

RE: CLOSING BUILDING IMMEDIATELY

Jim DiDonato <jdidonato@rlalibrary.org>

Tue 10/20/2020 6:52 PM

To: Global <Global@rlalibrary.org>

Marina reported the cleaning company finished deep cleaning this afternoon. They performed an "Electrostatic Thermal Fogging" process.

We will open at 10:00am for Curbside Services tomorrow, Wednesday, October 21, 2020.

Those people scheduled to work in the building should consult your supervisor if you have any questions.

STAY HEALTHY OUT THERE!

From: Jim DiDonato

Sent: Tuesday, October 20, 2020 12:14 PM

To: Global <Global@rlalibrary.org>

Subject: Re: CLOSING BUILDING IMMEDIATELY

We plan to open for curbside at 10:00am tomorrow, Wednesday, October 21st and continue our current schedule.

Sent from my iPhone

On Oct 20, 2020, at 11:36 AM, Jim DiDonato <jdidonato@rlalibrary.org> wrote:

Please pack up personal belongings and leave the building as soon as you can.

Another employee tested positive for COVID, and a couple of others are awaiting test results with expectations that they will also come back positive. I will send out a timetable for those testing positive in another email.

We have scheduled a cleaning company to conduct a deep cleaning of the entire building today, Tuesday, October 20th.

Everyone will be paid for the hours they were scheduled to work. Please followup with your supervisor regarding your schedule.

Should cleaning take longer than expected or we discover any more issues:

- Staff will continue working remotely. Supervisors will work out assignments and schedules for each department.
- We will reopen the building and services after the building has been deep cleaned.

Jim DiDonato
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