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To: [Hshsl-All Staff](#)
Subject: Working From Home Week 24
Date: Thursday, August 27, 2020 5:24:46 PM

Greetings from Week 24.

I am taking tomorrow off so thought I better get this out tonight.

Lots of bureaucratic stuff:

1. Speaking of taking time off. There are some of you with ginormous (a Christina word) leave balances. Use up your leave. Begin taking time off. **There is no guarantee that as it gets close to the holidays, you will be allowed to take time off and you will lose vacation time.** If we have learned anything from COVID-19 – there is no certainty and we never know what is going to happen. So use up that personal leave and holiday leave because that cannot be carried over. Look at leave projections on your time sheets. If you are anywhere near 400 hours, get to work taking time off. If you need to strategize about your leave balances, contact Christina, she knows her leave time stuff!
2. Speaking about Christina, please pay attention to her emails about required training because, well...they are required!
3. Two policies to pay attention to:
 - a. The first has to do with just dropping into the library. As of August 12, no one is allowed to just drop in to pick up materials or just visit. Here is the link to the policy: <https://www.umaryland.edu/coronavirus/content/testing-hygiene-and-health/do-i-need-to-be-tested-for-covid-19-if-i-am-coming-to-campus-for-a-short-period.php> You need to have filled out the SAFE form, and inform your supervisor that you would like to stop in. They will respond and cc me so that we have a record of who was in the building. And you must adhere to all the university guidelines – masks, distancing, eating, etc. This applies to BRIEF visits (I would say ½ to one hour) - not spending the day. If you need to be in longer, or plan on returning, you will need a COVID test.
 - b. The other policy has to do with infrequent visitors which would apply to any guest (non-UMB) you might think about bringing with you. As of August 25: <https://www.umaryland.edu/coronavirus/content/campus-operations/what-are-the-visitor-health-and-safety-recommendations.php>
4. You should all be tied into the SAFE system.
5. I hope you all saw the pictures Steve and Erin shared about the Black Lives Matter banner on our Tower – one of the most prominent corners in the City. UMB installed it and I am so proud they selected our Tower – it is quite a sight. Additional pictures can be found [here](#) . You may have to login with your UMB ID
6. And of course, you all heard, because I shouted loudly in email yesterday, that the HS/HSL won the UMB Walking Challenge and received a fine virtual trophy. It was a great supportive team effort we are hoping we can replicate just for the library. This ranks right up there with when the HS/HSL Informers won the softball championship.
7. Stay tuned for an email from Thom. He is working on a project to capture our library team in

their UMB face masks. I will let him explain.

- Monday starts our two week prep countdown to our limited reopening on 9/14. **Thanks** to everyone coming in and **thanks** to those who helped guide us regarding all the issues surrounding this. Lots to do. Lots to learn.

I am not sure if this week's cartoon is funny or not. It may be too close to the truth!



*"I can't remember—do I work
at home or do I live at work?"*

Stay safe and well!

M.J.

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