

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, March 3, 2020 6:10 PM
To: All Staff
Subject: Health Update

With all of the recent news about the coronavirus in the headlines, and many questions coming up from staff, I wanted to let you know that the library is working with our partners in the community to monitor the outbreak and keep staff and customers healthy and informed.

Currently there is no vaccine for COVID-19, the current strain of coronavirus, and health agencies are advising prevention measures. That means taking the following steps to protect you and your family from getting sick or spreading illness to others:

- Stay home when you are sick.
- Cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick and contact your healthcare provider for a plan of care if you become ill.
- Clean and disinfect frequently touched objects and surfaces.

At this time, staff do not need to stay home to avoid catching the virus and everyone can go about their normal day while taking extra precautions as noted above. The great thing is that we have very responsive health organizations in our community and county, and we can take their lead on how to respond to this virus. If and when new information becomes available from these organizations, I will share with all staff to keep everyone informed.

Thanks,

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, March 6, 2020 9:06 AM
To: All Staff
Subject: Coronavirus Update

Yesterday, I attended a meeting with leaders from around the City of Naperville to talk about the COVID-19 coronavirus impact in our community. The meeting was held because numerous health officials there noted that having a plan in place should COVID-19 spread is the best way to be prepared at this point. The speakers at the meeting included the Emergency Management Coordinator for the City of Naperville, the Director of Community Health Resources for the DuPage County Health Department, the Executive Vice President of Edward-Elmhurst Hospital, and the Bureau Chief of the Naperville Fire Department. Some examples of community preparation taking place right now include a plan for potential centralized COVID-19 testing, potential areas of Edward hospital to isolate patients, weekly meetings with City of Naperville leadership, and starting on a website for community resources.

The main message from the meeting is that the best thing to do is take universal precautions, the most important of which is to wash your hands regularly and cover your coughs and sneezes. You should also stay home if you are sick to limit the spread of disease to others.

Right now, there have been 5 COVID-19 cases in Illinois. There have been 11 deaths in the US. To put that in perspective, 12,000-60,000 people die from the flu in the US each year. There have also been 76 DuPage county residents in the ICU for the flu this year with 9 flu-related deaths. That's not to say COVID-19 shouldn't be taken seriously, but it's not yet at a level that is more concerning than other seasonal viruses. COVID-19 is expected to continue to spread for the time being, but the overall impact is unknown. Also note that coronaviruses are not unfamiliar; there have been many of them that cause common colds. This one is just on a bigger worldwide scale than most others.

Because the coronavirus is a virus, there is no cure. 80% of people who get this disease spontaneously recover, meaning they get better with no intervention, just like most other viruses. Less than 20% of people who get COVID-19 are requiring supportive care. Therapies are currently being tested, and we will know if they are effective in a few months. Because it takes time to test a vaccine to make sure it's safe, even if one is created soon, it would not be available to the general public for 12-18 months.

To stay up to date on the latest information, the [CDC website](#) and [DuPage County Health Department website](#) are reliable and trusted sources. Social media is the least trustworthy source, and anything posted on there should be taken with a grain of salt. As library staff, we can help recommend trustworthy resources with accurate information to customers.

If and when any future updates are available, I will keep you posted. We will continue to work with the City of Naperville and local health professionals to roll out any new plans and precautions as needed.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, March 11, 2020 5:07 PM
To: All Staff
Subject: COVID-19 Update

An update regarding COVID-19 (coronavirus):

At this point, we are still in a stage where the best thing to do is practice universal precautions like hand-washing and covering coughs and sneezes. We are stepping up on keeping our buildings as clean as we can, with increased attention given to high-traffic areas. Staff are cleaning the toys in our children's areas more often, and we have temporarily removed soft toys like puppets. Some cleaning supplies are on back order which means we do not have an unlimited supply of everything. We should use our current supply wisely and thoughtfully, focusing on those areas which require heavier cleaning.

Naperville Public Library is planning to remain open unless we are informed of increased local risks, or we have a confirmed case of COVID-19 in one of our library buildings. Currently, library leadership is preparing a response plan should we reach that level. There are currently 25 confirmed cases of COVID-19 in Illinois. If we learn of a confirmed case at our library, I will notify staff immediately and communicate an action plan.

If you have any additional concerns or suggestions, please feel free to talk to your supervisor. I will keep you updated if and when anything new develops. Thanks,

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

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Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, March 13, 2020 11:43 AM
To: All Staff
Subject: COVID-19 Update 3/13/20
Attachments: Pandemic Response Procedures 2020.docx

In Illinois, there are now 32 confirmed case of COVID-19. While none are local to Naperville, we can expect the virus to continue to spread for the time being, so we are continuing to take precautions and plan for next steps. Naperville Public Library created a [section on our website](#) and posts on social media to let customers know what we're doing to help reduce the spread of the coronavirus. The community looks to the library as a reliable and unbiased source of information, so we can continue to update this page with information as it becomes available.

Our ALICE training with the Naperville Police Department for next week has been CANCELLED. We will reschedule this training at a later date. Marketing will inform customers, and we will not have any delayed openings this coming week.

We are also looking to pass Pandemic Response Procedures at the Board Meeting next week. These procedures outline steps we may need to take, including potential library closings. At this time, I am recommending to the Board that we pay staff in the event of a forced library closing. You can read more about this in the attached document (which, again, has not yet been approved, but will go to the Board on Wednesday). I don't anticipate any closings at this point, but things keep changing on a daily basis, so we're preparing in case it comes to that.

Current recommendations from state government for large group gatherings include a state-wide ban on large gatherings over 1,000 people, and a suggestion to postpone gatherings of 250 people or more. Luckily, we do not have any gatherings of those sizes coming up, and we'll keep an eye on if those numbers change. Some libraries are cancelling some or all of their programming. Our program sizes are not generally in the 250+ range, and our attendance is just naturally down with everything going on, so we are not currently cancelling any programming at this time. We have also not cancelled the upcoming Staff Wellness Fair, but we are keeping an eye on that and will let you know if that changes.

Thanks for your patience and understanding as this all continues to develop, and I'll continue to send updates as things change and evolve.

Dave Della Terza

Naperville Public Library
Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, March 13, 2020 3:06 PM
To: All Staff
Subject: COVID-19 Update 3/13/20 Part 2

School District 203 has announced school closings from Monday, March 16 through Friday, March 27, and staying closed during their spring break the following week.

School District 204 is closed Wednesday, March 18 through Friday, March 27, and staying closed during their spring break the following week.

Both school districts will move to an e-learning model where kids can attend classes online.

At this time, NPL is going to stay open this weekend, and we'll assess the situation on Monday to see if any changes need to be made. I know there is some concern that we may have lots of kids here next week with the schools closed and it may be hard to run the library. If we stay open and that happens, we can always assess and make changes at any point.

One thing to remember is that we are a polling place on Tuesday, so it's important that we stay open for that service. Whether we are still open, or if we just open for that service only, we do want to ensure citizens have access to vote.

Thanks again for your patience as this all unfolds.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Katherine Steiner
Sent: Friday, March 13, 2020 5:20 PM
To: Dave Della Terza;All Staff
Subject: Re: COVID-19 Update 3/13/20 Part 2

From: Dave Della Terza
Sent: Friday, March 13, 2020 3:05 PM
To: All Staff
Subject: COVID-19 Update 3/13/20 Part 2

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Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Sunday, March 15, 2020 1:16 PM
To: All Staff
Subject: Upcoming Library Closing

I've been in contact with Leadership Team about the details regarding a library closing. We've been meeting and discussing options all weekend, as there is a lot to consider. I do want to stress that as the news and word-of-mouth start to increase the panic level around COVID-19, it is not unsafe to be out in public at this time, and most public places are still open. The CDC is recommending social distancing and not being in crowds of over 250 people, and there is no mandated quarantine at this time.

That being said, the safety and well-being of staff and the public are at the front of my mind right now. Because of this, I am **planning to close the library** after Monday evening for an extended period. This recommendation is in line with the state mandate for schools to close after Monday. There are many details we are working out, as we have not had an extended closing like this at the library in recent memory. Leadership Team is meeting tomorrow morning, and we'll have an update to you before noon. Please hold your questions about specifics until tomorrow when we'll have more information available. And thank you for your understanding as we work out these details.

The decision to close was not an easy one, but it is being made to complement the decisions being made in our community to encourage social distancing and minimize the spread of COVID-19. I considered remaining open, or having limited service like holds pickup, but thought ultimately a full closure was the right thing to do. Libraries are important community resources, and I'm sure many of our customers will feel the loss of our services during our closure. But I believe that doing our part means helping what the schools and many other organizations are doing by encouraging that social distancing. I want to rely on what the experts are saying and what other similar organizations are doing. Putting the health of our staff and customers first is the most important thing to me at this time.

Thank you, and more detailed information will be available tomorrow morning.

Dave Della Terza

Naperville Public Library
Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Sunday, March 15, 2020 3:48 PM
To: All Staff
Subject: Library Closing TODAY at 9:00pm

In these unprecedented times, the health and safety of our community is at the forefront of my thoughts. I have been keeping an eye on updates from local health professionals and closings in our community, including closings in our school districts.

As coronavirus (COVID-19) continues to spread through Illinois, precautionary measures must be a priority at this time. The governor also just now ordered all restaurants in the state closed as of tomorrow, so this is still escalating quickly. As a result, all Naperville Public Library locations will be **closed as of 9:00pm today (Sunday, March 15)**. The three library locations will be open as a polling place only on Tuesday, March 17. The library will tentatively reopen on Monday, March 30.

Marketing is preparing information right now to get this out to the public.

The following information should hopefully answer any questions you may have:

Why do we need to close?

This was not an easy decision, but it is being made to complement the decisions being made in our community to encourage social distancing and minimize the spread of COVID-19. We considered remaining open, or having limited service like holds pickup, but thought ultimately a full closure was the right thing to do. Libraries are important community resources, and I'm sure many of our customers will feel the loss of our services during our closure. But I believe that doing our part means helping what the schools and many other organizations are doing by encouraging that social distancing. I want to rely on what the experts are saying and what other similar organizations are doing. Putting the health of our staff and customers first is the most important thing to me at this time.

What happens on Monday, March 16?

Library staff who are scheduled to work on Monday will still be expected to come in (even though we are closed to the public) so we can get the library in order before staff are off for a longer period – that means checking in and shelving materials, cleaning the buildings, wrapping up loose ends on projects, etc. We need everyone to clean their desks and reduce clutter so that we can schedule deep cleanings of the buildings during our closing. Staff who were coming in to assist in the election services will also need to be present for this reason. If any employee would like to take time off or cannot make it on Monday, they can use accrued PTO as long as we have enough staff to accomplish what needs to be done.

Leadership Team is meeting at 9:00am on Monday to iron out details. Your supervisor will be back in the department soon after to share all updates.

What happens on Tuesday, March 17? Will I be paid during the closing?

Starting Tuesday, March 17, all staff will be paid for their normal, scheduled hours through the closing. No PTO will need to be used. It is important to me that we are able to maintain staff salaries through this closing. If the closing extends beyond March 30, I will send an update with more information. Although our services are suspended and our buildings are closed to the public, staff in some departments may be asked to complete tasks during the closing or to prepare the building for reopening. Supervisors will discuss these expectations with their staff as they arise. We are still working out what this means for election day and will have more information soon.

What communications will take place during the closing?

Leadership team members may be working during the closing to check in on the buildings, communicate to the public and staff, and complete other necessary work. If you have any questions during the closing, you can call your supervisor. Please check your e-mail once a day during the closings for any updates as well.

What about due dates and fines?

We are currently working on this, but expect to extend the due dates for all materials.

Thank you again for your understanding during this difficult time. There is no “right” way to handle all of this, and our leadership is making the best decisions we can with the information we have. I appreciate everyone’s hard work to deliver excellent service to the community, and thank you for your patience as we work through this.

Sincerely,

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, March 20, 2020 4:05 PM
To: All Staff
Subject: Library Closing Extended Through April 7

This afternoon, Governor Pritzker issued a stay-at-home order that starts tomorrow evening and runs through April 7. He is asking all non-essential services to close, with places like grocery stores, restaurants, hospitals, and pharmacies staying open. Although we all know how essential library services can be for our customers, we are not in an industry that should be open at this time. The best thing we can do to help minimize the spread of COVID-19 is for all of us to stay at home as much as we can.

Due to this update at the state level, Naperville Public Library will move our tentative reopening date to **Wednesday, April 8**. Our Marketing department will update our communications to let customers know. Please rest assured all staff will be paid through this new closing date. We will also extend the due date of items beyond April 8.

We will continue to work together with local and statewide initiatives to minimize the spread of COVID-19. As any other updates become available, I will continue to send out information. I hope everyone is spending time with their loved ones right now and staying safe. The most important thing we can all do right now is to be with our families and look out for our physical and mental wellbeing.

Thank you,

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Sue Ashe
Sent: Wednesday, April 1, 2020 11:58 AM
To: All Staff
Subject: Families First Coronavirus Response Act (FFCRA)
Attachments: FFCRA_Poster_WH1422_Non-Federal.pdf

Hello Everyone!!!

First I need to say how much I miss seeing all of you and for those I didn't see often, I miss the idea of seeing you. I hope you are all staying safe and healthy. I know these are very unusual and challenging times, but I also know we will get through it and we will do it together. No one is alone, please remember that. We have an incredible group of people and leadership to ensure we are informed, connected, and hopeful. I am available to anyone who has questions or concerns, or simply wants to say hello.

I have been communicating with various other libraries and HR Source regularly. And attended several webinars with legal updates. I am attaching **The Families First Coronavirus Response Act** (FFCRA) which includes new Leave Entitlements and qualifying reasons. These provisions will apply from April 1, 2020 through 12/31/2020.

I imagine you will have questions and I am happy to answer to the best of my ability. I appreciate your patience and understanding as these are new provisions and many of us, including Legal and HR professionals, are still learning and dissecting the details. In light of dark times, these leave entitlements provide assistance and some relief to those who qualify. I will continue to keep you informed of any changes or revisions.

Stay safe, stay home, stay hopeful!

Please feel free to reach out for any reason. I look forward to seeing all of you very soon 😊.

Sue

Sue Ashe

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Sue Ashe
Sent: Wednesday, April 8, 2020 10:10 AM
To: All Staff
Cc: Jessica King
Subject: FW: HELLO from HR!

Hi Everyone,

Just checking in, hoping everyone is doing well. I know it's strange times, but this is temporary and soon we will be back at work seeing everyone, greeting and helping customers, smiling at people in public (the simple things right). Remember the more we follow the rules now, the sooner we get back to normal. Sounds simple, but I know it's tough on all of us. Luckily we have each other and we are all going through the same thing together.

Jessica continues to search and find useful, relevant, trainings for staff and many of you have shared links and interests for at home viewing so thank you for that and please continue to do so! We appreciate your input and always want to know what you find interesting, relevant, and useful.

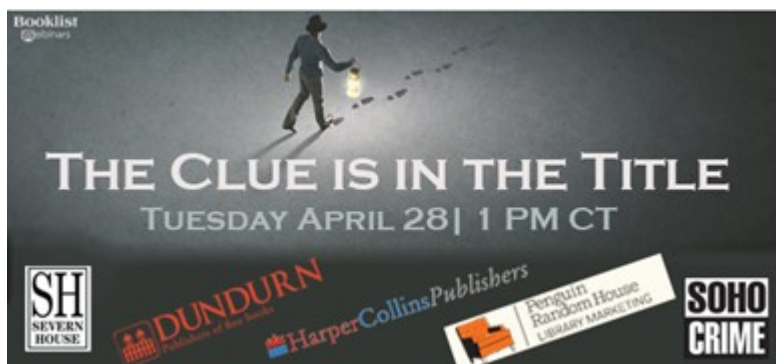
Here are some webinars and upcoming trainings. If interested, please communicate with your supervisor so they are aware of your interest in attending and once approved, submit the training registration form via sharepoint. We will continue to send trainings and webinar links. If you have suggestions please reach out to Jessica King (iking@naperville-lib.org).

[How to Keep Library Projects on Track: Project Management for Everyone](#)

[Libraries and COVID-19: Considering Copyright during a Crisis](#)

[Libraries and COVID-19: Providing Virtual Services](#)

and a fun one:



[Link](#)

Thank you for all you are doing to keep yourselves and other safe. See you soon....

Sue

Charles Kapachinski

From: Dave Della Terza
Sent: Monday, April 13, 2020 1:43 PM
To: All Staff
Subject: Library Update 4/13/20

At Wednesday's Board Meeting, we will be discussing staff pay beyond April 15. I wanted to let you know that my recommendation to the Board, after researching what other libraries and the City are doing, is that we should pay staff their full salaries through our closing on April 30, and then re-evaluate again if we are required to stay closed any longer. The Board will need to discuss and vote on this, but I wanted to let you know what I'll be presenting as my recommendation.

If you would like to watch the Board Meeting on Wednesday at 7:00pm, you can stream it live on the library's YouTube channel at www.youtube.com/napervillelibrary. We don't usually livestream meetings, but we're doing it this month due to the COVID-19 situation where visitors won't be able to physically come to the meeting.

I am hopeful we'll be able to open in one form or another on May 1, and we're already starting conversations on what that might look like. Leadership Team is also meeting Friday to start discussing next steps toward reopening our buildings. As we get closer, we'll know how realistic that is, and we'll have more information coming soon.

And if you haven't already seen the amazing programming our staff have been doing on our website and social media, you need to check it out. I am so impressed! And my daughter is loving a brand new storytime every day from home. 😊

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Sue Ashe
Sent: Thursday, April 16, 2020 6:38 PM
To: All Staff
Subject: HELLO From HR!

Hello EVERYONE!

Just a weekly check in to see how everyone is doing. I know these are challenging times, we all feel it. But I like to think that each day, each week, is one week closer to reopening, both the library and the world as we knew it. A huge thank you to Dave and the Board for the extension of pay through May 20th. That is truly outstanding and an incredible way to recognize and appreciate our amazing staff.

I always like to mention some positive, more uplifting moments including families reconnecting and spending time together, time they wouldn't normally have. The tremendous support for our first responders and healthcare workers. The possibilities through facetime, zoom, and other technologies to connect with those we care about. We are all working together to maintain a sense of community and perseverance during unprecedented times. I personally have found music, laughter, interacting, and cooking to be very helpful.

I have noticed training registration forms coming in each day which means you are taking advantage of the development opportunities being provided to you. Below is a PLA Webinar, and various other webinars and articles. If interested, seek approval from your supervisor and submit the [Training Registration Form](#). HR will continue to send training opportunities and updates, but mostly we want you to know we are here for you. Please reach out anytime.



Stay healthy, stay safe, stay hopeful,
Sue 😊

Free PLA Webinar

Public Libraries Respond to COVID-19:

Strategies for Advancing Digital Equity Now

Thursday, April 23 @ 1:00 p.m. Central

This webinar is free, but registration is required and space is limited. Please note that this webinar will be recorded and available on [PLA's On-Demand Webinars page](#). If you would like to share information or have suggestions for additional COVID-19 topics, please email pla@ala.org.

Other Webinars:

[Libraries and COVID-19: Considering Copyright During a Crisis](#)

[All of Us Dementia Awareness for Public Libraries](#)

[Hottest Graphic Novels Spring 2020](#)

[Public Libraries Respond to COVID-19: Managing Stress and Anxiety](#)

Articles:

[How to Give Yourself a Mental Break](#)

[Tips for Working Remotely From Home](#)

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, April 21, 2020 2:19 PM
To: All Staff
Subject: Happy National Library Workers Day!



Happy National Library Workers Day!

Though we are unable to celebrate in person, I want to take the time to thank you all for your hard work this past year. We were once again certified as a Library Journal 5-Star Library, we rolled out online library card registration, we created a new app for customer with special needs, and so much more. Not to mention a little thing called COVID-19 that completely changed how we work for the time being, and led us to increasing online services and programming.

We are currently working through a unique time in history, and even though our buildings are closed, it important to recognize the valuable contributions made by our staff. As we work from home, innovation, flexibility, and teamwork have been tested even more, and I am impressed at how quickly and efficiently we were able to adapt to the current situation. And we will continue to adapt as things evolve.

As we look to the future, protecting the health and safety of our employees while supporting our community will continue to be our goal.

And the question on everyone's mind: What about the pizza lunch we always do for National Library Workers Day? 😊 Don't worry – we'll do something in person once we are able to get back to something a little more normal than what we're doing now.

Thank you again, because our library thrives due to the hard work of our staff.

I'll end this e-mail with a virtual, social distance high five. And I look forward to seeing more of you in person in the near future.



Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Sue Ashe
Sent: Friday, April 24, 2020 6:25 PM
To: All Staff
Subject: Hello from HR
Attachments: NLWD.png

HELLO AGAIN! And happy Friday! Yes it took me most of the morning to realize it was actually Friday, but I got there. I want to say thank you again for all you do and have done. This week marked National Library Workers Day and I echo Dave's sentiments about our amazing staff. While we can't celebrate as we normally would, recognizing all of you in whatever way possible is very important! Jessica King put together a nice snapshot of just some of the great things we do all year (attached).

Below are some available trainings. As always, if interested please seek approval from your supervisor and complete the [Training Registration Form](#).

[TIME mag Interactive drawing series](#)

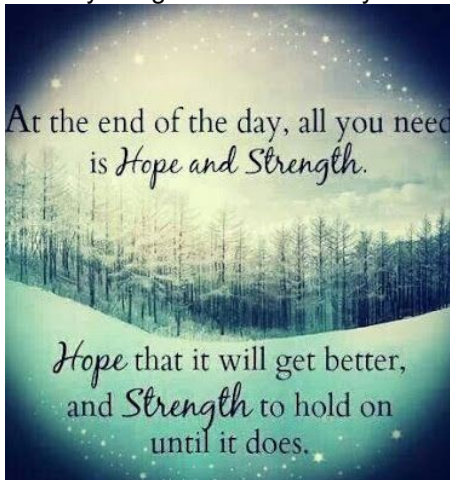
[Libraries are connecting Researchers and Citizens Scientists](#)

[Autism in the Time of COVID-19](#)

[Library Journal Day of Dialog moved to online event](#)

Reaching Forward is putting on webinars every Friday:
A recording will be posted following the webinar [here](#).

I thank you again and ask that you keep smiling, we are moving forward even when it doesn't always feel that way.



Thinking of you all,
Sue ❤️

Charles Kapachinski

From: Sue Ashe
Sent: Thursday, April 30, 2020 5:31 PM
To: All Staff
Subject: FAQ re: FFCRA and a few other things....
Attachments: FFCRA_Poster_WH1422_Non-Federal.pdf; FFCRA FAQ.docx

Hi All!

I know there have been many questions related to returning to work and the new Families First Coronavirus Response Act (FFCRA). I have created an FAQ to hopefully answer some (not all) of your questions. I also attached the FFCRA Poster which defines the Act and its purpose.

I realize these are uncertain times which brings new challenges for all of us and I want everyone to be as informed as possible. I also want to echo Dave's words regarding safety measures. We are taking all measures necessary to ensure your safety as we slowly ease back to work.

Please communicate with your supervisor any concerns or struggles you are having and we will do our best to provide assistance and flexibility whenever possible.

I am really looking forward to seeing many of you on May 11th. And please remember me and my incredible HR team are available to all of you. Hope you are staying well and positive.

See you soon (I've been wanting so badly to say that!)

Sue 😊

Charles Kapachinski

From: Scott Speidel
Sent: Friday, May 1, 2020 11:33 AM
To: All Staff
Subject: NPL Staff COVID-19 Documents
Attachments: NPL Staff COVID-19 Guidelines.docx; NPL COVID-19 Poster.docx

Good morning,

I hope everyone is safe and healthy. See the attached documents created by the NPL Clean Team. The first is a set of guidelines for staff on cleaning workrooms and personal work stations as well as social distancing procedures and requirements. The second is a poster that will be hung in workrooms across the three sites. Please familiarize yourselves with these as we transition back into the buildings and adjust to this new situation. As we get closer to opening our buildings back up to the public, the Clean Team will create more documents focused on procedures for keeping the public areas cleaned regularly. The Clean Team did a fantastic job creating and putting this information together so hats off to them!

Thank you,

Scott Speidel

Naperville Public Library

Facilities Manager

630-637-4976 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, May 1, 2020 4:33 PM
To: All Staff
Subject: Library Update 5/1/20

Happy Friday! Here are some updates on curbside service, reference chat, and personal protective equipment.

Curbside Service

As we gear up to start providing curbside service, many of our neighboring libraries are doing the same. Most library directors I've talked to are planning dates to start soon – some on May 4, some on May 11, and some soon after. Feedback from our customers has been overwhelmingly positive. They are incredibly excited to have access to our materials again. And thank you for all of the staff support to help us provide our resources to the public during this difficult time.

We'll be testing curbside service at all of the buildings next week to solidify our procedures and help get many of the books currently on the hold shelf out to our customers. If you see me running around to cars in the Nichols parking lot on Monday, I'll be one of the testers in my fashionable protective gear, along with other staff members. After some testing, we'll be able to confirm how many appointments we can take in an hour, exactly how things will work, and when we'll be able to turn holds back on. Stay tuned for more information next week.

Reference Chat

Adult Services staff are launching a reference chat on our website today. Customers will be able to chat with a staff member to ask questions about our digital services. Staff are experimenting with different four-hour time slots to see when we get the most questions. As we get closer to reopening for curbside, we'll expand hours to provide more chat reference help as we can. The chat is located on the front page of our website by clicking on the green "Ask a Question" button.

Personal Protective Equipment

We're also getting personal protective equipment out to all of the departments. Your safety is our top priority as we start to get back in the buildings. Much thanks to everyone involved, especially Karen Dunford and Scott Speidel, in acquiring everything we need. We worked to combine stock from many different sources and used many staff contacts to be able to get everything we need.

Supervisors are receiving masks for each staff member today, and will distribute them within their departments. Every staff member will receive a pack that includes three disposable masks and one washable mask. We consulted IDPH COVID-19 specialists about the masks we are giving. They assured us the washable and disposable masks we have are good for a library environment. They also told us a disposable mask can be worn more than once in our setting provided a person doesn't cough into it repeatedly (making the interior wet) or wear it outside on a rainy day (making the exterior wet). If a disposable mask becomes wet, you should throw it out. Otherwise, you can let it air out and wear it again. The washable mask should be washed at least once a day in soapy water. Supervisors will have a reserve of disposable masks, should you forget one or damage one at work.

Many of us were wearing masks prior to Governor Pritzker's May 1 mask order, and we've seen some very creative, staff-made masks at the library already. Know that you also have the option to wear your own mask at work if you would prefer. But we also want to make sure we are providing everyone with masks to complement anything you may already have.

Here are some useful links about masks and gloves:

[How to wash your hands](#)

[How to wear a mask](#)

Have a great weekend, and we'll have more updates again next week.

Dave Della Terza

Charles Kapachinski

From: Sue Ashe
Sent: Wednesday, May 13, 2020 4:31 PM
To: All Staff
Subject: FW: COVID-19 Procedures Cont'd
Attachments: IF A STAFF MEMBER TESTS POSITIVE FOR COVID19.docx

Hello Everyone!

Super great seeing so many of you this week. It feels almost normal-ish again. The teamwork and “all hands on deck” is very awesome to witness. I’m completely amazed at the numbers Dave provided yesterday for customer holds. I mean talk about essential! I see everyone wearing their masks and social distancing and I thank you all so very much. As we continue to navigate through the ease of returning to work, many of you have asked what procedures are in place should an NPL staff member test positive for Covid-19. I have attached (and posted on sharepoint) our plan should this occur.

Please note, each case (hopefully none) will be handled individually which could change the course of action. This document is intended to provide general guidelines, emphasizing safety as the priority for all staff.

I am looking forward to continued success with curbside. And I still see each day as a day closer to full service 😊.

Any questions or concerns you may have, please reach out to your supervisor or myself.

A million thanks to everyone,
Sue

Charles Kapachinski

From: Sue Ashe
Sent: Tuesday, May 19, 2020 2:31 PM
To: All Staff
Subject: Naperville Public Library Confirmed COVID-19 Case

All Staff,

As recently communicated via email regarding procedures in place for COVID-19 cases, we are notifying you that a library employee has tested positive for COVID-19. The employee works at the 95th Street Library. The last time the employee was in the building was Thursday, May 14, 2020 at 4:37pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations (currently 14 days). This employee worked in a very isolated area in the building with minimum exposure to staff. Additionally the employee followed all safety requirements while in the building including social distancing, wearing a mask, and frequent hand washing. As always the safety of staff is our priority. We spoke with three representatives from the Illinois Department of Public Health (IDPH), our attorney, and reviewed closely the CDC guidelines.

The Illinois Department of Health classified this situation as a **low risk** situation for other staff due to reasons previously listed.

In accordance with our procedures, and recommendations from listed sources, we have addressed each as follows:

- We placed the affected employee on a leave of absence while the employee follows the quarantine recommendations of the CDC and their doctor.
- We do not believe anyone had "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" (roughly 15 minutes or more). As a precautionary measure, however, we are notifying staff we know had minimal contact at a distance.
- The IDPH does not recommend a building closing at this time.
- Once we were aware of a possible COVID-19 case, all areas of concern in the building were closed off and disinfected. These areas will continue to be cleaned regularly.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

I will be checking my email all day and will respond as quickly as possible,
Sue Ashe

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, May 20, 2020 1:56 PM
To: All Staff
Subject: Library Update 5/20/20

My update today is just a video I'd like to share. The video, titled "COVID-19: Safety Tips for Reopenng Your Library" is presented by Dr. Dipesh Navsaria. Dr. Navsaria a doctor and librarian, a combination we need right now! The video shares his tips for working in a library environment during COVID-19, but also shares lots of practical advice on how COVID-19 spreads. and our best ways to prevent a larger spread (spoiler alert: masks, hand sanitizer/soap, and social distancing are the best things to do).

I highly encouage everyone to watch this video - it is well worth the hour viewing time. (Also, if you don't want to put in your email address at the beginning to watch, you can just put in a fake email address and proceed to the video no problem).

<https://ideas.demco.com/webinar/covid-19-safety-tips-for-reopening-your-library/>

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, May 22, 2020 10:26 AM
To: All Staff
Subject: Library Update 5/22/20

CDC [updated its website](#) to say that COVID-19 “does not spread easily from touching surfaces or objects.” While CDC is now emphasizing it is not likely surfaces like books or door handles will transmit the virus, we will still be diligent in taking the same reasonable precautions we’ve been taking.

[Here’s one article that summarizes the update.](#)

Because COVID-19 spreads mostly person-to-person, the best actions we can take include staying 6 feet away from other people, wearing masks, and washing our hands or using hand sanitizer regularly.

Illinois is likely to enter Phase 3 of Governor Pritzker’s plan by the end of next week. This would allow our library to open our buildings with service adjustments in June. Library leadership will be meeting next week to discuss potential next steps. Please know that as we talk through these plans, we will make sure to build in time to get our staff and buildings ready for a new phase – we are not planning on opening the buildings on June 1. Our community understands it will take us a little time to make sure we’re providing the safest possible service, and we can continue to offer curbside service in the meantime. We’ll want to hear what Governor Pritzker has to say next week, as there may be changes to the phases. We don’t want to rush into anything without the proper information.

I hope everyone has a great Memorial Day weekend; it’s a nice break for us all! And another big thank you for your continued hard work to provide library service to the community in this difficult time. If you haven’t read the library’s Facebook comments anytime there’s a post about curbside or new digital programs, I encourage you to check them out. The community is so appreciative for what you do, and it really reinforces the importance of our library in the community.

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, May 28, 2020 3:15 PM
To: All Staff
Subject: Library Reopening - Monday, June 15

With Phase 3 starting in Illinois' reopening plan, most businesses are allowed to now reopen with safety precautions in place starting tomorrow.

Leadership Team met this week to discuss a reopening date for NPL. We are planning to reopen the library buildings to the public on **Monday, June 15**. Here are some details:

- The opening would be browsing and checkout only.
- Furniture and chairs will be removed or roped off so customers cannot stay in the library to meet or work.
- Safety of staff and customers is the top priority. With that in mind, we have lots of safety precautions in the works. For instance, customers and staff will be required to wear masks, service desks will have sneeze shields, aisles will be designated one-way, and we will clean self-checks after each use.
- We hope to phase in public computers within a few weeks of the opening, but we're talking that through. Then as time goes on, we would start to phase in more services, for instance potentially renting meeting rooms.

By Monday, June 8, we will be sending out documents with more specific details. This includes Phase 3 Guidelines, a Cleaning Plan, and COVID-19 Best Practices. In the meantime, your supervisor will be in touch to talk about what this reopening will look like for your department. If you have questions about reopening, please let your supervisor know.

After discussing the future of curbside service, we think it's not sustainable right now to offer curbside service and open the buildings at the same time. We may revisit this after opening based on customer feedback. We will be running curbside service through the end of the day on Thursday, June 11. Then we'll pause the service to finalize the setup of our buildings for opening day.

More information is coming soon. And in the meantime, please feel free to reach out to your supervisor with any questions. I'm really excited to be working our way back to opening up the buildings. Thank you for your positivity and adaptability during this time – these are truly the times when I feel fortunate we have such a great team here that is doing our best to serve the community.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, June 3, 2020 3:16 PM
To: All Staff
Subject: Marketing Department Update

I've been meaning to send this email all week, and with all of the stuff that's happened, I'm finally getting around to it!

Naperville Public Library routinely analyzes departmental staffing to see if any changes need to be made. Kim Neidermyer and I have been analyzing the Marketing Department over the last year, and this month we are making some changes. The impetus for these changes is seeing an imbalance in the departmental workload, as well as having three Marketing Associates, all in the same job, but who do very different work. Instead of having such a broad position title, all 3 positions have been updated.

- One 30-Hour Marketing Associate position has been renamed Programming Coordinator. The job responsibilities in this position remain largely the same.
- One 30-Hour Marketing Associate position is becoming a 20-Hour Graphic Designer. Because the organization's needs for graphics and publicity continues to grow, this person will work with our current Graphic Designer.
- One 30-Hour Marketing Associate position has been eliminated.
- A new position, a 40-Hour Visual Media Specialist, will be posted in July using the hours from this reorganization. This position will focus on the library's photography and videography needs, as well as our Instagram and YouTube channels. This is an area that continues to grow, and with our current focus on social media and digital programming, the need is greater than ever.

All of the above changes are effective this week, with the new position coming in the near future. While it's not easy to decide to reduce hours or eliminate a position, we need to continue to adapt to changing tasks and be as efficient as we can with the staff we have. These changes will more adequately spread out the Marketing workload, and continue the library's focus to share our story and enhance our marketing.

I also want to stress that these changes are not a part of any kind of COVID-19 related budget cuts. We are fortunate that at this time we are able to continue to fully staff our libraries despite the ongoing pandemic.

If you have any questions about how this specifically may affect your department, please reach out to your supervisor. Thanks,

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

Sent: Monday, June 8, 2020 9:06 AM
To: All Staff
Subject: COVID-19 Phase 3 Training Documents
Attachments: COVID-19 Employee Training.pdf; Phase 3 Library Reopening.pdf; COVID-19 Staff Cleaning Guidelines.pdf; Receipt and Acknowledgment Form COVID19.docx

Good morning, everyone!

As we plan to reopen the library with limited service on Monday, June 15, NPL created some training documents to get us started. These documents are attached to this email, and are also available on the front page of SharePoint in the COVID-19 documents section.

- COVID-19 Employee Training – This document shares more information about COVID-19 and how to prevent the spread.
- Phase 3 Library Reopening – This document explains how the library will operate in Phase 3 when we reopen. We'll have browsing and checkout, but no public seating.
- COVID-19 Staff Cleaning Guidelines – This document details cleaning responsibilities for all staff.

When you've read through all 3 documents, please print, sign, and submit the Receipt and Acknowledgement Form to your supervisor no later than June 15. If you have any questions about the documents, please let your supervisor know.

Dave Della Terza

Naperville Public Library

Executive Director

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Naperville Public Library

Executive Director

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Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, June 9, 2020 5:17 PM
To: All Staff
Subject: My Statement on Diversity

You may have seen my statement regarding diversity on social media yesterday and in the public newsletter that just went out. I also wanted to take a moment to address with staff some of the current events in our country.

To me, diversity is an incredibly important topic. I believe we are all stronger when we work together and utilize our differences and strengths to create a better workplace. And as a gay man with a black daughter, I know what it's like firsthand to experience discrimination, and what progress in society has done to help people like my family. But I also see we have a ways to go. I want Naperville Public Library to be a place that actively helps improve the community and combats discrimination of all kinds.

That said, I wanted to publicly support the Black Lives Matter movement, as well as denounce the anti-Asian sentiment around COVID-19. The Board will also be issuing a statement at next week's meeting. I strongly believe the Naperville Public Library is for everyone. And anything I can do, and we can do, to help our community, I think we should. I know that library leadership values diversity, but I also see we have room for improvement and opportunities to do better. I've been thinking about this for a while, as well as thoughts for our next strategic plan. Who knew a pandemic would come and disrupt things so much? But now that we're opening back up, and with the momentum of current events, I think it's more important than ever to confirm NPL's commitment to diversity.

You'll be seeing more over the course of the year in regard to Naperville Public Library's commitment to diversity. The first step I wanted to put in place is to create a Diversity, Equity, and Inclusion (DEI) Committee here at the library. Leadership Team talked about this earlier this year. I didn't want to step on the toes of the current Diversity Team, so we were going to wait until the end of 2020 to start this team. When I saw the opportunity to join the Naperville Area Chamber of Commerce's DEI Committee in March, I jumped on it and became one of the first members. I figured I could utilize my work on that committee at the library. So far, serving on the Chamber's committee has been a fantastic experience that is giving me lots of new ideas. So rather than waiting, I'd like to start our DEI Committee soon. I'd like this team to assess and suggest improvements for our collections, programs, hiring practices, employee development, and more. Information about this committee will be coming soon, but let's open up our buildings to the public first and then I'll be back in touch.



I see the efforts you all put in every day to make a difference, and I think NPL can continue to make a big impact in this community. Thank you!

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, June 18, 2020 4:36 PM
To: All Staff
Subject: Naperville Public Library Board Diversity Statement

Last night, the Board issued a statement regarding Naperville Public Library's commitment to diversity, and I really like how it turned out! We'll be promoting this on social media and our website.

Here is the statement in full:

The Naperville Public Library Board affirms that the Naperville Public Library ("Library" or "we") serves everyone in our community. We pride ourselves on fostering an atmosphere of diversity and inclusion, and support those working toward ending systemic racism and inequity. We reaffirm our commitment to fostering a culture of empathy and kindness through unfettered information and education. We believe that Black lives matter and denounce anti-Asian sentiment regarding COVID-19. The Library continues to explore opportunities that demonstrate our renewed commitment to increase awareness and promote conversations regarding race by providing a variety of resources and advancing community involvement. If the Library and our community respectfully listen to and learn from each other, our persistent efforts will serve as a catalyst for positive change.

Some examples of the Library's current activities in the community to advance diversity, equity, and inclusion include:

- Maintaining a comprehensive collection of multi-format materials for children, teens, and adults featuring a wide array of characters, subjects, languages, authors, and illustrators with differing perspectives;
- Offering reading recommendations about diversity, racial justice, equity, privilege, and race;
- Providing varied programs, including story times in multiple languages, and cultural and historical events for adults;
- Working with community partners including the City of Naperville, the Naperville Police Department, Naperville Park District, Naperville Community School District 203, Indian Prairie School District 204, Indian Prairie School District 204's Parent Diversity Advisory Council, Literacy DuPage, and others;
- Welcoming the volunteers who decorated the plywood covering the windows at the Library and several downtown Naperville businesses with artwork, hearts, and positive messages, and;
- Supporting the Library's Executive Director service on the Naperville Chamber of Commerce's Diversity, Equity, and Inclusion Committee.

"Twenty-first century libraries are pillars of safety, inclusion, diversity and democracy for the communities we serve. Libraries provide equitable access to information and digital resources for all people, regardless of race. They provide safe, respectful and welcoming spaces for civic discourse and the expression of diverse voices. Through carefully curated collections, community partnerships and targeted outreach, libraries intentionally engage and serve the needs of all populations." Urban Library Council

More information on the American Library Association's commitment to diversity can be found at:
<http://www.ala.org/advocacy/diversity/librariesrespond/black-lives-matter>

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, June 26, 2020 1:10 PM
To: All Staff
Subject: Phasing In New Services - June 26 Update

Leadership Team met this morning to discuss the next phases of reopening services. We've seen so far that the buildings have not been very full, with customers coming in and out quickly. So allowing some customers to stay in the building won't be a problem and won't affect our capacity limits too much. Here is our current plan:

Monday, June 29

- Adult public computer lab available by reservation only.
- We will be replacing some public chairs and allowing one person per table to stay at the library. (Some exceptions may be made for kids in the same family)
- Customers can also check out iPads, Chromebooks, and laptops in house.

Saturday, August 1

- Meeting room reservations available to the public. Working out details.
- A limited number of small in-person programs can resume. Also working out details.

Monday, August 3

- Return of Used Book Sale

As of right now, the following items are not yet scheduled to be available

- Study rooms
- Children's and teen computers
- Vending machines
- Accepting donated materials

We are considering opening up study rooms and having kid/teen computers available closer to the beginning of the school year. We'll see how everything else is going before making any decisions. If we see many teens and kids reserving time in the adult computer lab, we may want to consider opening these computers up earlier.

We'll continue to adapt as the situation allows. For instance, if there is a larger COVID-19 outbreak in the fall, we may roll back some of our services. But the good thing is we have a tried and true plan now that we can quickly utilize as needed.

It's so nice to see the library with customers again, and the customers are expressing gratitude for everything we're able to provide right now. 😊

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dan Bridges <dbridges@Naperville203.org>
Sent: Wednesday, July 1, 2020 12:37 PM
To: Ray McGury;All Park Commissioners;All Park District Users;Derke Price
Cc: Chirico, Steve;Krieger, Doug;'karen_sullivan;Karen Dunford
Subject: RE: Introducing the 95th Street Community Plaza

Congratulations, Ray, Staff, and Commissioners! Looks beautiful.

From: Ray McGury <rmcgury@napervilleparks.org>
Sent: Wednesday, July 1, 2020 12:11 PM
To: All Park Commissioners <AllParkCommissioners@napervilleparks.org>; All Park District Users <AllParkDistrictUsers@napervilleparks.org>; Derke Price <DPrice@ancelglink.com>
Cc: Chirico, Steve <ChiricoS@naperville.il.us>; Krieger, Doug <KriegerD@naperville.il.us>; Dan Bridges <dbridges@Naperville203.org>; 'karen_sullivan <karen_sullivan@ipsd.org>; kdunford@naperville-lib.org
Subject: FW: Introducing the 95th Street Community Plaza

CAUTION: This e-mail originated outside of Naperville 203. **DO NOT** click links or open attachments unless you confirm the incoming address of the sender and know the content is safe.

A guided tour by Eric Shutes was conducted this morning for Library and Park District staff members. This park in South Naperville will never replace the Riverwalk but will absolutely be a huge gathering place for all Naperville residents. My thanks to the majority of our board members who supported this great project, the Wagner Family, attorney Russ Whitaker for listening to my crazy idea early on about a potential partnership with Pulte construction/Wagner Family and to Eric Shutes for once again delivering a grand slam project during COVID and bringing it in under budget. The park will be open this weekend minus the splash pad which were waiting approval on to open. Please take time to check out the plaza!!

Be Well!

Ray

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Sameera Luthman <sluthman@napervilleparks.org>
Date: 7/1/20 11:45 AM (GMT-06:00)
To: Ray McGury <rmcgury@napervilleparks.org>
Subject: Introducing the 95th Street Community Plaza

This place is amazing!



Book-themed playground



Wagner Family Pavilion



Splash Pad

Confidentiality Notice: This message and any attachments may contain confidential and privileged information that is protected by law. The information contained herein is transmitted for the sole use of the intended recipient(s). If you are not the intended recipient or designated agent of the recipient of such information, you are hereby notified that any use, dissemination, copying or retention of this email or the information contained herein is strictly prohibited and may subject you to penalties under federal and/or state law. If you received this email in error, please notify the sender immediately and permanently delete this email. We may monitor email to and from our network.

CAUTION: This e-mail originated outside of the Naperville Public Library (@naperville-lib.org).
DO NOT click links or open attachments unless you confirm the incoming address of the sender and know the content is safe.

Charles Kapachinski

From: Dave Della Terza
Sent: Monday, July 13, 2020 11:17 AM
To: All Staff
Subject: Quarantine for Staff Travelling to COVID-19 Hot-Zones

Recently there have been a number of requests from staff to travel to hot-zone states – those states seeing a large increase in COVID-19 cases. To help ensure the safety of staff and customers, NPL is adding a mandatory 14-day quarantine for those staff who travel to a hot-zone state (we are using the same definition as Chicago). More info is available below, and this information will also be added to the COVID-19 SharePoint documents. Thanks for your understanding,

What should I do if I travel to a hot-zone state? Do I need to self-quarantine for 14 days?

Beginning July 6, 2020 Chicago residents were ordered by the City of Chicago Mayor Lori Lightfoot to self-quarantine for 14 days upon returning from the following states:

- Alabama
- Arkansas
- Arizona
- California
- Florida
- Georgia
- Idaho
- Louisiana
- Mississippi
- North Carolina
- Nevada
- South Carolina
- Tennessee
- Texas
- Utah

Beginning July 7, 2020 DuPage County residents were advised by the DuPage County Health Department to also self-quarantine for 14 days upon returning from states experiencing increases in COVID-19 transmission. At this point in time, Governor Pritzker has no intention of making this situation a state-wide order.

After consulting with the Illinois Department of Health, the DuPage County Health Department, and HR Source attorney, the library is requiring all staff who travel to any hot-zone state (using the same definition as Chicago) to self-quarantine for 14 days upon their return and receive a COVID-19 test. This public health decision was made to minimize the risk of spreading of COVID-19. This two-week leave will be allocated as paid time off, unpaid leave, telework, or a combination thereof (working with your supervisor to determine specifics), unless the staff member is a Chicago resident who obtains and provides a doctor's note requiring the 14-day quarantine. To minimize staffing shortages, departmental supervisors will coordinate vacation requests based on the number of staff who will need to self-quarantine for 14 days upon their return.

We will continue to monitor weekly any changes to the list of states and the requirements in DuPage County, Will County, and Illinois. We do not take lightly the implementation of any process we put into place for safety in these on-going and changing times. As an organization, we are fully committed to providing the safest environment for all: you as an individual, your co-workers and our customers.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, July 15, 2020 4:22 PM
To: All Staff
Subject: RE: Quarantine for Staff Travelling to COVID-19 Hot-Zones

Update: Yesterday, two additional states were added to Chicago's list, so we will also be adding Iowa and Oklahoma to our list on SharePoint. We will continue to update as new information becomes available. Thanks,

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

From: Dave Della Terza
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- Utah

Beginning July 7, 2020 DuPage County residents were advised by the DuPage County Health Department to also self-quarantine for 14 days upon returning from states experiencing increases in COVID-19 transmission. At this point in time, Governor Pritzker has no intention of making this situation a state-wide order.

After consulting with the Illinois Department of Health, the DuPage County Health Department, and HR Source attorney, the library is requiring all staff who travel to any hot-zone state (using the same definition as Chicago) to self-quarantine for 14 days upon their return and receive a COVID-19 test. This public health decision was made to minimize the risk of spreading of COVID-19. This two-week leave will be allocated as paid time off, unpaid leave, telework, or a combination thereof (working with your supervisor to determine specifics), unless the staff member is a Chicago resident who obtains and provides a doctor's note requiring the 14-day quarantine. To minimize staffing shortages, departmental supervisors will coordinate vacation requests based on the number of staff who will need to self-quarantine for 14 days upon their return.

We will continue to monitor weekly any changes to the list of states and the requirements in DuPage County, Will County, and Illinois. We do not take lightly the implementation of any process we put into place for safety in these on-going and changing times. As an organization, we are fully committed to providing the safest environment for all: you as an individual, your co-workers and our customers.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, July 22, 2020 9:59 AM
To: All Staff
Subject: Quarantine States Updated 7/21

Yesterday, Kansas was added to the list of COVID-19 hot-zone states. As a reminder, we are utilizing the same list as Chicago. If you take a trip to any of the hot-zone states, you are required to quarantine for 14 days upon return, which can be a combination of telework, PTO, and unpaid leave as determined between you and your supervisor.

Our list on SharePoint in the COVID-19 documents section has been updated to add Kansas. If you have any questions, please reach out to your supervisor. Thanks!

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, August 6, 2020 12:45 PM
To: All Staff
Subject: RE: Travel Quarantine Update 7/28/20

This week, Puerto Rico is added to the travel quarantine list.

Some good news: it's possible some states may come off the list soon. Iowa, Kansas, and Utah all improved with COVID cases, and if they stay that way for one week, Chicago will take them off the list this coming Tuesday.

From: Dave Della Terza
Sent: Tuesday, July 28, 2020 2:01 PM
To: All Staff <All@naperville-lib.org>
Subject: Travel Quarantine Update 7/28/20

4 states are being added to the travel quarantine list today: Wisconsin, Missouri, North Dakota, and Nebraska.

Some additional information to help you in your decision making:

- We will follow Chicago's lead and implement these restrictions starting on Friday each week. So if you return from one of these new states by Thursday, you do not need to quarantine. If you return Friday or after, you would need to quarantine.
- Chicago has an exception that if you travel to a quarantined area for less than 24 hours, you do not need to quarantine. So we will also add in this exception. That means if you are travelling through a state on the quarantine list, you are briefly dropping off a kid at college and driving right back home, etc, you are not required to quarantine. I think this is a very reasonable exception.

If you have any questions, please let your supervisor know. I will update all of this information on SharePoint as well.

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, August 14, 2020 2:25 PM
To: All Staff
Subject: August 19 Board Meeting Packet
Attachments: August 19 2020 Board Packet.pdf

Good afternoon!

The [August 19, 2020 Board Meeting packet](#) is now live on our website and attached to this email.

For the first time since February, this meeting will be held in person. To help with social distancing, the meeting will be held in the Nichols Community Room. We're hoping to be able to continue meeting in person moving forward, but we'll have to see how things continue to progress!

Dave Della Terza

Naperville Public Library
Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, August 18, 2020 7:44 PM
To: All Staff
Subject: Quarantine Updated 8/18

Chicago's travel quarantine list has been updated today, so we are updating our list on SharePoint as well.

- Wisconsin and Nebraska are no longer on the list. So staff can travel to both states without needing to quarantine.
- Iowa and Kansas are added back to the list. Starting Friday, any staff returning from those states (or the others on the list) will need to quarantine for 14 days.

We will continue to keep an eye on this policy and update as needed. I'm hoping we start to get to a place where COVID-19 cases are dropping, but that doesn't seem to be the case right now. Thank you for all you are doing to keep your coworkers safe, and thank you for understanding that we'll continue to need to adapt our policies and procedures as the situation evolves.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, August 20, 2020 10:22 AM
To: All Staff
Subject: Board Meeting Recap 8/19/20

This month we started having Board Meetings in-person again. I know some of you expressed interest in continuing to watch the meetings, and I've really enjoyed seeing staff more interested in how the Board operates. so I thought I'd start consistently sending out updates the day after the meeting to let you know what was discussed and any other updates.

Statistics

First, I need to share my very favorite statistic from July. During July 2020, we only had about **1/3** of the previous year's door count, but we had **80%** of last year's circulation. That's pretty amazing during a pandemic! Although we're a lot less busy than last year, people are still checking out a large number of items. That's a testament to how the community values our materials.

Budget Assumptions

We are looking at creating a flat budget for next year, as we don't know how COVID-19 will impact us in 2021. Many of the positions that have become vacant are not being filled (either temporarily or permanently) to help us with savings. I will be presenting a full budget to the Board in September, and we'll also be planning other cost reductions in case COVID is with us for a longer period.

Parking Lot Lights

The Board approved the parking lot light project at 95th Street Library. The conduit and wiring will be replaced, and the lights will be upgraded to LED. This will be done in conjunction with the parking lot repairs in late September.

Donation Policy

We didn't approve this policy update yet, because some additional considerations were raised. So this policy will be reviewed again in September.

Temporary Change to Operating Hours

The Board approved a temporary change to our operating hours for September through December. We will continue to close at 5:00pm on Sundays at all locations, rather than bringing back the 5:00-9:00pm Sunday evenings. We're not seeing the foot traffic yet from last year, and I see how some departments are spread thin with additional responsibilities and helping each other out. I hope that not having to add in these 4 hours temporarily will be helpful for everyone as we continue to phase in our services. In December, we will re-evaluate traffic patterns and assess the state of COVID to determine how to proceed in 2021. Our Marketing department can start to publicize this change in hours so our customers are aware.

If you have any questions, please let me know.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, August 26, 2020 5:16 PM
To: All Staff
Subject: COVID-19 Update 8/26/20

Yesterday, Arizona and North Carolina were removed from Chicago's travel quarantine list, and South Dakota was added. We will make the same changes on our SharePoint list.

Also, Will County restrictions start today due to rising COVID-19 conditions in Will & Kankakee Counties. Because 95th Street Library is in Will County, we are pausing our Storytimes at the 95th Street Community Plaza, and limiting room capacity for meeting room reservations. The number of customers using the 95th Street Library remains below 25% of capacity, so no further changes need to be made at this time.

Thank you again for your adaptability during this time. We will continue to stay up to date on new information as it becomes available, and we'll continue to work through this together.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, September 4, 2020 3:51 PM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at the 95th Street Library. The last time the employee was in the building was Monday, August 17, 2020 at 5:00pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. Because this employee has not been at the library for over 2 weeks, there is **no risk** of exposure to other staff.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Monday, September 21, 2020 10:36 AM
To: All Staff
Subject: FW: Half Staff Alerts

There is a new US flag half-staff alert after the death of Supreme Court Justice Ruth Bader Ginsburg. Because flags are already at half-staff due to the COVID-19 disaster proclamation, no changes need to be made, but forwarding this on to all staff like we normally do.

From: Barfuss, Miranda <BarfussM@naperville.il.us>
Sent: Monday, September 21, 2020 10:14 AM
To: Barfuss, Miranda <BarfussM@naperville.il.us>
Subject: Half Staff Alerts

Hi All,

Please see below United States Flag Half-Staff Alert in recognition of the death of Ruth Bader Ginsburg. **All United States flags and State of Illinois flags should already be lowered due to the COVID-19 disaster proclamation in Illinois. Thus, no additional actions are needed at this time.**

United States Flag Half-Staff Alert Immediately through Day of Interment In honor of

**Associate Justice of the Supreme Court of the United States Ruth Bader Ginsburg
The following notice and directive was sent out by the White House:**

Please be advised that the flags should be lowered to half-staff immediately tonight, Friday September 18, 2020, for the death of Supreme Court Associate Justice Ruth Bader Ginsburg. The flags will be at half-staff until the day of interment

Our office will resume sending half staff flag alerts to you all when they are received.

Thank you!
MLB

Miranda L. Barfuss
Assistant to City Council | Mayor's Office
City of Naperville | 400 S. Eagle St. Naperville, IL 60540
(630) 548-2983 | barfussm@naperville.il.us

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Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, September 24, 2020 10:57 AM
To: All Staff
Subject: Library Update on the Quarantining of Returned Materials

This month, the 4th part of the [REALM study](#) was released. For those of you who haven't heard of this study, the Institute of Museum and Library Services is working with other organizations to test how long COVID-19 might live on surfaces of library materials. The REALM study doesn't give any kind of recommendation for how long to quarantine materials to help with disinfection, it just looks to see if a trace amount of COVID-19 exists on various material types. The first few parts of the REALM study showed COVID-19 didn't last very long on materials. In this latest version, a trace amount of COVID-19 was found on some stacked materials after 6 days of quarantine. Unfortunately, the study doesn't clarify how contagious a trace amount of COVID-19 is, so everyone is kind of left to interpret the data on their own.

In response to the REALM study, many Illinois libraries changed their quarantine timeline for materials to 7 days – mostly because RAILS decided change to 7 days. Library leadership discussed if we should make the same change at NPL, but we wanted to make sure to consider different sources of information before we made our decision. In looking around the country, we found that library materials are being quarantined anywhere from 0 days (Muscatine, Iowa) to 7 days (many of our neighboring libraries), with the average quarantine around 3 days. For example, a library director involved in the REALM Study is having his library quarantine items for 4 days. We also looked at retail, and noticed many retailers such as Target are now quarantining returns for no more than 24 hours. Other touchable items around the country are not being quarantined at all, including mail/package delivery or items at the grocery store.

After considering different solutions, we've decided to **continue to quarantine materials for 3 days** at this time. The most important reasons we came to this conclusion are:

1. There is no set standard across the country, therefore we needed to come to our own conclusion. 3 days is just about average for libraries and retail and it has worked well for us so far.
2. No staff member at NPL who has handled materials during this pandemic has contracted COVID-19, so our current safety procedures seem to be working very well.
3. Current research shows that COVID-19 is generally transmitted by people through the air and not through touching items.
4. Quarantining items for 7 days would require unrealistic or inconvenient process changes: it would require us to double our number of bins and amount of room needed for quarantine, and it would add to customers' anxiety about accruing fines that are ultimately not assessed.

Libraries are quarantining materials as an extra safeguard – one that's not necessary but that can help as an extra precaution, like wearing a face shield over a face mask. Since there are no certainties about this pandemic, I think it's smart to continue the extra step of having a 3-day quarantine even if COVID-19 doesn't generally spread via touch. But I don't think extending the quarantine makes sense for our organization at this time.

The most important thing we can do is to follow the library's safety measures that were put into place: wearing masks, socially distancing, washing hands regularly, and quarantining after travel; those are our best safeguards against COVID-19. We have been effectively getting materials to our customers and returning them to the collection throughout this pandemic, and continuing to do so safely will be our top priority.

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, October 2, 2020 10:57 AM
To: All Staff
Subject: FW: Flags remain at half-staff

FYI – flags would be lowered on Sunday for the National Fallen Firefighters Memorial Service, but since they remain lowered due to the COVID-19 disaster proclamation, no changes are needed.

From: Barfuss, Miranda <BarfussM@naperville.il.us>
Sent: Friday, October 2, 2020 9:34 AM
To: Barfuss, Miranda <BarfussM@naperville.il.us>
Subject: Flags remain at half-staff

Hi All,

Please see below United States Flag Half-Staff Alert in observance of the National Fallen Firefighters Memorial Service. **Illinois, however, still has all United States flags and State of Illinois flags at half-staff due to the COVID-19 disaster proclamation in Illinois. Thus, no additional actions are needed at this time.**

The United States Congress created the National Fallen Firefighters Foundation to lead a nationwide effort to remember America's fallen firefighters. Since 1992, the tax-exempt, nonprofit Foundation has developed and expanded programs to honor our fallen fire heroes and assist their families and coworkers.

The 39th National Fallen Firefighters Memorial Service will be held Sunday, October 4, 2020, to honor firefighters who died in the line of duty.

In accordance to Public Law 107-51, the American flag should be lowered to half-staff on Sunday, October 4, 2020 from sunrise to sunset in observance of National Fallen Firefighters Memorial Service.

Thanks,
MLB

Miranda L. Barfuss

Assistant to City Council | Mayor's Office
City of Naperville | 400 S. Eagle St. Naperville, IL 60540
(630) 548-2983 | barfussm@naperville.il.us

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Charles Kapachinski

From: Dave Della Terza
Sent: Friday, October 2, 2020 4:02 PM
To: All Staff
Subject: Library Update 10/2/20

Library leadership has been keeping an eye on new opportunities to restore services as we proceed through the COVID-19 pandemic. It's been a little bit since we've made any changes, and the request we've been getting the most is to allow customers to sit together. After discussing this, we're going to allow customers to sit 2 per table or 2 per computer starting on Monday, October 5. Any customer self-selecting to sit next to someone they know doesn't produce a high risk of spreading COVID-19 to others, and many of our neighboring libraries are already allowing pairs to sit together. Customers will still be expected to socially distance from other people or pairs. Signage and language on the website will be updated accordingly.

We're also talking about some additional possibilities for restoring services: opening some children's and teen computers, providing more tech buffet equipment, and opening up some study rooms. We're going to start considering the appropriate timeline for each item. As previously stated, there is no rule book or definite plan to follow in a situation like this, so we'll continue to adapt and continue toward our normal service model as circumstances allow us to do so safely. If you have any questions or suggestions about how we can continue to move forward, please feel free to talk to your supervisor about specifics.

Thanks again for your hard work keeping Naperville Public Library services going safely and efficiently during these uncertain times!

Dave Della Terza

Naperville Public Library
Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, October 14, 2020 1:33 PM
To: All Staff
Subject: Travel Quarantine Update 10/13/2020
Attachments: COVID-19 Hot-Zone Quarantine - 10-13.docx

Hi All,

Four state have been added to Chicago's travel quarantine, Indiana, New Mexico, North Carolina and Rhode Island. T

The list on SharePoint will be updated accordingly.

Thanks

Vanessa Alcorn

Naperville Public Library

Human Resources Manager

630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, October 20, 2020 5:26 PM
To: All Staff
Subject: Travel Quarantine Update 10/20/2020
Attachments: COVID-19 Hot-Zone Quarantine - 10-20.docx; COVID-19 High Risk International Travel.docx

Hi All,

Five states have been added to Chicago's travel quarantine: Colorado, Delaware, Ohio, Texas, and West Virginia. Also included are guidelines pertaining to international travel.

The lists on SharePoint will be updated accordingly.

Thanks

Vanessa Alcorn

Naperville Public Library

Human Resources Manager

630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, October 20, 2020 5:26 PM
To: All Staff
Subject: Travel Quarantine Update 10/20/2020
Attachments: COVID-19 Hot-Zone Quarantine - 10-20.docx; COVID-19 High Risk International Travel.docx

Hi All,

Five states have been added to Chicago's travel quarantine: Colorado, Delaware, Ohio, Texas, and West Virginia. Also included are guidelines pertaining to international travel.

The lists on SharePoint will be updated accordingly.

Thanks

Vanessa Alcorn

Naperville Public Library

Human Resources Manager

630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, October 21, 2020 9:23 AM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at the 95th Street Library. The last time the employee was in the building was Tuesday, October 20, 2020 at 4:30pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, October 27, 2020 2:40 PM
To: All Staff
Subject: Travel Quarantine Update - October 27, 2020
Attachments: COVID-19 Hot-Zone Quarantine - 10-27.pdf

Hi All,

The state of Florida has been added to Chicago's travel quarantine.

The list on SharePoint will be updated accordingly.

Thanks

Vanessa Alcorn

Naperville Public Library

Human Resources Manager

630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, November 4, 2020 9:41 AM
To: All Staff
Subject: Library Update 11/4/20

As cases of COVID-19 are currently rising in both DuPage and Will counties, library leadership has been assessing current plans and deciding on next steps. Here is where we're currently at.

- We will be cancelling any in-person programming for the near future. We've been doing a handful of our in-person programs safely with social distancing, but we think it's best to proactively cancel the upcoming programs because we don't know where things will be in the coming weeks.
- We're pausing moving forward on any additional steps to provide new services or open up new spaces.
- We're preparing a curbside service model if and when we are required to close indoor library service. Customer Services Supervisors are working with the LMs to improve the service based on what we learned back in May.

The most important thing for staff to be doing right now is helping to keep each other safe. That means continuing to be diligent about mask wearing, social distancing, and hand washing. If you're feeling sick and displaying any COVID-like symptoms, please stay home and talk to your supervisor immediately. We don't want anyone to come to work sick, whether to potentially spread the flu or COVID. Although a department might struggle with staff calling off, that is a better situation to deal with than someone coming to work sick. Supervisors understand and will work with you.

As things continue to progress and we make any additional changes, I will continue to update staff. We don't know if cases will continue to rise, and we don't know what expectations will be coming from the state. We will continue to monitor the situation daily and make decisions to keep our staff and customers safe while providing service to the community.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, November 4, 2020 12:37 PM
To: All Staff
Subject: Travel Quarantine Update - 11/4/2020
Attachments: COVID-19 Hot-Zone Quarantine - 10-27.pdf

Hi All,

Attached is information pertaining to Chicago's travel quarantine. Please note, due to the election, the site pertaining to Chicago's travel ban orders have not been updated. Please review and continue to follow the guidelines listed with 10/27/2020 update.

An update will be provided as additional changes have been put in place.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, November 10, 2020 4:32 PM
To: All Staff
Subject: Library Update 11/10/20

With DuPage and Will counties entering Tier 2 mitigations this week, Leadership Team has discussed changes we should make for our public and staff to better align with the requirements of the mandate.

On the public side, the services we're providing meet the state's requirements for Tier 2. We are still well below 25% of our building capacities. The only change we'll need to make is to reduce meeting room reservations to 10 or fewer people and we will implement that for any meetings scheduled Wednesday or later.

On the staff side, we want to make an effort to allow appropriate staff to do some work from home in specific situations. The Tier 2 mitigations say that employers should encourage work from home when possible, as having fewer people in the buildings can help bigger picture efforts to bring down the COVID positivity rates. There isn't direct guidance from the state for libraries; we're not really an office or a retail business. So we're looking at the overall picture to determine what makes sense for our organization to maintain operations. Each department will be looking at their workload and will determine if some staff can successfully do a portion of their work from home at this time.

If it makes sense for the department and your specific job, your supervisor will talk with you about the option to do some of your work from home starting next week.

- Not all staff can realistically work from home given their job duties, so this option is not going to make sense for every staff member.
- Staff who are assigned to work from home should be doing most of their work on-site and only a percentage of their work from home at this point.
- Staff who work from home will receive specific assignments from their supervisor. Just like working in-person, staff will be asked to keep their supervisor informed as to what they are able to complete.
- Working from home is not a guarantee in a given week and is subject to change on short notice. Someone may be scheduled to work from home but then may be needed in the building because there's additional work, other staff have called off, etc. We will all need to be flexible to cover for each other, especially for staff members who may be staying home sick.

When Tier 2 mitigations are relaxed, we will go back to our current setup where staff are working on site for their regular schedule. Should things get worse, the leadership team will discuss how we proceed depending on the situation and state requirements at that time.

We want to do everything we can at NPL to foster a safe workplace, and I think relaxing our work from home policy is the right thing to do at this point. If you have any questions, please talk to your supervisor about specifics that affect your department. Thanks,

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, November 10, 2020 4:52 PM
To: All Staff
Subject: Update to Chicago 's Travel Quarantine
Attachments: COVID-19 Hot-Zone Quarantine - November 10, 2020.pdf

Hi All,

The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of

- New York, California, New Hampshire, District of Columbia, Maine, Hawaii and Vermont will require a 14 day quarantine.

A copy of this communication will be updated on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, November 13, 2020 9:24 AM
To: All Staff
Subject: November 18 Board Meeting Packet

The November 18 Board Meeting packet is now [available on our website](#).

This meeting will be held on Zoom due to the COVID-19 mitigations limiting the size of group meetings. If you'd like to watch the meeting, it will be streaming on our [YouTube channel](#) at 7:00pm on November 18, and it will be available on our YouTube channel after as well.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Saturday, November 14, 2020 2:59 PM
To: All Staff
Subject: Changes to Library Service

Over the past few days, we've seen things change very quickly from suggested mitigations to help stop the increasing spread of COVID-19, to talks of a potential shutdown order coming. The Library Managers and Leadership Team have been keeping an eye on things and we've decided to move back to a browsing only model starting on **Monday, November 16**. This would be exactly like how we reopened the buildings during Phase 3 of Restore Illinois:

- Customers can come in, browse collections, and check out items.
- No tables and chairs will be available.
- No public computers will be available.
- No meeting rooms will be available.

Then if we need to take further steps as the situation progresses, we are prepared to do so.

I think these changes will help the library do our part in reducing the spread of COVID-19, and make our facilities safer for staff and customers during this stressful time. It also allows us to continue to serve the community safely. Please know we will be keeping an eye on new developments to make any further adjustments as necessary.

We will be updating customers with our service changes via our website and social media this evening.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Sunday, November 15, 2020 9:44 AM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at the Nichols Library. The last time the employee was in the building was on Friday, November 6, 2020 at 5:00pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, November 18, 2020 9:33 AM
To: All Staff
Subject: Update to Chicago 's Travel Quarantine
Attachments: COVID-19 Hot-Zone Quarantine - 11-17-2020.pdf

The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states except for Hawaii, Maine and Vermont will require a 14-day quarantine.

A copy of this communication will be updated on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, November 18, 2020 12:18 PM
To: All Staff
Subject: Library Update 11/18/20

This Friday, Illinois enters [Tier 3 mitigations](#) for COVID-19. What does that mean for the library? It doesn't change much because we're already operating under the requirements of Tier 3. The former Restore Illinois plans did not mention libraries specifically, and we're still not mentioned specifically now under these new mitigations. But there is a paragraph this time that talks about "other" entities such as government:

The provisions above apply to industries/sectors with Restore Illinois Phase 4 guidance or other mitigations. Other functions (i.e. infrastructure, governments, logistics and warehousing etc.) that previously have not been subject to specific guidance may continue regular operations but are encouraged to voluntarily take proactive steps to support new mitigation strategy wherever possible. In these areas, customer serving functions should be limited to 25 percent capacity, aligned with Retail mitigations, and maximize work from home wherever possible.

We are meeting all of these qualifications by allowing staff to work from home as assignments allow and by limiting the buildings to 25% capacity. One additional voluntary step that we are planning to implement is the **addition of curbside service to accompany our browsing and checkout**. Customer Services Supervisors are currently working on a plan to reintroduce curbside on **November 30**, and we'll need help from every department to make curbside service work. Providing curbside service in addition to open buildings will give customers options depending on their situation, and it will help keep building capacity lower.

You may have seen some other libraries moving to a curbside only model or seen that the City of Naperville buildings are closing. Each organization is operating based on what they think is best at this time. I believe staying open and providing access to the community is what's best for us at this time, especially since retail businesses are still allowed to stay open. We've learned a lot over the year about how we can safely operate during a pandemic, and staff continue to take safety precautions very seriously. I also want to continue to justify our staffing levels and preserve as many jobs as possible – staying open makes it easy to justify keeping all of our staff because we're continuing to provide service. Because all staff are encouraged to stay home when they are exhibiting any COVID-like symptoms, we will very likely need all the staff help we can get during times of reduced departmental coverage.

Thank you for your understanding that this continues to be a moving target that updates daily, and sometimes even multiple times a day. Things will continue to change, and we will continue to keep you updated. I will be discussing all of this with the Board at tonight's meeting, so I encourage you to watch tonight's Board Meeting on [YouTube](#) at 7:00pm if you're interested. We've seen the adaptability of NPL staff on display during all of 2020, and I continue to be impressed with the dedication and thoughtfulness of staff during these difficult times. Thank you,

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, November 18, 2020 3:23 PM
To: All Staff
Subject: Employee Reward Recipients - Djuna Williams and Tara Barnard

I'm excited to announce two recipients of the Employee Reward in recognition of extraordinary achievements: **Djuna Williams**, Naper Blvd. Facilities Maintenance Worker, and **Tara Barnard**, 95th Street Library Children's Services Associate.

Djuna was nominated for her exceptional internal customer service, attention to detail, and quality of work. Djuna leads the book sale at Naper Blvd. Library, and helped develop new ways to store materials and get them onto the shelves for sale. She also reorganized the entire Facilities workroom to make it easier for staff to access and find supplies. Djuna also showed adaptability by adjusting her schedule to work at Naper Blvd. during a gap in coverage, and she soon made her mark on the building by becoming an essential staff member that helped the library navigate the COVID-19 pandemic.

Tara was nominated for the NPL Nourishes Minds program that she proposed and executed during the beginning stages of the COVID-19 pandemic. Tara's program provided gently used books and activities to District 203 and 204 students who were receiving free lunches while schools were closed. Tara coordinated the collection of weeded books and the creation of kits for different age levels so every child had access to reading materials during this difficult time. She provided opportunities for many staff members to come together and contribute to the program, and altogether 1,326 kits were distributed in the community.

Please join me in congratulating Djuna and Tara for their excellent work!

As an added note, we are updating our Employee Reward Program. The program is now going to be run quarterly, so one employee will be awarded in each of the following months: April, July, October, and January. The program will remain the same in that the recipient of the award will be chosen based on the NPL values (and soon, the upcoming culture code). The awarded employee will receive a one-time cash payment in the amount of \$250, and the employee will be featured in the NPL newsletter and in the staff lounges. We are looking forward to sharing and highlighting some exciting contributions made by NPL staff. Thank you for all your hard work!

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, November 19, 2020 12:42 PM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at the Nichols Library. The last time the employee was in the building was Friday, October 13, 2020 at 1pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, November 19, 2020 12:46 PM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test - Date Correction (Friday, November 13, 2020)

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at the Nichols Library. The last time the employee was in the building was Friday, November 13, 2020 at 1pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

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Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, November 19, 2020 12:46 PM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test - Date Correction (Friday, November 13, 2020)

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at the Nichols Library. The last time the employee was in the building was Friday, November 13, 2020 at 1pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, November 19, 2020 3:19 PM
To: All Staff
Subject: In Sympathy

All Staff:

It is with deep sorrow to announce the passing of our friend and colleague, Barbara Scheuerman. Barbara passed away earlier today.

Barbara joined the library in 2011 as a Shelver at the Nichols Public Library and was promoted to CSA-1. She served in that role for six years before transferring over to the Naper Blvd location in May 2020. Barbara was funny, creative and was known for creating 3-D displays in the Workroom. She will be remembered as a friendly colleague with an empathetic and caring spirit.

Due to COVID-19 restrictions, funeral services will remain private. Flowers and cards will be sent to the family. On behalf of the library, we extend our deepest sympathy to our staff and the Scheuerman family.

Thank you.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, November 24, 2020 9:02 AM
To: All Staff
Subject: City Council Budget Workshop

At last night's City Council Budget Workshop, I presented on the Library's 2021 budget and tax levy request. As you may remember, the Board approved our budget back in September, and now City Council is getting ready to approve our levy request (the amount of money we're asking for in property taxes). City Council will then approve the City's budget at their December 1 meeting, and approve the tax levy at their December 15 meeting.

If you're interested in watching the Budget Workshop, you can find it online [here](#). My presentation is from 1:08:52 to 1:26:34. City Council had really nice things to say about our commitment to fiscal responsibility and our commitment to providing service this year. They appreciated how we worked really hard to strike a balance between providing services and saving money for our taxpayers who may be struggling right now with the economic downturn. It's good to remember that in times where the economy is bad, libraries often see an increase in usage because more people need our services. COVID has changed that a bit because of the social distancing aspect, but what we're providing to the community right now and in the near future is going to be incredibly important. When we're able to gather again, I think we'll see large increases in library usage as people get back to normal and need all of the services we offer even more. So once again, a big thank you for all of your hard work this year. It's incredibly appreciated by our community, and it was great to hear how much City Council appreciates it too.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, November 25, 2020 8:59 AM
To: All Staff
Subject: Chicago 's Travel Quarantine - update
Attachments: COVID-19 Hot-Zone Quarantine - 11-25-2020.pdf

Hi All,

The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii, Maine, and Vermont will require a 14 day quarantine.

Please note the quarantine guidelines for 11/17/2020 and 11/25/2020 remain the same. A copy of this communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, December 2, 2020 8:44 AM
To: All Staff
Subject: Chicago 's Travel Quarantine - update
Attachments: COVID-19 Hot-Zone Quarantine - 12-1-2020.pdf

Hi All,

The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii, Maine, and Vermont will require a 14 day quarantine.

A copy of this communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, December 4, 2020 8:05 AM
To: All Staff
Subject: FW: Flags remain at half-staff, Pearl Harbor Remembrance

FYI

From: Barfuss, Miranda <BarfussM@naperville.il.us>
Sent: Friday, December 4, 2020 8:01 AM
To: Barfuss, Miranda <BarfussM@naperville.il.us>
Subject: Flags remain at half-staff, Pearl Harbor Remembrance

Hi All,

Please see below Half-Staff Alert in honor of Pearl Harbor Remembrance Day on Tuesday, 12/07.

Illinois still has all United States flags and State of Illinois flags at half-staff due to the COVID-19 disaster proclamation in Illinois. Thus, no additional actions are needed at this time.

Thanks,
MLB

Illinois e-News Release

Honoring Pearl Harbor Remembrance Day

The Department of Central Management Services has received notice from Governor JB Pritzker that all person or entities covered by the Illinois Flag Display Act are to fly the flags at half-staff in honor and remembrance of:

Pearl Harbor Remembrance Day

All United States flags and State of Illinois flag should already be lowered due to the COVID-19 disaster proclamation. No additional actions are needed at this time.

More information is available at <https://www.illinois.gov/pages/flag-honors.aspx>

Miranda L. Barfuss

Assistant to City Council | Mayor's Office
City of Naperville | 400 S. Eagle St. Naperville, IL 60540
(630) 548-2983 | barfussm@naperville.il.us

The content of this email, including any attachments, is intended for the designated recipients and may be confidential. If you are not the intended recipient or received this message by mistake, be advised that any use, dissemination, forwarding, printing or copying of this email or any attached material is prohibited. If you have received this e-mail in error, please notify the sender by e-mail and delete all copies of this message and any attachments immediately.

CAUTION: This e-mail originated outside of the Naperville Public Library (@naperville-lib.org).

DO NOT click links or open attachments unless you confirm the incoming address of the sender and know the content is safe.

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, December 9, 2020 8:42 AM
To: All Staff
Subject: Chicago 's Travel Quarantine - update - 12/9/2020
Attachments: COVID-19 Hot-Zone Quarantine - 12-9-2020.pdf

The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii, Maine, and Vermont will require a 14 day quarantine.

A copy of this communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, December 16, 2020 12:13 PM
To: All Staff
Subject: Chicago 's Travel Quarantine - update - 12/16/2020
Attachments: COVID-19 Hot-Zone Quarantine - 12-16-2020.pdf

The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii will require a 14 day quarantine.

A copy of this communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, December 17, 2020 12:54 PM
To: All Staff
Subject: December 2020 Board Meeting Wrap-Up

We accomplished a lot at last night's Board meeting. 😊 If you haven't had the chance to watch it, you can do so on [YouTube](#).

- Yan did a presentation on fine free libraries, and it raised some really good discussion. At next month's meeting, we will present more details as to what it would look like for NPL if we decided to go in that direction.
- We updated our Internet and Computer Use Policy (formerly Public Access Computers policy) and Unattended Children Policy.
- The Board voted to continue closing all libraries at 5:00pm on Sundays through the end of May 2021 (and then of course, we have summer hours starting in June). If things get significantly better before then, we'll look at reopening on Sunday evenings. But as of right now, it's anyone's guess as to exactly when things will be significantly better!
- Since the FFCRA/EFMLA benefits around COVID-19 are expiring on December 31, we extended a COVID-19 sick leave policy through June 30, 2021. So if you are exposed to COVID or experiencing COVID-like symptoms, please contact your supervisor and HR, and they will work with you on your specific situation and options available. This policy update does not include the 2/3 pay option for parents taking care of kids – but anyone who was utilizing this benefit will be contacted by HR to figure out how we can still work together to find a mutually beneficial situation for each of you.

Dave Della Terza

Naperville Public Library
Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, December 23, 2020 11:08 AM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at Naper Blvd Library. The last time the employee was in the building was Saturday, December 19, 2020 @ 1pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, December 30, 2020 4:40 PM
To: All Staff
Subject: FW: Chicago 's Travel Quarantine - update - 12/30/2020
Attachments: COVID-19 Hot-Zone Quarantine - 12-30-2020.pdf

The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii and Vermont will require a 14 day quarantine.

A copy of this communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, January 6, 2021 4:40 PM
To: All Staff
Subject: Chicago 's Travel Quarantine - update - 1/6/2021
Attachments: COVID-19 Hot-Zone Quarantine - 12-30-2020.pdf

The travel guidelines remain the same this week. The Emergency Travel Order has been modified to reflect three categories **red**, **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii and Vermont will require a 14 day quarantine.

A copy of this communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, January 13, 2021 2:03 PM
To: All Staff
Subject: COVID 19 Travel and Quarantine Guidelines - FAQ - (2021 Update)
Attachments: COVID-19 Travel and Quarantine Guidelines - FAQ.pdf

Attached is information regarding the most recent changes to the travel and quarantine guidelines.

Weekly Update: The Emergency Travel Order has been modified to reflect two categories **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii, require a 14 day quarantine.

A copy of the attached communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, January 20, 2021 3:36 PM
To: All Staff
Subject: All Staff Meetings - Save the Date!

Save the date! We're planning to have some all staff meetings at the end of February. Although we normally have these meetings in person at each building, we'll be doing these on Zoom with our current COVID situation.

At these meetings we'll be rolling out our new culture code; talking about our diversity, equity, and inclusion initiatives for the year; talking about a few other topics; and we'll have a chance for staff questions and feedback.

The dates of these meetings will be:

- Wednesday, February 24 from 8-9am
- Thursday, February 25 from 5-6pm

Both meetings will have the same content so you only need to attend one. We'll also record one of the meetings for those staff who can't make it. Closer to the meeting date, we'll send out Zoom links for staff who want to attend. I hope to see you there!

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, January 21, 2021 12:56 PM
To: All Staff
Subject: Chicago's Travel Quarantine - update - 1/20/21
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021 -1-20-21.pdf

Attached is information regarding the most recent changes to the travel and quarantine guidelines.

The Emergency Travel Order has been modified to reflect two categories **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii, require a 14 day quarantine.

A copy of the attached communication may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, January 28, 2021 4:16 PM
To: All Staff
Subject: Resources for Vaccinations in Illinois /Travel Quarantine Update
Attachments: COVID-19 Vaccine in Illinois.pdf; COVID-19 Travel and Quarantine Guidelines FAQ 2021 1-28-21.pdf

Attached is information pertaining to the COVID-19 Vaccine in Illinois and an update on the Travel and Quarantine Guidelines.

The Emergency Travel Order has been modified to reflect two categories **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii, require a 14 day quarantine.

A copy of both documents may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, February 4, 2021 11:09 AM
To: All Staff
Subject: Travel Quarantine Update and FAQ
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021- 2-4-2021.pdf

The travel guidelines for Illinois remains the same this week. The Emergency Travel Order has been modified to reflect two categories **orange**, and **yellow**. In response to the increased high rates of COVID transmission in the US, all states with the exception of Hawaii, require a 14 day quarantine.

A copy of both documents may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, February 10, 2021 2:16 PM
To: All Staff
Subject: Travel Quarantine Update and FAQ - 2/10/2021
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021- 2-10-2021.pdf

The Emergency Travel Order has been modified to reflect two categories **orange**, and **yellow**.

In response to the increased high rates of COVID transmission in the US, all states with the exception of **North Dakota**, **Hawaii**, and **Alaska**, require a 14 day quarantine.

A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, February 17, 2021 5:17 PM
To: All Staff
Subject: Travel Quarantine Update and FAQ - 2/17/2021
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021- 2-17-2021.pdf

The Emergency Travel Order remains the same this week. As stated, the guidelines, have been modified to reflect two categories **orange**, and **yellow**.

In response to the increased high rates of COVID transmission in the US, all states with the exception of **North Dakota**, **Hawaii**, and **Alaska**, require a 14 day quarantine.

A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, February 18, 2021 9:00 AM
To: All Staff
Subject: Change in Material Quarantine Period

Starting next week. RAILS has adjusted their quarantine time for returned materials from 3 days to 24 hours. This is in line with practices at many libraries across the country.

We've talked a lot about the quarantine process over the course of the pandemic. Back when we started in March of last year, we didn't know how COVID-19 spread and what our best course of action should be. Now we have a lot more information and we know that COVID-19 primarily spreads through droplets in the air and not by touching items. We've seen that places like grocery stores do not quarantine items touched by customers. And we've also seen that no one handling returned materials at our library has contracted COVID-19. We continued the 3 day quarantine process for a while because we wanted to show an abundance of caution, but most places are now relaxing that timeline based on the scientific information that has become available in the last year. RAILS has also been one of the most conservative organizations in terms of quarantine periods, so if they are adjusting their timeline, it makes sense that we look at it as well.

So we're going to adjust our quarantine procedure to be in line with RAILS and move to a **24 hour quarantine**. We will start this new procedure on **Monday, March 1**.

For more specific departmental details, especially in the customer services department, please check with your supervisor.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Friday, February 19, 2021 2:18 PM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at Nichols Library. The last time the employee was in the building was Thursday, February 4, 2021 @ 1pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, February 23, 2021 3:33 PM
To: All Staff
Subject: Travel Quarantine Update and FAQ - 2/23/2021
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021- 2-23-21.pdf

Hi All,

In response to the changing dynamics of the COVID-19 transmission, the travel guidelines have been modified to reflect two categories **orange**, and **yellow**.

Based on the decline in positivity rates, the following states/territories are now listed as yellow and **do not require** a 14 day quarantine.

- District of Columbia
- Indiana
- Minnesota
- Mississippi
- Texas
- Idaho
- Louisiana
- Nebraska
- North Dakota
- Maryland
- Wisconsin
- Nevada
- Arkansas
- Washington
- Michigan
- Maine
- Missouri
- Oregon
- Puerto Rico
- Hawaii

States not included in this list, require a 14 day quarantine. A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Friday, March 5, 2021 12:35 PM
To: All Staff
Subject: Travel Quarantine Update and FAQ - 3/5/2021
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 3-5-21.pdf

NPL has adjusted its travel guidelines in line with recent changes made with the CDC and Chicago Emergency Travel Order. Effectively immediately staff who travel to high risk areas will now require a 10 day quarantine and individuals who are fully vaccinated, in line with the vaccination travel guidelines, will not have to quarantine.

Attached are the states that do not require a 10 day quarantine.

- District of Columbia
- Indiana
- Minnesota
- Mississippi
- Texas
- Idaho
- Louisiana
- Nebraska
- North Dakota
- Maryland
- Wisconsin
- Nevada
- Arkansas
- Washington
- Michigan
- Maine
- Missouri
- Oregon
- Puerto Rico
- Hawaii

This list is effective through March 9, 2021. All other states not included in this list, require a 10 day quarantine.

A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, March 5, 2021 3:40 PM
To: All Staff
Subject: Adjustments to COVID-19 Cleaning Procedures

At this morning's Leadership Team meeting, we discussed some adjustments to our COVID-19 procedures. You've seen Vanessa's email regarding the changes to our travel quarantine policy. We're also adjusting our cleaning schedule:

- Facilities staff will continue cleaning public spaces as currently scheduled. We will continue to revisit this as we start to get busier and staff are needed for things like room setups.
- Currently we clean self-checks and public computers after every use. We will be adjusting to clean self-checks every 15 minutes or so, and computers every hour or so (depending on usage – if no one is using a computer, we don't need to clean it). If a customer requests that we clean a computer before they use it, we will be happy to do so.
- If public services staff are cleaning tables and chairs after each customer uses them, you do not need to do that. Facilities staff doing their regular cleanings every few hours will clean tables and chairs as needed.
- LMs will also be looking at the furniture in each building to determine if any additional furniture should be added.

We know from all of the science out there that the virus is transmitted through the air and not really from surfaces. We've seen most businesses making these types of adjustments over the course of the pandemic. At the same time, we want to keep the cleanliness of our facilities a priority. I feel confident that we can make these small adjustments to make cleaning easier for staff as we get busier, while still providing a safe environment for all. It's always a balancing act with many different opinions on COVID-19 measures, so thanks for your understanding that we will continue to assess our current situation and make adjustments as needed.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

Sent: Wednesday, March 10, 2021 5:06 PM
To: All Staff
Subject: Travel Quarantine Update and FAQ - 3/9/2021
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021-3-9-2021.pdf

NPL has adjusted its travel guidelines in-line with recent changes made with the CDC and the Chicago Emergency Travel Order. Effectively immediately, staff who travel to high risk areas will now require a 10 day quarantine. Furthermore, Individuals who are fully vaccinated, in line with the vaccination travel guidelines will not have to quarantine for 10 days.

Attached are the states that do not require a 10 day quarantine.

Exception/ 24 states and 1 territory that do not require a 10-day quarantine

- Michigan
- Iowa
- Idaho
- Minnesota
- Ohio
- Mississippi
- Montana
- West Virginia
- Maryland
- Maine
- New Mexico
- Indiana
- Arkansas
- Louisiana
- Nevada
- Kansas
- North Dakota
- Wisconsin
- Washington
- California
- Wyoming
- Missouri
- Oregon
- Puerto Rico
- Hawaii

This list is effective through March 23, 2021. All other states not included in this list, require a 10 day quarantine unless fully vaccinated, as per the guidelines in the document attached.

A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library

Human Resources Manager

630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, March 10, 2021 5:45 PM
To: All Staff
Subject: COVID 19 Travel & Quarantine Guidelines - FAQ (3/9/2021)
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ - 3-9-2021.pdf

NPL has adjusted its travel guidelines in line with recent changes made with the CDC and the Chicago Emergency Travel Order. Effectively immediately, staff who travel to high risk areas will now require a 10 day quarantine. Furthermore, Individuals who are fully vaccinated, in line with the vaccination travel guidelines will not have to quarantine.

Exception/ states and territories that do not require a 10-day quarantine

Michigan, Iowa, Idaho, Oklahoma, Minnesota, Ohio, Mississippi, Montana, West Virginia, Maryland, Maine, New Mexico, Indiana, Arkansas, Louisiana, Nevada, Kansas, North Dakota, Wisconsin, Washington, California, Wyoming, Missouri, Oregon, Puerto Rico, and Hawaii

This list is effective through March 23, 2021. All other states not included in this list, require a 10 day quarantine unless fully vaccinated, as per the guidelines in the document attached.

A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Thursday, March 18, 2021 12:50 PM
To: All Staff
Subject: FW: Flags remain at half-staff, honoring victims of the tragedy in the Atlanta Metropolitan Area

FYI

From: Barfuss, Miranda <BarfussM@naperville.il.us>
Sent: Thursday, March 18, 2021 12:45 PM
To: Barfuss, Miranda <BarfussM@naperville.il.us>
Subject: Flags remain at half-staff, honoring victims of the tragedy in the Atlanta Metropolitan Area

Hi All,
Please see below Half-Staff Alert to honor the victims of the tragedy in the Atlanta Metropolitan Area.

Illinois still has all United States flags and State of Illinois flags at half-staff due to the COVID-19 disaster proclamation in Illinois. Thus, no additional actions are needed at this time.

Thanks,
MLB

March 18-22, 2021 - Half Staff Alert - Entire United States

A PROCLAMATION ON HONORING THE VICTIMS OF THE TRAGEDY IN THE ATLANTA METROPOLITAN AREA

As a mark of respect for the victims of the senseless acts of violence perpetrated on March 16, 2021, in the Atlanta Metropolitan area, by the authority vested in me as President of the United States by the Constitution and the laws of the United States of America, I hereby order that the flag of the United States shall be flown at half-staff at the White House and upon all public buildings and grounds, at all military posts and naval stations, and on all naval vessels of the Federal Government in the District of Columbia and throughout the United States and its Territories and possessions until sunset, March 22, 2021. I also direct that the flag shall be flown at half-staff for the same length of time at all United States embassies, legations, consular offices, and other facilities abroad, including all military facilities and naval vessels and stations.

IN WITNESS WHEREOF, I have hereunto set my hand this eighteenth day of March, in the year of our Lord two thousand twenty-one, and of the Independence of the United States of America the two hundred and forty-fifth.

JOSEPH R. BIDEN JR.

Miranda L. Barfuss
Assistant to City Council | Mayor's Office
City of Naperville | 400 S. Eagle St. Naperville, IL 60540
(630) 548-2983 | barfussm@naperville.il.us

The content of this email, including any attachments, is intended for the designated recipients and may be confidential. If you are not the intended recipient or received this message by mistake, be advised that any use, dissemination, forwarding, printing or copying of this email or any attached material is prohibited. If you have received this e-mail in error, please notify the sender by e-mail and delete all copies of this message and any attachments immediately.

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DO NOT click links or open attachments unless you confirm the incoming address of the sender and know the content is safe.

Charles Kapachinski

From: Dave Della Terza
Sent: Monday, March 22, 2021 9:28 AM
To: All Staff
Subject: FW: Return flags to full-staff following sunset 03/22

We can return all flags to full-staff tonight at sunset. Thanks!

From: Barfuss, Miranda <BarfussM@naperville.il.us>
Sent: Friday, March 19, 2021 4:16 PM
To: Barfuss, Miranda <BarfussM@naperville.il.us>
Subject: Return flags to full-staff following sunset 03/22

Hi All,
Mayor Chirico has approved flags to return to full-staff at the end of the presidential order below, sunset on 03/22. Please return flags to full-staff at that time.

Thank you,
MLB

Miranda L. Barfuss
Assistant to City Council | Mayor's Office
City of Naperville | 400 S. Eagle St. Naperville, IL 60540
(630) 548-2983 | barfussm@naperville.il.us

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From: Barfuss, Miranda
Sent: Thursday, March 18, 2021 12:45 PM
To: Barfuss, Miranda <BarfussM@naperville.il.us>
Subject: Flags remain at half-staff, honoring victims of the tragedy in the Atlanta Metropolitan Area

Hi All,
Please see below Half-Staff Alert to honor the victims of the tragedy in the Atlanta Metropolitan Area.

Illinois still has all United States flags and State of Illinois flags at half-staff due to the COVID-19 disaster proclamation in Illinois. Thus, no additional actions are needed at this time.

Thanks,
MLB

[March 18-22, 2021 - Half Staff Alert - Entire United States](#)

A PROCLAMATION ON HONORING THE VICTIMS OF THE TRAGEDY IN THE ATLANTA METROPOLITAN AREA

As a mark of respect for the victims of the senseless acts of violence perpetrated on March 16, 2021, in the Atlanta Metropolitan area, by the authority vested in me as President of the United States by the Constitution and the laws of the United States of America, I hereby order that the flag of the United States shall be flown at half-staff at the White House and upon all public buildings and grounds, at all military posts and naval stations, and on all naval vessels of the Federal Government in the District of Columbia and throughout the United States and its Territories and possessions until sunset, March 22, 2021. I also direct that the flag shall be flown at half-staff for the same length of time at all United States embassies, legations, consular offices, and other facilities abroad, including all military facilities and naval vessels and stations.

IN WITNESS WHEREOF, I have hereunto set my hand this eighteenth day of March, in the year of our Lord two thousand twenty-one, and of the Independence of the United States of America the two hundred and forty-fifth.

JOSEPH R. BIDEN JR.

Miranda L. Barfuss

Assistant to City Council | Mayor's Office
City of Naperville | 400 S. Eagle St. Naperville, IL 60540
(630) 548-2983 | barfussm@naperville.il.us

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CAUTION: This e-mail originated outside of the Naperville Public Library (@naperville-lib.org).

DO NOT click links or open attachments unless you confirm the incoming address of the sender and know the content is safe.

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, March 23, 2021 2:55 PM
To: All Staff
Subject: COVID 19 Travel & Quarantine Guidelines - FAQ
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021-3-23-2021.pdf

NPL has adopted guidelines to coincide with recent changes made with the CDC and the Chicago Emergency Travel Order. Effectively immediately, staff who travel to high risk areas will now require a 10-day quarantine. Furthermore, individuals who are fully vaccinated, in line with the vaccination travel guidelines will not have to quarantine.

Exception/ states and territories that do not require a 10-day quarantine:

Iowa, Minnesota, Ohio, Mississippi, New Mexico, Indiana, Arkansas, Louisiana, Nevada, Kansas, North Dakota, Wisconsin, Washington, California, Wyoming, Missouri, Oregon, Puerto Rico, Hawaii, Utah, Arizona, Texas, Nebraska, District of Columbia, and Kentucky

This list is effective through April 6, 2021. All other states not included on this list, require a 10- day quarantine unless fully vaccinated, as per the guidelines in the document attached.

A copy of this document may also be found on SharePoint.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Monday, April 5, 2021 2:43 PM
To: All Staff
Subject: Library COVID Update 4/5/21

Happy National Library Week!

This afternoon, Jose and I met with representatives from Will County to discuss whether 95th Street Library could potentially become a COVID-19 vaccination site. We're just in the early phases of exploring this (for instance, when it might start, how long it would last), but it looks promising and we'll continue to talk to Will County to see what's possible. If we are able to become a vaccination site, that would also allow staff to more easily make vaccine appointments for themselves, - a great added bonus.

On a similar note, I found out today that government workers were added to the COVID vaccine eligibility recently. I'm sure some of you already knew this, but if you didn't, it means we are all eligible to sign up for COVID vaccine appointments due to our jobs (if you can find an appointment, of course). I figured if I wasn't aware, someone else might not be as well, and it's good to pass along the information. So I encourage everyone to make vaccination appointments if one becomes available.

Remember, fully vaccinated staff:

- Do not need to quarantine after traveling within the United States
- Do not need to quarantine if you are exposed to someone with COVID and you show no symptoms

That's two good reasons among many others to get your vaccine. 😊

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Monday, April 5, 2021 5:39 PM
To: All Staff
Subject: Naperville Public Library COVID-19 Positive Test

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at the Nichols Library. The last time the employee was in the building was Saturday, April 3, 2021 at 1:00pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Thank you,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2231 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, April 6, 2021 2:36 PM
To: All Staff
Subject: COVID 19 Travel & Quarantine Guidelines - April 6, 2021
Attachments: COVID-19 Travel and Quarantine Guidelines FAQ 2021- 4-6-21.pdf

NPL has adopted guidelines to coincide with recent changes made with the CDC and the Chicago Emergency Travel Order. Effectively immediately, staff who travel to high risk areas will now require a 10-day quarantine. Furthermore, individuals who are fully vaccinated, in line with the vaccination travel guidelines will not have to quarantine.

Exception/ states and territories that do not require a 10-day quarantine:

Oklahoma, Mississippi, New Mexico, Indiana, Arkansas, Louisiana, Nevada, Kansas, Wisconsin, Washington, California, Wyoming, Missouri, Oregon, Puerto Rico, Hawaii, Utah, Arizona, Texas, Kentucky, Idaho, Montana, Alabama, Georgia, South Carolina, and North Carolina

This list is effective through April 20, 2021. All other states not included on this list, require a 10-day quarantine unless fully vaccinated, as per the guidelines in the document attached.

A copy of this document may also be found on SharePoint.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, April 13, 2021 1:12 PM
To: All Staff
Subject: Ending Material Quarantine

As we continue to assess the changing landscape around COVID, we continue to adjust processes and procedures. In March, we moved to a 24-hour material quarantine after a lengthier quarantine through most of the pandemic. Recently, RAILS eliminated their material quarantine, and we've seen a similar trend in nearby libraries. This continues to be in line with the CDC's information that the COVID-19 virus does not generally spread from touching items. So effective Tuesday, April 14, we will **no longer be quarantining materials** upon return. We will make sure to remove all of the signs so customers are aware.

Also, I know I mentioned last week that COVID-19 vaccines are available to government workers. Starting this week, the vaccine is available to all Illinois residents 16 and older. So if you have family members or friends who are looking to get vaccinated, you should be able to make appointments for them now too. I encourage everyone to stay safe and get vaccinated when an appointment becomes available.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, April 13, 2021 5:12 PM
Subject: Naperville Public Library COVID-19 Positive Test

All Staff,

Following our procedures in place for COVID-19 cases, I am notifying you that a library employee has tested positive for COVID-19. The employee works at Nichols Library. The last time the employee was in the building was Thursday, April 8, 2021 @ 2pm. The employee has been quarantined at home and will remain so as directed by the CDC and doctor recommendations. The employee has had minimum contact with staff and all staff members have been notified.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection, including staying home when sick, washing hands regularly, and regularly cleaning and disinfecting your work area.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, or if you have any questions or concerns, please contact your supervisor and Human Resources.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, April 14, 2021 12:30 PM
To: All Staff
Subject: Individually Wrapped Snacks with Dave - New Date

Individually Wrapped Snacks with Dave has a new date!

The next opportunity for yummy goodies is now **Wednesday, May 5** from 8:30-10:00am in 95th Street Meeting Room C. (Moving the date due to a COVID vaccine appointment)

We're also still scheduled for the Nichols Community Room on **Tuesday, May 25** from 3:30-5:00pm.

Hope to see you there!

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, April 20, 2021 3:35 PM
Subject: All Staff - COVID 19 Travel & Quarantine Guidelines - April 20, 2021
Attachments: COVID-19 Travel and Quarantine Guidelines 4-20-2021.pdf

NPL has adopted guidelines to coincide with recent changes made with the CDC and the Chicago Emergency Travel Order. Effectively immediately, staff who travel to high risk areas will now require a 10-day quarantine. Furthermore, individuals who are fully vaccinated, in line with the vaccination travel guidelines will not have to quarantine.

Exception/ states and territories that do not require a 10-day quarantine:

Oklahoma, Mississippi, New Mexico, Indiana, Arkansas, Louisiana, Nevada, Kansas, Wisconsin, California, Wyoming, Missouri, Hawaii, Utah, Arizona, Texas, Kentucky, Idaho, Montana, Alabama, Georgia, Tennessee, and Iowa

This list is effective through May 4, 2021. All other states not included on this list, require a 10-day quarantine unless fully vaccinated, as per the guidelines in the document attached.

A copy of this document may also be found on SharePoint.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, May 6, 2021 10:35 AM
Subject: All Staff - COVID 19 Travel & Quarantine Guidelines - May 6, 2021
Attachments: COVID-19 Travel and Quarantine Guidelines 5-6-2021.pdf

NPL has adopted guidelines to coincide with recent changes made with the CDC and the Chicago Emergency Travel Order. Effectively immediately, staff who travel to high risk areas will now require a 10-day quarantine. Furthermore, individuals who are fully vaccinated, in line with the vaccination travel guidelines will not have to quarantine.

Exception/ states and territories that do not require a 10-day quarantine:

Oklahoma, Mississippi, New Mexico, Arkansas, Louisiana, Nevada, Kansas, Wisconsin, California, Wyoming, Missouri, Hawaii, Utah, Arizona, Texas, Kentucky, Idaho, Montana, Alabama, Georgia, Tennessee, South Dakota, Maryland, Nebraska, Ohio, South Carolina, Virginia, Vermont, Alaska, Connecticut, District of Columbia, and Iowa

This list is effective through May 18, 2021. All other states not included on this list, require a 10-day quarantine unless fully vaccinated, as per the guidelines in the document attached.

A copy of this document may also be found on SharePoint.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, May 7, 2021 4:30 PM
To: Dave Della Terza
Subject: Bridge Phase

It was announced yesterday that Illinois will be entering the “Bridge Phase” between Phase 4 and 5 on Friday, May 14.

What does the Bridge Phase mean for us at the Library?

Very little changes for us. Our current number of visitors is still relatively low compared to pre-pandemic, so we don't need to really make any adjustments with building capacity. The big change is that gatherings can have a larger number of people. Currently the limit is set at 100 – it will move to 500 (with social distancing) in the Bridge Phase. This just really affects our outdoor storytimes and programs where we can space out. Social distancing and mask wearing isn't changing, and our indoor programs don't have room to increase capacity at this time. Other industries may have larger impacts, but this won't be a big change for us.

When might Phase 5 be coming?

It looks like right now we may enter Phase 5 in June or July. The current plans for Phase 5 are different than they originally were. The original plan Illinois put out had Phase 5 as “back to normal.” The new Phase 5 looks to still have mask wearing and social distancing, but more things will be closer to normal. We probably won't know 100% what we'll be required to do until we get closer. The State tends to release more in-depth guidelines closer to the rollout of a new phase.

What will Phase 5 look like for the Library?

We're still planning that, as you can see things continue to change. Currently, Leadership Team anticipates at Phase 5 we will want to open some study rooms. We know we can't open them all due to furniture storage needs, and we also know we can't clean them between different customers using them. We can also explore how this impacts programming. If social distancing requirements are not changed, we will likely still be enforcing some sort of reduced capacities. But again, we will need to see the exact guidance from the State at the time and we will provide better direction when we have more information. Based on social distancing requirements in Phase 5, we will also need to assess our number of tables, available computers, etc.

What about the barriers at staff desks?

There are no plans to remove those at this time. We know things aren't “normal” yet and likely won't be in a month. Anything that can help staff feel safe during this time is also important and being taken into consideration for all plans. Of course, we'll eventually want to remove additional barriers at some point, but it's not necessary to get rid of them immediately.

Lastly, if you haven't been vaccinated yet, I highly encourage you to do so, as vaccines are our best protection against COVID-19. Vaccines are widely available, and you should be able to find an appointment in the local area with little to no problem at this time.

Thanks again for your continued commitment to serving the community during this roller coaster of a year. The Bridge Phase looks more and more like a light at the end of the tunnel, and hopefully we're getting closer every day.

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, May 18, 2021 3:44 PM
To: Dave Della Terza
Subject: Update for Staff on Wearing Masks

At this morning's Executive Team meeting, we discussed staff wearing masks. There are many factors to take into consideration here, for example whether all staff who wanted to get vaccinated are currently fully vaccinated, and staff proximity to each other in workrooms and shared spaces. Many different workplaces in the area are taking different approaches, and we know there isn't a uniform decision for all employers.

What we decided is that we would like all staff to continue to wear masks for the time being. We are planning to revisit this upon entering Phase 5, which is currently slated to start in about 3 weeks on June 11. By that time, most of our staff who are getting vaccinated will be considered fully vaccinated, and we can consider relaxing the mask mandate for vaccinated staff. In the meantime, things may change, and I will continue to send any updates as new information becomes available. I highly encourage staff to get vaccinated if you haven't already done so. Vaccines are our best prevention against COVID-19 at this time. Having a large number of our staff vaccinated will be beneficial for everyone moving forward.

Two other notes:

- We want to add an exception for staff doing outdoor programming as it gets warmer. Because you will be socially distanced and outdoors, masks can be optional in this situation.
- We also have replacement signs for the front doors coming soon that will reflect that customers who are not vaccinated must wear masks and socially distance.

Thanks,

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Friday, May 28, 2021 3:39 PM
Subject: All Staff - COVID 19 Travel & Quarantine Guidelines - May 6, 2021
Attachments: COVID-19 Travel and Quarantine Guidelines 5-28-2021.pdf

We've reached a turning point with traveling. Most of our states, with the exception of the 7 listed below, allow travel.

US States/ territories that require a 10 day quarantine:

Colorado, Michigan, West Virginia, Maine, Florida, Minnesota, and Washington

US States/ territories that allow for travel: *(States that do not require a 10-day quarantine)*

Oklahoma, Oregon, Pennsylvania, Delaware, Indiana, North Dakota, Kentucky, New Hampshire, Nevada, Massachusetts, Wyoming, Montana, North Carolina, Utah, New York, Alaska, Vermont, Ohio, Idaho, Wisconsin, Tennessee, Rhode Island, Louisiana, Arizona, Connecticut, Georgia, New Mexico, Iowa, Texas, Missouri, Maryland, South Dakota, Arkansas, Virginia, Nebraska, Kansas, South Carolina, Mississippi, Hawaii, New Jersey, California, Alabama, District of Columbia, and Puerto Rico

Travelers must continue to follow mask guidelines when traveling. Those who are fully vaccinated may travel to any state and do not need to quarantine as per the CDC guidelines. Furthermore, It is recommended to bring a copy of your vaccination card with you when traveling.

A copy of this document may also be found on SharePoint.

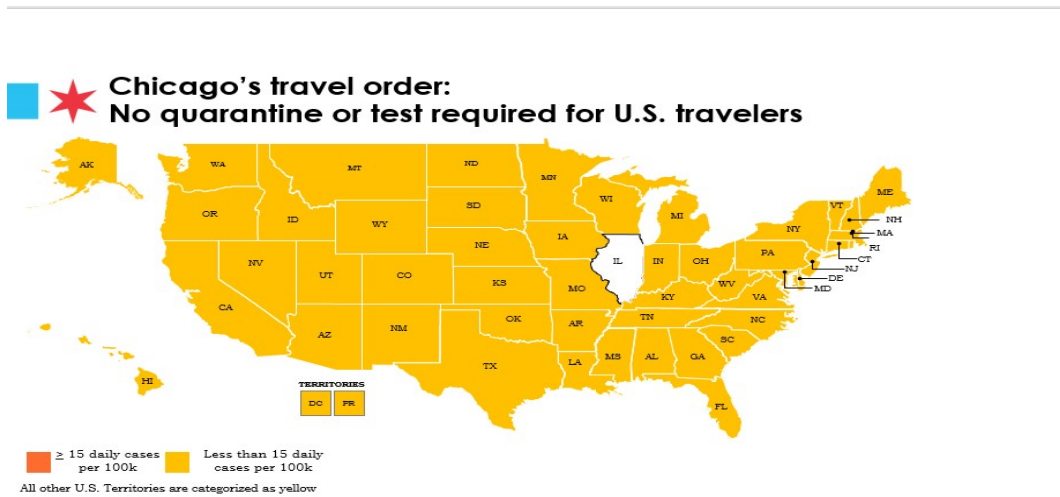
Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Wednesday, June 2, 2021 2:07 PM
To: Vanessa Alcorn
Subject: All Staff - COVID 19 Travel & Quarantine Guidelines
Attachments: COVID-19 Travel and Quarantine Guidelines 6-1-21.pdf

We reached a turning point with travel in the U.S. Effective 6/1/2021, the CDC has updated their guidelines as a result of the continual decline in positive cases.



At the present time, no quarantine or test is required for U.S travelers. This order applies to returning Chicago residents and out-of-state visitors arriving in Chicago.

- Returning travelers who live or work in Chicago, or visitors to Chicago who have travelled domestically are not required to quarantine if they are asymptomatic and fully vaccinated.
- Fully vaccinated is defined as ≥ 2 weeks following receipt of the second dose in a two-dose COVID- 19 vaccine series or ≥ 2 weeks following receipt of 1 dose of a single-dose COVID-19 vaccine.
- Adhere to masking rules: Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
- It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.

A copy of these guidelines may also be found on SharePoint.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Thursday, July 15, 2021 1:14 PM
Subject: All Staff - COVID 19 Travel & Quarantine Guidelines
Attachments: COVID-19 Travel and Quarantine Guidelines 6-1-21.pdf; COVID-19 Travel and Quarantine Guidelines 7-13-21.pdf

Effective 7/13/2021, the CDC has updated their guidelines. Missouri and Arkansas have been added back to the Travel Advisory list due to an increase in COVID-19.

- Fully vaccinated employees may travel anywhere in the US and are not required to quarantine.
- Unvaccinated people traveling from Missouri or Arkansas must quarantine for a 10-days upon return.



Returning Chicago residents and out-of-state visitors arriving in Chicago are urged to get vaccinated and abide by all remaining federal, state, and local safety measures. CDPH continues to stress the importance of getting vaccinated for COVID, and adherence to all masking guidelines for travel. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations. It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.

This list is effective through July 27, 2021. A copy of this document may also be found on SharePoint.

Vanessa Alcorn

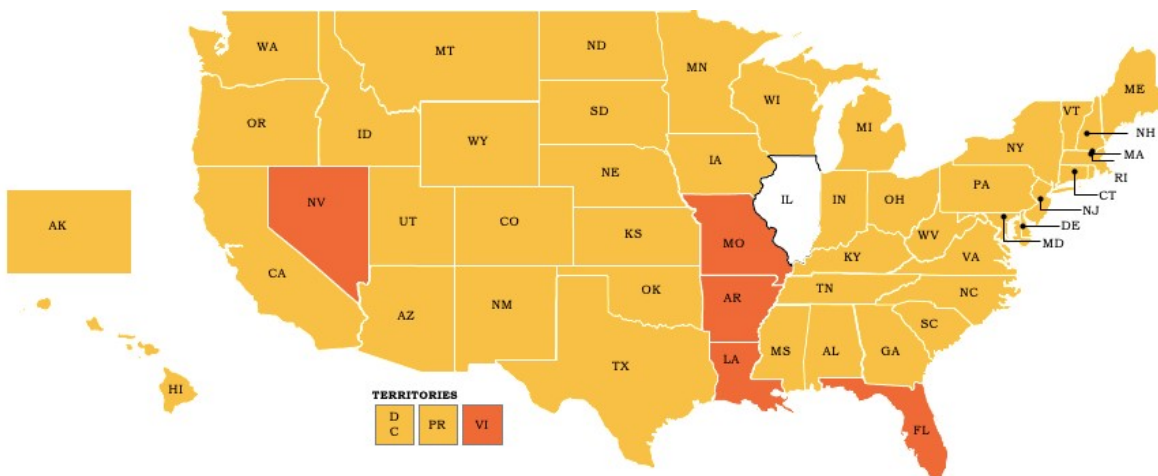
Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Friday, July 23, 2021 9:27 AM
Subject: All Staff - COVID 19 Travel & Quarantine Guidelines
Attachments: COVID-19 Travel and Quarantine Guidelines 7-23-21.pdf

Effective this week, the CDC updated their guidelines and added 3 additional states to the travel advisory due to the increase in COVID-19.

- Fully vaccinated employees may travel anywhere in the US and are not required to quarantine.
- Unvaccinated employees traveling to [Arkansas, Missouri, Florida, Louisiana, and Nevada, and the U.S. Virgin Islands](#), must quarantine for a 10-days upon return.



Returning Chicago residents and out-of-state visitors arriving in Chicago are urged to get vaccinated and abide by all remaining federal, state, and local safety measures. CDPH continues to stress the importance of getting vaccinated for COVID, and adherence to all masking guidelines for travel. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations. It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.

This list is effective through August 3, 2021. A copy of this document may also be found on SharePoint.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Wednesday, July 28, 2021 4:06 PM
To: Dave Della Terza
Subject: COVID-19 Mask Update

All Staff,

Yesterday, the Illinois Department of Public Health [updated](#) their mask recommendations to coincide with current CDC guidance – recommending that everyone, in areas of substantial COVID spread and regardless of vaccination status, wear a mask when indoors and close to others.

Will and DuPage Counties recently entered the “substantial” category (you can follow county updates on [this website](#)).

In accordance with these new recommendations:

- I would like to recommend vaccinated staff wear their masks indoors when around others.
- Unvaccinated staff are still required to wear masks indoors when around others as well.
- We will also be updating signage at all 3 of our locations recommending that customers wear masks regardless of vaccination status.

We will continue to monitor the situation and adapt our procedures based on guidance at the state or national level. Thanks for your assistance in keeping the library a safe and welcoming environment.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Tuesday, August 3, 2021 5:00 PM
To: Dave Della Terza
Subject: Library COVID Update 8/3/20

All Staff,

You may have seen that the City of Naperville started requiring visitors to wear masks in City buildings starting today. Because the Libraries are not City buildings, we make our own determination on mask wearing. At this time, **we will continue to follow State guidelines** regarding mask use in our buildings. Currently, the State is strongly recommending, but not requiring, vaccinated people to wear a mask indoors.

For the time being, the Library:

- Strongly recommends all customers wear masks, regardless of vaccination status.
- Strongly recommends all vaccinated staff wear masks.
- Requires all unvaccinated staff to wear masks.

While the Library is often in sync with what the City is doing, our usage is different from the City's so sometimes we take a different approach. For instance, the City closed many of their buildings late last year while we remained open with mitigations. No decision is right or wrong; each organization needs to make the decision that is best for them at any given time.

We will be talking about masks at Friday's Leadership Team meeting to determine if we want to make any changes to our current procedures. As has been the norm this past year and a half, the situation can and likely will continue to evolve. Please know that Library leadership is having ongoing conversations and are working to stay abreast of changing circumstances. We will continue to provide updates as changes occur, and you can always reach out to your supervisor with any feedback. Thanks,

Dave Della Terza

Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Dave Della Terza

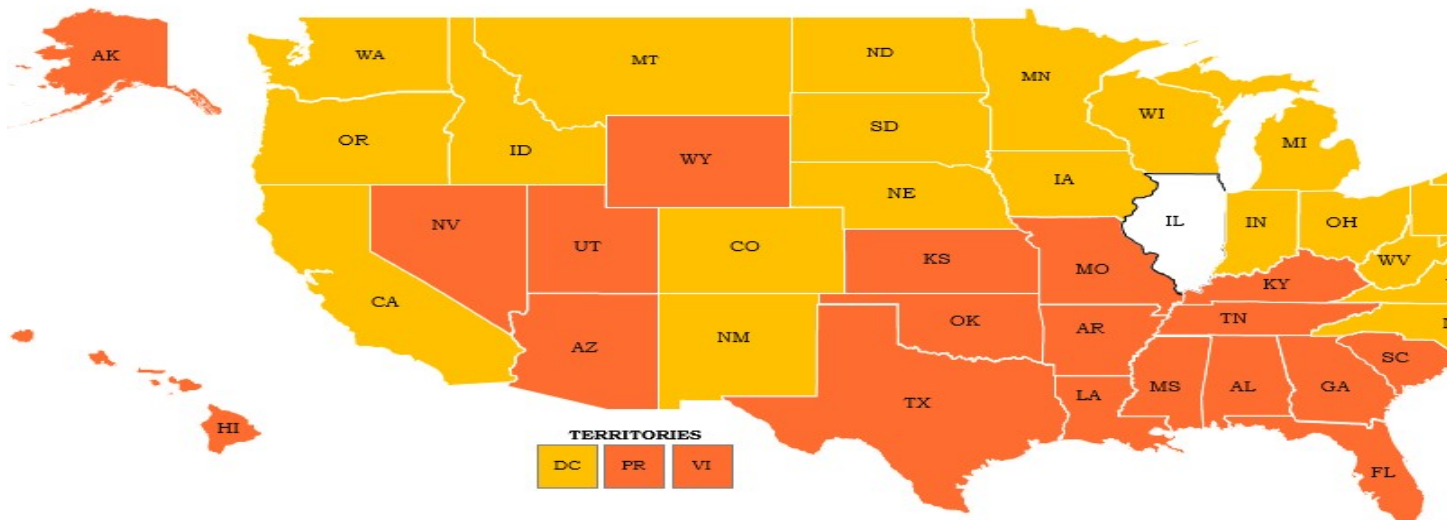
Naperville Public Library
Executive Director
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, August 3, 2021 5:10 PM
Subject: All Staff - COVID 19 Travel & Quarantine Guidelines - 8/3/2021
Attachments: COVID-19 Travel and Quarantine Guidelines 8-3-2021.pdf

Effective this week, the CDC updated their guidelines and added additional states to the travel advisory due to the increase in COVID-19 and Delta Variant.

- Fully vaccinated employees may travel anywhere in the US and are not required to quarantine.
- Unvaccinated employees traveling to [Alabama, Alaska, Arizona, Arkansas, Florida, Georgia, Hawaii, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Nevada, Oklahoma, South Carolina, Tennessee, Texas, Utah, Wyoming, Puerto Rico, and the Virgin Islands](#) must quarantine for a 10-days upon return.



Returning Chicago residents and out-of-state visitors arriving in Chicago are urged to get vaccinated and abide by all remaining federal, state, and local safety measures. CDPH continues to stress the importance of getting vaccinated for COVID, and adherence to all masking guidelines for travel. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations. It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.

This list is effective through August 17, 2021. A copy of this document may also be found on SharePoint.

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, August 6, 2021 3:37 PM
To: Dave Della Terza
Subject: Labor Day Parade

As Labor Day approaches, I wanted to let all staff know we've decided that the Library is not going to participate in the annual Labor Day Parade. With the current COVID increases, we thought it would be a good year to sit out the parade rather than be a part of the large crowd of people. It also gives us a chance to think about any changes we want to make to the parade for subsequent years.

I know many staff enjoy participating in the parade, and we look forward to participating again in 2022.

In November, we are still currently planning to participate in the nighttime parade the day after Thanksgiving. As we get closer to that date, we'll evaluate the situation to decide how to proceed as well.

Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Monday, August 9, 2021 1:08 PM
To: Dave Della Terza
Subject: Library COVID Update 8/9/21

All Staff,

As the COVID landscape changes, many organizations are adjusting their procedures, and our Leadership Team recently spoke about whether we want to make adjustments as well. **Starting tomorrow, we are asking all vaccinated staff to return to wearing masks indoors.** Unvaccinated staff should continue to wear masks as well, per state guidelines.

We are making this change in light of the CDC guidance about masking while indoors in areas with high or substantial transmission, which encompasses both [DuPage and Will counties](#). I want to stress that there are some exceptions to the staff mask rule, just as there were some exceptions when we previously required masks for all. This includes if someone is in a room by themselves, spread very far apart from another person, or when someone is eating or drinking. If you have any questions about your department or a particular situation, please talk with your supervisor.

At this time, we are not going to require masks for customers using our library but we will continue to strongly encourage them. Businesses can no longer point to a mask mandate at the State level, so enforcing a mask mandate for customers would become difficult for front-line staff to manage. We are also mirroring many retail and public service environments which are now strongly encouraging masks for customers, but requiring them for all staff. I think that when customers see staff wearing masks, it will also encourage them to do the same.

I also want to emphasize the importance of getting vaccinated, as the large majority of people hospitalized with COVID are unvaccinated people. It is also important to stay home when you are sick and to get tested if you are experiencing COVID symptoms. All staff have sick time to utilize and we want you to take care of yourself when you're not feeling well. Finally, it's important to continue to wear our masks properly, like in the picture below.

If and when the landscape changes (for instance if we are no longer in the substantial or high transmission levels), we will continue to make adjustments to our procedures. I know this is a difficult reality we continue to navigate, and there are many different trains of thought on how to handle this. Thank you for your support and understanding that we are putting measures in place that we believe are reasonable and help promote the wellbeing of staff.



Dave Della Terza

Naperville Public Library

Executive Director

630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Dave Della Terza
Sent: Friday, August 13, 2021 9:56 AM
To: Dave Della Terza
Subject: August 18, 2021 Board Packet
Attachments: August 18, 2021 Board Packet.pdf

All Staff,

The packet for the August 18, 2021 Board Meeting is attached to this email. It can also be viewed [on our website](#). The meeting will be held online, so you can watch it live at www.youtube.com/napervillelibrary or view it online following the meeting.

Dave Della Terza

Naperville Public Library

Executive Director

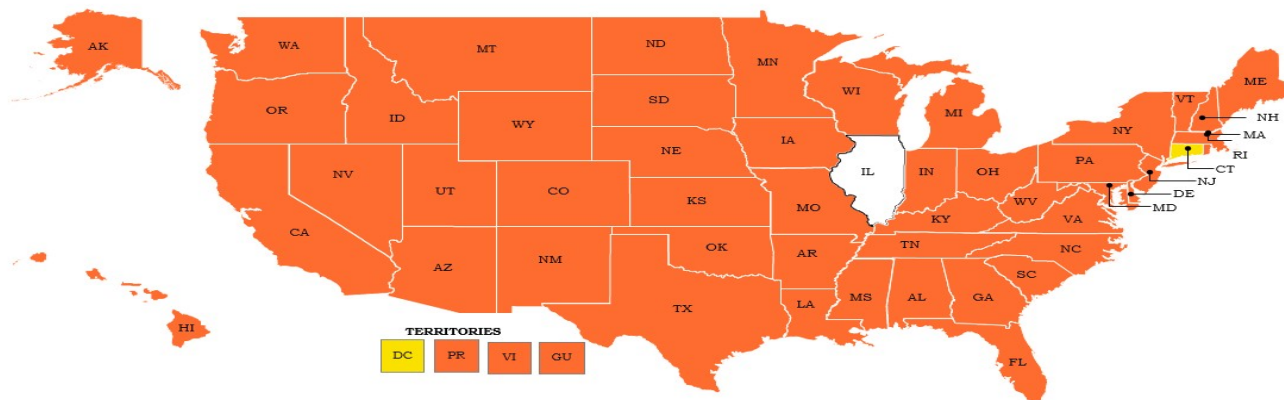
630-637-6100 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Tuesday, September 14, 2021 2:50 PM
Subject: All Staff - COVID 19 Travel and Quarantine Guidelines
Attachments: COVID-19 Travel and Quarantine Guidelines 9-14-2021.pdf

Effective this week, the CDC updated their guidelines and added additional states to the travel advisory due to the increase in COVID-19 and the Delta Variant. Fully vaccinated employees may travel anywhere in the US and are not required to quarantine. Unvaccinated employees traveling to all US states and territories, except for Connecticut and the District of Columbia, must quarantine for 10-days upon return.

All travelers are advised after travel to monitor themselves for COVID-19 symptoms, isolate and get tested if they develop symptoms.



Returning Chicago residents and out-of-state visitors arriving in Chicago are urged to get vaccinated and abide by all remaining federal, state, and local safety measures continues to stress the importance of getting vaccinated for COVID, and adherence to all masking guidelines for travel. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations. It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.

This list is effective through September 28, 2021. A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

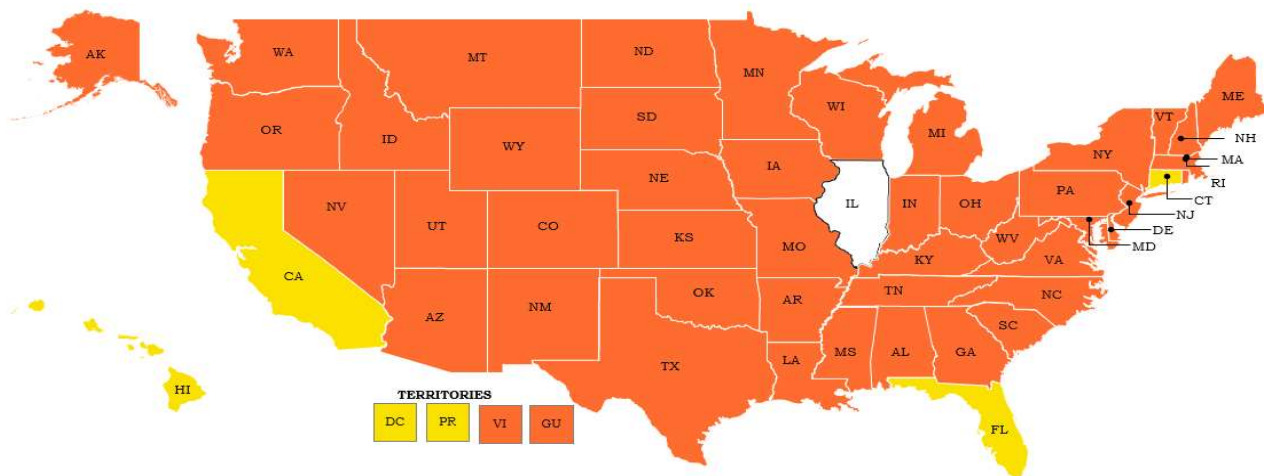
Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9B0E497D6E0F4EC091D67A8122F18683-VANESSA ALC
Sent: Friday, October 22, 2021 9:06 AM
Subject: All Staff - COVID 19 Travel and Quarantine Guidelines
Attachments: COVID-19 Travel and Quarantine Guidelines 10-19-2021.pdf

Effective this week, the CDC updated their guidelines and added additional states to the travel advisory due to the increase in COVID-19 and the Delta Variant. Fully vaccinated employees may travel anywhere in the US and are not required to quarantine. Unvaccinated employees traveling to all US states/territories, except for [California, Connecticut, District of Columbia, Florida, Hawaii, and Puerto Rico](#), must quarantine.

All travelers are advised after travel to monitor themselves for COVID-19 symptoms, isolate and get tested if they develop symptoms.



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A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

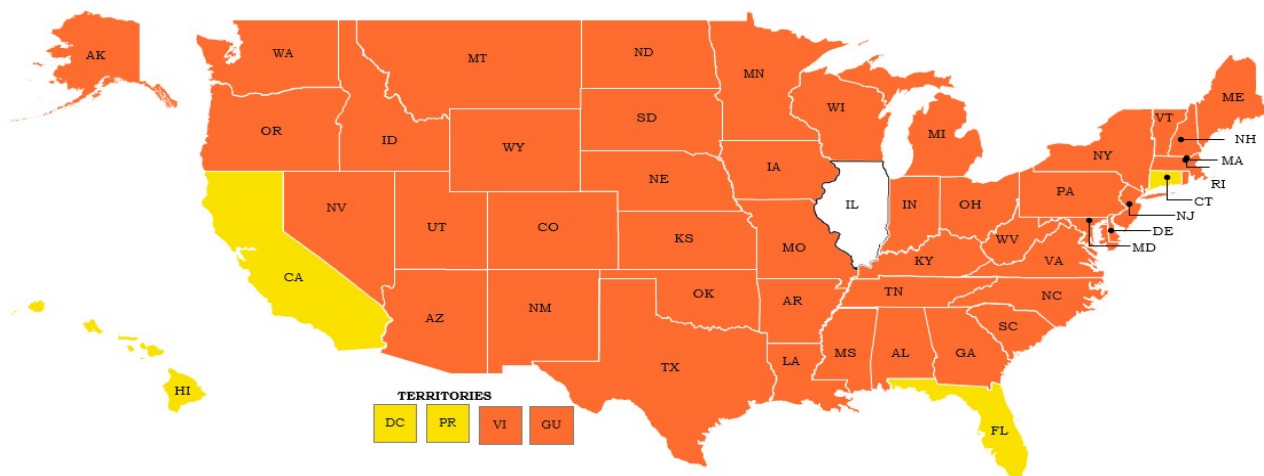
Naperville Public Library
Human Resources Manager
630-637-2229 | www.naperville-lib.org

Charles Kapachinski

From: Vanessa Alcorn
Sent: Friday, October 22, 2021 10:18 AM
Subject: All Staff - COVID 19 Travel and Quarantine Guidelines
Attachments: COVID-19 Travel and Quarantine Guidelines 10-19-2021.pdf

Effective this week, the CDC updated their guidelines and added additional states to the travel advisory due to the increase in COVID-19 and the Delta Variant. Fully vaccinated employees may travel anywhere in the US and are not required to quarantine. Unvaccinated employees traveling to all US states/territories, except for [California, Connecticut, District of Columbia, Florida, Hawaii, and Puerto Rico](#), must quarantine.

All travelers are advised after travel to monitor themselves for COVID-19 symptoms, isolate and get tested if they develop symptoms.



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A copy of this document may also be found on SharePoint.

Thanks,

Vanessa Alcorn

Naperville Public Library
Human Resources Manager
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