

Downers Grove Public Library
FOIA Office
1050 Curtiss Street
Downers Grove, IL 60515

November 8, 2021

To Whom It May Concern:

Pursuant to the Illinois Freedom of Information Act., I hereby request the following records:

Documents created or issued from February 15, 2020 to the date this request is processed related to novel coronavirus (Covid, Coronavirus, COVID-19, SARS-CoV-2) or any other contagious airborne pathogens and policies, procedures, and protocols to mitigate infections of COVID-19 or any other contagious airborne pathogens.

Please search specifically for:

- 1) Policies documents, including guidelines, protocols, directives, opinions, charts, diagrams, training manuals and/or instructions.
- 2) Communications sent to all staff describing any guidelines, protocols, directives, opinions, charts, diagrams, training manuals and/or instructions.
- 3) Documents posted for staff to see describing any guidelines, protocols, directives, opinions, charts, diagrams, training manuals and/or instructions.
- 4) Documents or webpages that include the term COVID posted to staff Intranet pages or other internal-only websites.
- 5) Any presentation materials, including PowerPoints, videos, & talking points, used to update staff on COVID mitigation policies.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Forest Gregg

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