



Two locations serving the communities of Granite City, Mitchell, and Pontoon Beach.

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Tina Hubert  
Executive Director

Forest Gregg

November 17, 2021

RE: FOIA Request for COVID 19 Protocols

Dear Mr. Gregg,

I write to you to respond to your "Illinois Freedom of Information Act. Request – COVID 19 Protocols" of November 9, 2021, 3:49 AM, and received in my office on that date, in which you submitted a FOIA request for:

*"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."*

Attached please find the response of the Six Mile Regional Library District to your FOIA request.

You have a right, under the law, to seek a review of this response by the Public Access Counselor (PAC) in the Office of the Attorney General. The PAC may be reached by phone at (877) 299-3642, by email to publicaccess@atg.state.il.us, or by postal mail to Public Access Bureau, 500 S. 2<sup>nd</sup> Street, Springfield, IL 62701. You also have the right to seek judicial review under section 11 of the Freedom of Information Act.

If you have questions for our office, please contact me at (618) 501-4781, or by email at director@smrld.org.

Sincerely,

Tina Hubert  
Executive Director

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MISSION

*To make a significant difference in the everyday lives of the people, institutions, and communities of Granite City, Mitchell, and Pontoon Beach by listening, understanding, and then transforming needs into proactive library services.*