



# DIRECTOR'S MONTHLY REPORT

## MAY 2020

### ACTIVITIES

May was a challenging month for us. We had to **create detailed safety procedures** and make sure all staff were trained before they entered the building. We had to **develop curbside pickup**, a totally new service, without actually being in the building to figure out details. We had to **create work schedules and teams** to minimize the number of staff in the building while still having enough to offer a service we've never offered before. And we had to **learn and navigate new laws** regarding employee leave while doing all the above and continuing the virtual services we launched in the past two months. The Management Team and PICs (persons-in-charge) really stepped up to make all of this happen while working remotely. Rather than summarize all the procedures and guidelines here, I will share the information packet we created for staff at the end of my report.

### EXTERNAL MEETINGS

All meetings were conducted virtually.

- North Suburban Directors, 5/4 and 5/11
- Rotary Club, 5/7 and 5/21
- Renovation Planning meeting, 5/7
- ILA Board Meeting, 5/8
- CCS Governing Board, 5/20
- Foundation Board, 5/21
- "Returning to Work: What You Need to Know" webinar, 5/22
- POC Board Executive Committee, 5/27

### UPCOMING ACTIVITIES

We are launching curbside service June 2. We anticipate a high demand in the first week, but hope that it will level off afterward. The service looks to be fairly staff-intensive, requiring a minimum of 12 staff in the building. We'll be relying heavily on our PICs to coordinate staff activities each day.

At the same time, the Management Team will begin planning for reopening our three buildings. Branch hours and reopening will depend upon when our landlords (Hoffman Estates Park District and Northwest Community Hospital) will allow us back into the building and what guidelines and restrictions they put in place. At the Main Library, we hope to continue some curbside service hours even after the building has reopened, to accommodate those who prefer not to come in. Much will depend on the staffing we have available.

*Jeannie Dilger*



# Curbside Service Information Packet for Staff

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# Curbside Pickup Scripts

## Phone Auto-Attendant Script

*"Thank you for calling the Palatine Library District. At this time, we are only open for curbside pickup at the Main Library Monday through Saturday, 11am-5pm.*

*Press 1 for assistance placing holds for curbside pickup. (Will be routed to DMC, PMD, and ISD hunt group.)*

*Press 2 if you are here to pick up holds that are ready for you. (Will be routed to Circ Desk.)*

*Press 3 to dial an extension.*

*Press 4 for all other calls. (Will be routed to DMC, PMD, and ISD hunt group.)"*

## Script for Patrons Calling to Place Holds

Phones Staff, stationed at DMC, PMD, or ISD

*"Good morning/afternoon, Palatine Library, how may I help you?"*

Assist patrons with placing holds on items. Be prepared to do some readers advisory and make suggestions for those who are normally browsers.

*"You will be notified when your items are ready for pickup. Do we have your email on file?"*

Confirm email or let them know to wait for a phone call.

Explain the basics of curbside pickup: *"When you have been notified that your items are ready, you can come to the Library Monday through Saturday, 11am – 5pm. Please don't come to the curb; instead pull into the west parking lot first and call us from your cell phone."* If they don't have a cell phone, ask them to call us immediately prior to leaving their home.



## Script for Hold Notification

Checkin Staff, stationed in Circ Workroom

*“Good morning/afternoon, this is the Palatine Library calling. The item(s) you reserved is/are available for curbside pickup at this time. They will be held for 7 days. The current curbside pickup hours are Monday through Saturday, 11am – 5pm. Please feel free to call us at 847-358-5881 if you have questions. Thank you.”*

## Script for Patrons Picking Up Holds

Checkout Staff, stationed at Checkout Desks

*“Good morning/afternoon, Palatine Library, how may I help you?”*

Patrons indicates they are in the west lot ready to pick up items.

*“May I have your library card number?”* If they don't have it, it's fine to look them up by name and verify by asking their address.

Place patron on hold and retrieve items from the hold shelf. Return to the call and confirm with the patron as you check them out.

*“What type of vehicle are you driving?”*

Place items in paper bag with vehicle info and last name written on outside. Tape the red quarter-sheet “Safe Handling of Materials” to the outside of the bag.

*“I have your items ready. Please pull into the garage. At the bottom of the ramp, there is a book drop box on the left where you may deposit any returns. Continue to the right though the garage and make a right turn onto North Court. Pull up next to the curb in front of the building, as far as you can so that other patrons can fill in behind you. Pop open your trunk or hatch and wait for staff to bring items out. Please remain in your vehicle.”*

If their vehicle does not have a trunk, or if they are on foot/bicycle, explain that items will be placed on a table. They should wait until staff have moved away to claim the items.

*“Thank you. We hope to see you again soon.”*



## Curbside Staff Tasks Process (Step-by-Step)

Step	Staff needed?	Position?
<b>1 Patron Places Hold</b>		
1.2 Patron places hold online	no	
1.2 Patron places hold on the phone	yes	Phone
1.3 patron needs help before placing hold	yes	Phone
<b>2 Hold is triggered</b>		
2.1 hold list needs to be created	yes	Check out
2.2 hold needs to be pulled	yes	Shelver/Pick List
2.3 hold needs to be triggered	yes	Check In
2.4 patron with no email needs to be called	yes	Check In
2.5 hold needs to be shelved in holds area	yes	Check out
2.6 expired holds need to be taken out	yes	Check out
<b>3 patron comes to pick up hold</b>		
3.1 patron calls library to say they are there	yes	Check out
3.2 hold is located	yes	Check out
3.3 item is checked out	yes	Check out
3.4 item is wrapped or put in bag	yes	Check out
3.6 staff delivers items		Runner
<b>4 patron returns item</b>		
4.1 patron returns items to book drop locations	no	
4.2 staff retrieves items from bins	yes	Returns
4.3 staff quarantine items for 3 days	yes	Returns
4.4 items get checked in	yes	Check In
4.4 staff sorts items	yes	Check In
4.5 staff reshelves items	yes	Shelver/Pick List

Task / Job Role	#	Location
Phone People	3	PMD/DMC Desks
Stacks People	3	Stacks
Check Out/Holds People	3	Circ Desk
Check In People	2	Circ Workroom
Returns	1	Facilities/Garage
TS	1	TS workroom
Runner	1	Lobby/entrance
<b>TOTAL DAY</b>	<b>14</b>	

**Curbside Staff Tasks  
Positions**

Position	# Staff	Tasks	Locations	Other Comments	Recommended Departments to Fill Position
Phones	3	Takes reference/RA calls, places holds or retrieves requests from shelves	PMD/DMC Desks	Script provided, possibly Q and A	Mainly PMD/ISD  Needs to know Sierra, Familiar with Library services and policies, Preferably RA/Ref skills, Good communication, Good customer service
Shelver / Pick List	3	Pulls holds from hold list; shelves materials	Stacks	where are ready to be shelved carts going to live?	Any Department  Needs to be able to locate and shelve library items - low training needs
Check Out	3	Answers vehicle calls, locate holds on hold shelf, check out items, bags holds for runner, shelves triggered holds in holds area, check for expired holds, create hold lists for stacks people	Circ Desk	Script needed, possibly Q and A	Mainly Circulation Staff  Needs to know Sierra, Needs to know check out and holds rules/process, Needs customer service skills
Check In	2	Sort quarantined books into carts, checks in, triggers holds, notifies patrons w/no email, sort materials to be shelved	Circulation Workroom	script needed, possibly Q and A	Circulation Staff as primary, can be paired with another department member as second  Sierra knowledge needed especially to process holds, but training on scanning items is low.
Returns	1	Checks bins for returns, quarantines materials, may assist with traffic flow	Facilities/outside	Might need more gloves, masks for this position, Exempt from runner,	Facilities/Security, other staff can be trained
TS	1	Order, receive, catalog, and process materials	TS workroom	possibly 2 TS ppl a day?	TS staff need to know how to order, receive, catalog, and/or process materials
Runner	1	Bags/wraps items, delivers items to patrons	Lobby/Entrance	Rotated position, is pulled from other positions (except Returns)	Any Department

**TOTAL / DAY                    14**

### Curbside Staff Tasks Location Assignments

		Phones			Check Out			Shelvers/Pick List			Check In		TS	Returns
		Location: PMD Desk, DMC Desk, ISD Desk			Location: Circ Desk			Location: Stacks			Location: Circ Workroom		Loc: TS	Loc: Garage+
		Phone 1	Phone 2	Phone 3	Check Out 1	Check Out 2	Check Out 3	Shelver 1	Shelver 2	Shelver 3	Check In	Check In	TS Workroom	Returns
PREP	10 am - 11 am	DMC	PMD Desk	ISD Desk	Circ Desk	Circ Desk	Circ Desk	Stacks	Stacks	Stacks	Circ Workroom	Circ Workroom	TS Workroom	Garage+
	11 am - 12 pm	DMC	PMD Desk	ISD Desk	runner	Circ Desk	Circ Desk	Stacks	Stacks/ back-up runner	Stacks	Circ Workroom	Circ Workroom	TS Workroom	Garage+
PUBLIC PICK-UP	12 pm - 1 pm	DMC/ lunch	PMD Desk	ISD Desk	lunch / Circ Desk	Circ Desk/ lunch	Circ Desk	Stacks/ lunch	Stacks	Stacks	lunch/ Circ Workroom	Circ Workroom/ back-up runner	runner	lunch/ Garage+
	1 pm - 2 pm	DMC	lunch/ PMD Desk	ISD Desk/ lunch	Circ Desk	Circ Desk	lunch/ Circ Desk	Stacks/ back-up runner	lunch /Stacks	Stacks/ lunch	runner	lunch/ Circ Workroom	lunch/ TS Workroom	Garage+
	2 pm - 3 pm	runner	PMD Desk	ISD Desk	Circ Desk	Circ Desk	Circ Desk/ back-up runner	Stacks	Stacks	Stacks	Circ Workroom	Circ Workroom	TS Workroom	Garage+
	3 pm - 4 pm	DMC	PMD Desk	ISD Desk/ back-up runner	Circ Desk	runner	Circ Desk	Stacks	Stacks	Stacks	Circ Workroom	Circ Workroom	TS Workroom	Garage+
	4 pm - 5 pm	DMC	PMD Desk/ back-up runner	ISD Desk	Circ Desk	Circ Desk	Circ Desk	Stacks	Stacks	runner	Circ Workroom	Circ Workroom	TS Workroom	Garage+
CLEAN UP	5 pm - 6pm	DMC	PMD Desk	ISD Desk	Circ Desk	Circ Desk	Circ Desk	Stacks	Stacks	Stacks	Circ Workroom	Circ Workroom	TS Workroom	Garage+

**Notes**

This schedule is zone based. It shows physical locations where staff will work in the day. Tasks for each area are listed in Positions tab.



# Curbside Testers

## Instructions for Staff

Between May 26-June 1, we have invited trustees and family members of staff who are resident cardholders to help us test curbside service. They will need to pass their name along as someone interested in being a tester. Jeannie will send them an email explanation in advance.

For the most part, you will handle curbside testers the same way you will once we go live with the service, but there are a few exceptions.

1. Curbside testers will receive an email explaining what they should do.
2. Jeannie will share the list of testers with the PICs.
3. When the holds list has been processed, PICs will identify any items that are ready for curbside testers. Testers will then be called to schedule a pickup time during the testing period of May 26-June 1. Note pickup time and date on the whiteboard. Try to schedule no more than *four* testers per day, in order to spread them out over the whole testing period.
4. When the curbside tester arrives at the Library, they will identify themselves as testers when they call.
5. We won't yet have signage displayed in the parking lots. The Check Out person who answers the phone will have to clearly explain the process, where to drive, etc. Refer to the script for directions.
6. Please remind the patron to email [director@palatinelibrary.org](mailto:director@palatinelibrary.org) (or respond to Jeannie's original instruction email) once they get home. Quick feedback is essential to help us tweak our procedures before we open curbside service to the public on June 2.

The instruction email that patrons will receive is on the back of this document.





## Email to Trustees and Family

Thanks for agreeing to be a Curbside Tester. You will help library staff work out any kinks in our curbside pickup process, while getting some books, movies, and music to take home! Here's what we need you to do.

### **Place Requests**

You may place holds in the online catalog at any time by visiting [www.palatinelibrary.org](http://www.palatinelibrary.org). We encourage you to place your holds over Memorial Day weekend or as soon as possible thereafter. It's also helpful if you can place holds on multiple items.

If you need help placing holds, call the Library during the week of May 26-30. (Note that we are closed for Memorial Day on May 25.) Identify yourself as a Curbside Tester, and indicate you need some help placing holds. You will be transferred to a staff member who can help you.

If you have items currently waiting on the hold shelf, you'll be able to pick those up as well.

### **Pick Up Items**

When your items are ready, you'll receive a call to schedule a pickup time. Let us know when you plan to pick up the items. (Normally you wouldn't need to do this, but it will help us during testing week.) You may pick up any day between May 26-June 1, 11am-5pm.

At your scheduled time, come to the Main Library. Park in the west parking lot and call 847-358-5881 ext. 4.

Identify yourself as a Curbside Tester, and indicate you are here to pick up items that are ready for you. A staff member will take your information and check out your books. They should then direct you to drive thru the garage and turn right onto North Court to pull into the curb cut.

If you have materials to return, drop them off in the garage book return as you drive thru the garage.

Pull into the curb cut on North Court and pop your trunk. Please remain in your car. A staff member will come out to your car to place items in the trunk.

**DOUBLE PRACTICE:** If you have the time, we'd really appreciate it if you could give us a chance to practice with multiple staff. To do so, let us know when you call from the west parking lot that you'd like to go through twice. One staff member will bring out half your holds the first time, then you'll circle back around for another staff member to bring out the other half of your items.

### **Follow-Up**

Please email me later that day at [director@palatinelibrary.org](mailto:director@palatinelibrary.org) to let me know how it went. We want to know what worked well and what didn't work so well or was confusing. That will give us time to tweak our procedures before we go live for the public June 2.

Thanks again for your assistance!

## CURBSIDE TESTER SCHEDULE

May 26-June 1

TIME	TUE 5/26 - TEAM B	WED 5/27- TEAM C	THU 5/28 - TEAM D	FRI 5/29 - TEAM E	SAT 5/30 - TEAM F	MON 6/1 - TEAM A
11 am - 12 pm						
12 pm - 1 pm						
1 pm - 2 pm						
2 pm - 3 pm						
3 pm - 4 pm						
4 pm - 5 pm						

### INSTRUCTIONS:

Spread appointments evenly over the week. For example, if Tues-Fri already have appointments scheduled, ask the tester to come Sat or Mon. Given the number of volunteers, you may wish to start with no more than four testers per day.

Write the tester's name in the time slot.

Tell the tester they can come any time during their hour.



## Curbside Pickup Webpage

<https://www.palatinelibrary.org/curbside>

We are glad to announce new Curbside Pickup service starting on Tuesday, June 2

Open for Curbside Pickup Only:

**Monday – Saturday: 11:00 a.m. until 5:00 p.m.**

Palatine Library District cardholders may request items from the **Main Library ONLY** for curbside pickup. Patrons can place a hold on items they want, and then pick them up after they are notified the items are ready.

### Curbside Pickup - Frequently Asked Questions

**Beginning May 20, we will begin accepting material returns at the Main Library in order to prepare.**

**Beginning May 26, call 847-358-5881 if you need assistance placing holds.**

#### **For Assistance Now**

Web Chat: Click on **How can we help?** at the bottom right of your screen.

Text chat: 847-979-4555

Email: [palatine@palatinelibrary.org](mailto:palatine@palatinelibrary.org).

**Due dates for materials are extended through June 30.**

**Current items on Hold will be available for seven days after June 2.**



## How to Request Curbside Pickup

- Visit [palatinelibrary.org](http://palatinelibrary.org) and log onto **My Account** with your library card number and PIN. **Curbside Pickup is only for Palatine Library District cardholders.**
- Search the catalog for desired titles and select **Request It** for pickup at Main Library only. **Branch materials, equipment, and Library of Things will not be available for check-out at this time.**
- You can also call **847-358-5881** during the hours above for assistance placing holds. **Press 1 for help placing a hold.**
- **You will be contacted when your items are ready for pick-up. If you do not receive confirmation, we may not have located your items.**
- **Grab-bag Service**  
Do you need some book suggestions, or a handful of mystery books to choose from? Let staff know what you are interested in when you call. We can put together a grab-bag of titles based on your needs.

## How to Pick Up Your Items

- Once you've received an email or call that your items are ready, come to the **Main Library no sooner than 11:00 a.m. and park in the WEST PARKING LOT.** (follow signs) **Items will be held for seven days.**
- **Call 847-358-5881 and Press 2 for Holds Pickup.** Let staff know you have arrived at the Library to pick up your items. You will need your name and library card number.
- **DROP OFF ANY MATERIALS** in the Drive-up Drop in the underground parking garage. **We are not accepting book donations currently.**
- Park at the **FRONT OF THE MAIN BUILDING.** Staff will bring your hold items out to your vehicle and place them in the trunk. **Staff will not be handing you your items in order to maintain a 6-foot safe distance.**
- If you do not have a vehicle to drive up, there will be a table set-up in front of the building for **WALKUP PICKUP.** You will still need to call ahead for staff to bring your items out for pickup.
- Items checked out through Curbside Pickup are due within 28 days. You will receive an email notification two days before your items are due.



## Safety of Staff, Patrons, and Materials are Critical

- Using disinfectants is not good for library materials. Therefore, all returned items will be quarantined for seven days before being checked in. Please use your best judgment when handling materials.
- Staff will be wearing masks and gloves for protection.
- We will maintain a 6-foot minimum safe distance for social distancing.
- We appreciate your patience as we start this new service and make adjustments as needed.



# Safety Procedures for PPLD Staff

We will begin to have staff working in the building beginning Monday, May 18, to get used to being back in the building and to prepare for curbside delivery and opening to the public.

## Before May 18

Before your first day back, plan to watch the safety videos and read the documents below on gloves, handwashing, and face masks. These documents will also be posted on our new intranet. Watching all videos and reading all documents should take about 60-90 minutes.

Also plan to attend the Friday, May 8 Director's Chat at 9am ([https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Nzc3MTImMjQtYTZhYy00NTY1LTkxNTMtOTMOZWUzZTg0Mjk5%40thread.v2/0?context=%7b%22Tid%22%3a%22d8e03dd6-a8e3-4f0a-849d-b25536c1fc39%22%2c%22Oid%22%3a%22f195d8c1-a69d-4c84-9249-e78299c25dd1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Nzc3MTImMjQtYTZhYy00NTY1LTkxNTMtOTMOZWUzZTg0Mjk5%40thread.v2/0?context=%7b%22Tid%22%3a%22d8e03dd6-a8e3-4f0a-849d-b25536c1fc39%22%2c%22Oid%22%3a%22f195d8c1-a69d-4c84-9249-e78299c25dd1%22%7d)) or watch the recording posted afterward. The Director's Chat should take an hour or less.

For those who aren't able to watch these videos at home, you will watch it at the library on your first day back, before you start working.

## Arriving at Work

Each day you work in the building, we suggest you take your temperature at home, if possible. If you have a temperature of 100 or higher please call 847-358-5881 x125 to let us know you won't be in. We ask that you follow your doctor's advice from there.

Park in the parking garage and come up the staff elevator. When you get out of your car please have your face mask on. One person at a time in the elevator. If you take stairs from the parking garage you will have to be careful to keep the 6-foot distance from anyone else using the stairs.

Take your temperature before you punch in. (Training will be conducted on first day.) Use a wipe to wipe down the contact-less infrared forehead thermometer before using it. If you have a temperature of 100 or higher, notify the PIC that you are going home. If not, punch in using your assigned stylus. If you have not yet received a stylus, do not punch in but record your hours at home.

You will then wash your hands (for at least 20 seconds) and report to the Circ Workroom. The PIC will take attendance and confirm that you have attended training. You will be assigned a workstation and a cart for the day.

Staff will then be assigned duties for the day by the PIC. All staff should expect to work at least one hour that day on shelving materials. Circulation staff will focus on checkin and shelving. Other departmental staff can expect to have some time working in their own department. TS will be processing new materials and magazines. Facilities and Comms will be preparing signage for curbside pickup and social distancing inside the building. Please plan to stay for the whole day; volunteer to help other departments if you don't have enough work.



## Starting Work

Before starting work, put on your gloves. We will have available 1 pair of gloves for each employee for every hour you are scheduled to work so that you can change your gloves hourly, if you wish.

Wipe down the cart, keyboard, and phone before you start your shift. Your station should be at least 6 feet from any other staff member working that day. During the first week, Facilities staff will use tape to mark 6-foot boundaries around Circulation workstations.

You will be reminded to wash your hands every hour. We will also have hand sanitizer available at all public service desks and outside restrooms, as well as at the public entrance (once we open to the public). Staff are welcome to avail themselves of hand sanitizer, although we encourage you to wash your hands instead, as hand-washing is significantly more effective.

## If You Get Sick

If you start to feel sick while at work, notify the PIC immediately and go home. Employees should notify HR if they have COVID-19 symptoms or if they or anyone they live with has been diagnosed with COVID-19.



# Required Safety Training for PPLD Staff

## Hygiene Etiquette

[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Gloves

How to properly take gloves off: <https://www.youtube.com/watch?v=1zwmny4vwel>

## Hand Washing/Hand Sanitizer

<https://www.youtube.com/watch?v=S9s5CnQAwL4> - black paint demonstration video

<https://www.youtube.com/watch?v=3SfHdSHK-g0> - why it's important to wash hands properly video

<https://www.cdc.gov/handwashing/show-me-the-science-handwashing.html>

<https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html>

## Face Masks

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

How to properly take put on and take face masks off [https://www.youtube.com/watch?v=iGE5eny\\_9gA](https://www.youtube.com/watch?v=iGE5eny_9gA)

Keep glasses from fogging up while wearing a mask: <https://www.youtube.com/watch?v=KkP9gG-fXo0>

Cleaning/disinfection guidelines:

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)

## Illness

What to do if you are sick:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Caring for someone who is sick:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>





# PIC Checklist

Date: \_\_\_\_\_

PIC Names: \_\_\_\_\_

## Start of Day

\_\_\_\_\_ Attendance (write down names as you assign duties on back of this sheet) (check x125)

\_\_\_\_\_ Assign duties (write names as you assign duties on back of this sheet)

\_\_\_\_\_ Remind staff to wipe down workstations/carts and turn on walkies

\_\_\_\_\_ Give staff any necessary instructions from the day before. (check your email for these)

\_\_\_\_\_ Set out table and bins for public returns/pickups, check on cones and signage.

\_\_\_\_\_ Hand washing

## End of Day

\_\_\_\_\_ Follow PIC Closing Procedures

\_\_\_\_\_ Send email to PICs and Management Team

-any incidents

-any changes to procedures



# PIC Closing Procedures

May-June 2020

At the 10am briefing, ask everyone to report back to Circ Workroom at 5pm for debriefing.

## **Debrief**

Ask everyone how it went. Do a Plus-Delta exercise: “What went well? What should we change?” (One PIC can lead discussion, the other can take notes.)

Ask everyone to talk about their own comfort level: do they feel more comfortable than they did this morning? What concerns do they still have?

Make note of how many bins were checked in and how many carts were shelved. Feel free to ask people to share other accomplishments.

Thank everyone for their work today.

## **Closing**

Ask everyone to do the following:

- Leave notes for tomorrow’s team about anything they left unfinished.
- Turn off any computers, lights, and walkie talkies they turned on.
- Gather anything they need to take home for the next week.
- Check back in with a PIC to let them know they are leaving.
- Make a mental note of the time they are leaving, so they can record their time for today at home. (Or clock out, if styluses have been distributed.)

One PIC should send an email to the PIC email list, summarizing the debrief and passing along any other notes.

Facilities staff will have arrived early. They have been asked to stay until 6:00 pm to help PICs close if they can, but they can leave early if needed.

Once everyone else has left, PICs & Facilities will lock up the garage doors and exit thru the dock.

If you have an alarm code, go ahead and set the alarm as you leave. If not, don’t worry about it; the cleaning crew will be in later.