



**To:** All Employees  
**From:** Larry White, Executive Director  
**Date:** 05/18/2020, rev. 07/22/20, 05/26/21, 04/06/22, 07/19/22, **rev. 10/01/22**  
**Re:** Mandatory Requirement for Personal Protective Equipment (PPE)

At times, additional measures are necessary to protect the health and safety of our employees and customers.

**Effective October 1, 2022**, employees are no longer required to wear masks. The Library will continue to monitor guidance from regulatory agencies and reserves the right to reinstate mask wearing as conditions dictate. Employees are *highly encouraged* to keep distance between themselves and others in crowded areas or confined workspaces as much as possible.

Gloves will be worn when (rev. May 26, 2021):

- Handling newly returned library materials (e.g., bookdrop, front desk, sorter, etc.); and
- Cleaning and disinfecting work areas.

Staff may perform routine tasks without using gloves, provided work areas and equipment are sanitized following each use. Employees will have the option to wear disposable gloves supplied by the Library or purchase their own gloves. If purchasing gloves, employees will need to submit a receipt to the Business Office for reimbursement up to a maximum of \$20.00. Employees that experience any issues from wearing the gloves provided should contact the Human Resources department for further instructions. Any deviation from wearing gloves while working will result in progressive discipline up to and including termination of employment.

New employees will be required to complete mandatory PPE training prior to beginning work. As updated information becomes available from federal, state, and local authorities, the requirements for mandatory PPE may be revised.

It is incumbent on all of us to protect each other and our customers. I appreciate your dedicated service and continued support.