
Welcome Back to Work!

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

Tue, May 19, 2020 at 3:53 PM

Dear Staff,

Having talked with several of you and your supervisors, I know folks are ready to get back to some sort of normal. Hopefully getting back to work can provide some of that. While our work won't exactly be normal for a while, we all do have work to do in preparation to provide some in-person services to our public. With the call back to work, you will once again need to request leave for any time you need off, whether vacation, personal time, or medical needs. Effective immediately - no more leave is being rescinded. If you have any requests that you need to change, please follow the regular procedure for doing that. The [Paid Time Off form](#) continues to be available on Lulu.

We are working on a phased plan to provide in-person public service (*which is subject to change*) in compliance with the current CDC and IDPH recommendations. We don't have exact dates, yet, but when we do we will share them with you and our public; until then **this information is for internal staff use only** and not to be shared with others. The phases we are working on, in order, include:

1. reopening book drops for materials to be returned (approximately June 1st)
2. quarantining returned materials for at least 72 hours
3. call-in and online orders for SMRLD cardholders and curbside pick-up at Johnson Road (sometime around June 8th)
4. some sort of in-person service at Delmar Avenue (maybe June 15th or after)

What needs to be in place for each phase includes, but is not limited to:

- Reopening Book Drops - we've ordered tubs for both locations into which custodians will place returned items each day when the book drops are reopened.
- Returned items will be quarantined for at least 72 hours at both locations: at Johnson Road in the Magazine Room, at Delmar Avenue in the Training & Events Room on the lower level. Items will be staged so that staff can easily identify items that have fulfilled the quarantine time. When items come out of quarantine, staff will wipe them with disinfecting wipes and check them in. There will be no fines on any of these items; if there are fines attached, they will be waived.
- Call-in and online orders for SMRLD cardholders. Because of the configuration of the SHARE (Polaris) database at the Illinois Heartland Library System level; delivery is not occurring between libraries and cardholders can only place online holds on items owned by their home library. Johnson Road staff are determining procedures for customers to request items for curbside pick-up. Curbside pick-up will only happen at Johnson Road. Items from Delmar Avenue will be transferred to Johnson Road as necessary for pick-up.
- Materials are being shifted in the adult department at Delmar Avenue to be able to safely distance customers at the Customer Service desk. Decals, signs, and posts have been ordered to set-up a queue for customers to line up safely for service. Plexiglass partitions are being ordered for every public service desk at both locations. All seating, besides that needed for computer use, is being stored - people will not be able to sit around the library unless they are using a computer. Computers will be enabled to ensure proper distancing - some computers will not be available for use, other computers may be moved. We are still discussing the safest way to allow customers in the building. Customers will only be allowed inside the Delmar Avenue building for a limited amount of time per visit.

The Board of Directors approved the attached SMRLD Rules to Maintain Safe Behavioral Practices outlining requirements for both staff and the public to be in library buildings. If and when we reopen Delmar Avenue for public use, all customers will be required to abide by the rules. Johnson Road will not be open to public use for some time as it is too small to allow for adequate safe distancing.

The Board of Directors also approved our starting the previously approved new hours at both locations as soon as feasible when the library reopens to the public:

Mondays 9-6

Tuesdays, Wednesdays, & Thursdays 11-8

Fridays & Saturdays 9-6

Your supervisors will alert you to your schedules. Please let your supervisor or me know if you have questions and/or suggestions.

Welcome Back!
Tina



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Executive Director
Six Mile
Regional Library District

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