

Providing Patrons limited services

Margarita Rodriguez <mrodriguez@rlalibrary.org>

Mon 5/18/2020 1:11 PM

To: Global <Global@rlalibrary.org>

Hello Everyone,

We hope everyone is safe and healthy. We are working on a re-opening plan and we wanted to share some of the points we have created:

- PPE will be provided and must be used if mandated
- We will be adhering to mandated social distancing
- Department heads will be coordinating staff schedules so we don't exceed maximum staff allowed
- Switch all cloth office chairs with plastic meeting room chairs
- Mandatory Staff Training on PPE and disinfecting procedure etc. will be provided

We are hoping to open the library in steps:

- Step 1 Department Heads & Re-opening Team will be in the building
 - Preparing the building for staff to re-enter workplace
- Step 2 Limited Staff Return to Building
 - Staff will be working on tasks to prepare for limited services including:
 - Phone answering
 - Return of Library Material and discharging
- Step 3 Curbside Services & other materials (craft bags/summer reading material)
 - We will be providing limited services to patrons

Please let us know if you have any questions on the bullet points. If you have any questions regarding HR or other questions please direct to Jim, Marina, and Robbyn.

Thank you,
Alisha, Edith, John, Nichole, and Maggie
Re-Opening Team