 days or more since the staff member used the facility, additional cleaning and disinfection is not necessary. The Facilities Department will continue routine cleaning and disinfecting all high-touch surfaces in the facility, as recommended by the CDC, OSHA and/or Department of Public Health.
- There were no staff members in “close contact” with the affected employee which is defined by the CDC as “being within approximately 6 feet of a COVID-19 case for a prolonged period of time.” If there had been, we would have asked these individuals to self-quarantine as recommended by the CDC and their doctor.
- We have been in contact with the Lake County Health Department to review our response plan. We have also reviewed current IDPH and CDC guidelines.

We continue to encourage all staff to follow recommended hygiene and social distancing practices to minimize the risk of infection. Specifically, we recommend staff take the following steps/precautions:

- Avoid in-person meetings and use alternative forms of communication.
- When you do see others, maintain appropriate social distancing of at least six feet. Wearing a mask is not a substitute for social distancing.
- Avoid touching your face, especially your eyes, nose, and mouth..
- Regularly and thoroughly wash your hands with soap and water for at least 20 seconds.
- Regularly clean and disinfect your work area.
- Carefully monitor your health, including for symptoms of COVID-19 (i.e., fever, cough, chills, respiratory issues, loss of taste or smell)
- If you are sick or not feeling well, including experiencing any symptoms of COVID-19, stay home.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, please contact your manager, Megan, or me as soon as possible. If you have any questions or concerns, please don't hesitate to reach out.

Erica

Erica Christianson

Interim Executive Director

Ela Area Public Library District

275 Mohawk Trail | Lake Zurich, IL 60047

P: 847.307.4831 | www.eapl.org

COVID-19 Daily Self Checklist



Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

If you reply YES to any of the questions below, **STAY HOME** and follow the steps below:

- Step 1: Call your supervisor and
- Step 2: Email or call Human Resources (mcreel@eapl.org or 847-438-3433 x 142)
- Step 3: Call your health care provider

If you start feeling sick during your shift, follow steps 1 and 2 above.

Symptoms that may be new to you:

Do you have a fever (temperature over 100.4°F) without having taken any fever reducing medications?

- Yes
- No

Loss of Taste or Smell?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headache?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea?

- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

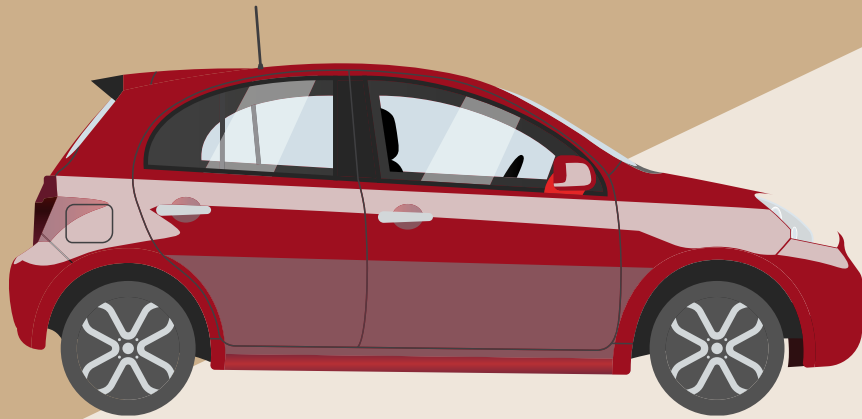
- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No

Virtual Library

Let's stay together, even when we are apart.



ELAAREA
PUBLIC LIBRARY

Drive-up Returns and Holds Pick Up

- Book return opens June 4
- Place your holds online and we will call you when items are ready for pick up.

Drive-up Book Return opens June 4 (M-F, 10am-6pm). **Drive-up Holds Pick Up** begins the week of June 8: We will call you when items are ready for pick up.

Thank you from the bottom of our book-loving hearts. We truly appreciate your patience during the Library building's closure. We hope that you have enjoyed exploring our virtual library during the past weeks. We know, however, that this is not a true replacement for checking out physical items, turning paper pages and sharing picture books with children. The wait is almost over!

Slow and steady. We look forward to reopening, but it will be a different kind of library experience than you're used to. Social distancing will be the "new normal." Our service hours will be limited at the beginning and will gradually increase. Thank you for being patient with us as we figure this out together.

Mark your calendar. Beginning June 4, we will begin our staged opening by taking returns at the drive-up window Monday through Friday from 10am-6pm. There is no need to rush to return items; they will not be due until July 1. Also, at this time, please only return those items that can easily fit in our drive-up return box. Remember there are no fines.

A few days after returns begin, we will call patrons to pick up holds at the drive-up. Place your holds online, and we will notify you when your materials are available for pick up. Please do not arrive before you receive this call. Only Ela cardholders may place and pick up holds at this time. If you no longer need items you previously placed on hold, please cancel them online.

We're here for you. There are lots of ways to connect with your library community, so let's start a conversation! Need help with your selections? Use our new Live Online Chat at eapl.org. We look forward to helping you make your next great discovery. Follow us on Facebook, watch a library program on our YouTube channel, attend an online event, leave a review or comment on our website, or send us your questions at questions@eapl.org. We look forward to hearing from you!

Find something you love. Take time to browse our vast digital collections and online resources ... it's all there for you at eapl.org. In the meantime, let's continue to learn, connect, create and grow together, remotely, until we meet again.

Be well friends!

Reopening Plan

Phase 1: Drive-up Return & Hold Pick-up

Overview: Only those staff who are essential to each day's operation will be in the building. Other staff will continue work remotely. During this time, library materials will be returned and decontaminated. Holds will be gathered, and, starting on Day 7, patrons will be able to pick these up at the Drive-up. Holds made available through pick list only (not over the phone for "day of" pick up). Tech may potentially begin processing incoming materials. Home delivery process may potentially begin on Day 7.

Staff:

- In-Library Staffing:
 - Minimum number of staff in building/staggered scheduling--only those needed
 - Staff limited to those needed for Phase 1 duties and/or minimal basic operations
 - Staff scheduled at different hours in shared or close work spaces
- All Staff must complete training and follow protocols
 - All Supervisors: Pre-Phase 1 HR Procedures Training
 - All Staff: PPE Training
 - Phase One Staff: Training on Phase 1 Processes
- Staff working remotely will continue virtual tasks
 - Online programming continues
 - Online chat and phone reference/readers' advisory available

Day 1: Evaluation of equipment, space, and possibilities for social distancing and tasks. Space planning, configuring. Materials that are already there (from March) will be checked in.

Day 2: Space planning, configuring continue. Set up-parking lot, signage. Head of Popular Materials and Circulation will meet to discuss staging holds, staff schedules, and procedures for contacting patrons with holds notices.

Staging: Hallways marked with traffic flow, Use cones to create a meandering path in the parking lot, Signs set up to direct flow, Meeting Room Set-up for material quarantine.

Day 3: Staff Orientation: Staff who have computers or smartphones at home can attend the orientation virtually. Others who do not have the technology will receive an orientation when they arrive for their first shift. Additional staging/training for essential in house staff.

Days 4, 5, 6 Drive-Up opens for Returns Only: no curbside or open rooms to control patron/staff contact. No patrons in the building.

- Drive-Up Returns Only
 - As bins are filled, they will be wheeled to the meeting room and items will be placed on carts and labeled with a date. Material will not be shelved at this point.
 - Drive-Up Hours: 10am-12:30pm and 3-6pm

Day 7, 8, 9 Drive-Up Service for Pick-up Begins until TBA: Begin pulling holds from pick list/automated holds only, staging, calling patrons, shelving materials. Holds will be manually called to limit flow at Drive-up. Potentially begin homebound process for deliveries.

- Drive-Up Pick-up of Pick List Holds/All notification done through manual phone calls.
Drive-Up Hours: 10am-12:30pm and 3-6pm

Day 10 + Drive-Up Pick-Up:

Next Targets (limitations on number of staff in building/patron demand/cleaning schedule.etc.)

- Return to automated hold notification
- On-demand hold filling
- Bring in additional staff to pull/fill holds over the phone in house
- Drive-Up Hours: TBD

DRAFT

Reopening Plan -

STAGE 1: Drive-Up Return & Hold Pick-up

Overview: Only those staff who are essential to each day's operation will be in the building. Other staff will continue work remotely. During this time, library materials will be returned and decontaminated. Holds will be gathered, and, starting on Day 7, patrons will be able to pick these up at the drive-thru. Holds made available through pick list only (not over the phone for "day of" pick up). Tech will begin processing incoming materials. Home delivery process may potentially begin.

Staff:

- Minimum number of staff in building/staggered scheduling--only those needed
 - Circulation
 - Popular Materials
 - Maintenance
 - IT
 - Head of Public Information
 - Admin for essential duties, when needed
 - Technical Services, if possible with social distancing
 - Other staff working remotely whenever possible
- Staff scheduled at different hours in shared or close work spaces
- Staff must complete training and follow protocols (see Working Procedures - TBD)
 - All Supervisors: Pre-Phase 1 HR Procedures Training
 - All Staff: PPE Training
 - Phase One Staff: Process Training
- Staff working remotely will continue virtual tasks
 - Online programming continues
 - Online chat and phone reference/readers' advisory available

Checklist Items: Deliveries, Communication (website, social media, signage) Supplies, Safety/HR Policies, Training, Traffic Flow, CCS

June 1 & 2 (Days 1 & 2): Circulation managers will meet in building to evaluate their space and possibilities for social distancing and tasks. Materials that are already there (and safe from March) will be checked in. Space planning, configuring. Set up-parking lot, signage. Head of Popular Materials and Circulation will meet to discuss staging holds, staff schedules, and procedures for contacting patrons with holds notices.

Staff: **Building Hours: 8:30am – 7pm**

- In-house staff: Minimum number of staff in building/staggered scheduling/only those needed
 - Circulation
 - Popular Materials: Christen

- Facilities
- IT:
- PI: Valerie
- Admin: Erica
- Staff Working Remotely
 - Online programming continues
 - Online chat and phone reference/readers' advisory available

Staging:

- Hallways marked with traffic flow
- Use cones to create a meandering path in the parking lot
- Signs set up to direct flow
- Meeting Room Set-up for material quarantine

June 3 (Day 3): Staff Orientation. Staff who have computers or smartphones at home can attend the orientation virtually. Others who do not have the technology will receive an orientation when they arrive for their first shift. Additional staging/training for essential in house staff.

Staff: Building Hours: 8:30am – 7pm

- In house staff: Minimum number of staff in building/staggered scheduling/only those needed:
 - Circulation
 - Popular Materials
 - Facilities
 - IT
 - PI: Valerie
 - Admin: Megan
- Staff Working Remotely:
 - Online programming continues
 - Online chat and phone reference/readers' advisory available

June 4 & 5 (Days 4 & 5) Drive-Up opens for Returns Only: no curbside or open rooms to control patron/staff contact. No patrons in the building.

- Drive-Up Returns Only
 - As bins are filled, they will be wheeled to the meeting room and items will be placed on carts and labeled with a date. Material will not be shelved at this point.
 - **Drive-Up Book Drop Hours: 10am – 6pm**

Staff: : Building Hours: 8:30am – 7pm

- In house staff Minimum number of staff in building/staggered scheduling/only those needed:
 - Circ:
 - IT
 - Maintenance

- Admin: Erica/Sherri
- Staff Working Remotely:
 - Online programming continues
 - Online chat and phone reference/readers' advisory available

June 6 (Day 6 - Saturday)

Staff: : Building Hours: 8:30am – 4pm

- In house staff Minimum number of staff in building/staggered scheduling/only those needed:
 - - Children's: Taking turns with no more than 2 at a time from 9-12.
 - Maintenance
 - Admin: Erica 12 - 4

Week of June 8 Drive-Up opens for Pick-up of Holds

Drive-Up Service for Pick-up of Holds Begins until TBA: Begin pulling holds from pick list/automated holds only, staging, calling patrons. Holds will be manually called to limit flow at Drive-up. Limit, Organize, Contact. Potentially begin homebound process for deliveries.

- **Drive-Up Window Hours for Hold Pickup: 10am – noon and 3-6pm**

Drive-Up Dropbox Hours 10am – 6pm

Staff: Building Hours: 8:30am – 7pm

- In house staff: minimum number of staff in building/staggered scheduling/only those needed:
 - Holds retrieval/calling
 - Circ: 5
 - Popular Materials 2 per shift
 - Shelving (potentially)
 - Childrens pages--2
 - Reference pages
 - Popular Materials pages/info desk staff
 - Additional Support Staff
 - Facilities, IT, PI
 - Children's staff for answering phone and pulling holds: 2
 - Tech Services Functionality
 - Admin: Essential Business Functions
 - Outreach - Homebound/Site Delivery
 - Staff needed for home delivery:
- Staff Working Remotely:

- Online programming continues
- Online chat and phone reference/readers' advisory available

Day 10 + Drive-Thru Pick-Up/Return/

Next Targets (limitations on number of staff in building/patron demand/cleaning schedule.etc.)

- Return to automated hold notification
- On-demand hold filling
- Bring in additional staff to pull/fill holds over the phone in house
- Drive-Up Hours:

Staff:

- In house staff: minimum number of staff in building/staggered scheduling/only those needed:
 - Holds retrieval/calling
 - Circ: 5
 - Popular Materials 2 per shift
 - Shelving (potentially)
 - Childrens pages--2
 - Reference pages
 - Popular Materials pages/info desk staff
 - Additional Support Staff
 - Facilities, IT, PI
 - Children's staff for answering phone and pulling holds: 2
 - Tech Services Functionality
 - Admin: Essential Business Functions
 - Outreach - Homebound/Site Delivery
 - Staff needed for home delivery:
- Staff Working Remotely:
 - Online programming continues
 - Online chat and phone reference/readers' advisory available