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SMRLD return to work

Tina Hubert <director@smrld.org>
To: staff <staff@smrld.org>
Cc: Board <board@smrld.org>

Fri, May 8, 2020 at 2:56 PM

Dear Staff,

I've missed you!!! I hope you and yours continue to be well.

The Administrative Team has been busy putting together plans for everyone to return to work. Some staff have continued to work while we've been closed to the public, but now it's time for all staff to return to work.

We anticipate (depending on State, Local, and Public Health guidelines) to begin providing some in-person service to our public at the beginning of June - I cannot at this moment give you a firm date.

That said, there's a lot of work to be done before we provide any type of in-person public service. **Because of the work that needs to be done in preparation, I am notifying you now that we expect to begin calling staff back to work the week of May 18th - ten days from today.** Your supervisor will contact you regarding scheduling and assignments.

We will all have to pull together and perhaps perform some tasks that are not our normal assignments - but these are also not normal times. Processes are in place to ensure proper social distancing as well as proper face coverings, gloves, and disinfecting procedures. There will be a form for all staff to complete before each shift to ensure the safety and health of everyone. More information on required safety precautions will be sent in another email.

Tentatively, we anticipate providing only drive-up curbside service at Johnson Road and limited in-library access at Delmar Avenue in the beginning weeks of June (exact dates yet to be determined).

If you have any concerns or questions, please contact me and your supervisor as soon as possible. I look forward to seeing you all again in the near future.

Tina



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Executive Director
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