



March 11, 2020

Dear Valued Patrons,

Yesterday, Governor DeWine declared a state of emergency in response to the confirmation of three cases of COVID-19 in Cuyahoga County. This was done to create the flexibility his office needs to respond effectively in the coming days.

Today, Governor DeWine and the Ohio Department of Health (ODH) completed their Coronavirus (COVID-19) update. They confirmed a 4th case in the state of Ohio. However, the situation has now changed dramatically as this is the first case of "community spread" which is defined by the Centers for Disease Control and Prevention (CDC) as "spread of an illness for which the source of infection is unknown."

As concerns about COVID-19 grow, we are following the guidance of the Centers for Disease Control and Prevention (CDC) and taking precautions to make sure our staff and customers are safe and healthy.

We have a service called **Microshield 360** that uses a process to kill and then protect against bacteria, viruses, and microbes on our surfaces yearly (tables, chairs, and some of our carpeting, especially the Story Time rooms and public meeting rooms where children will regularly sit and play). Our last re-application of that was in November of 2019. The company also tests the surfaces throughout the year to verify it is working.

We have a great Building Services staff that cleans and disinfects daily. They are on premise and are available as needed if issues arise as well. Their cleaners also kill Coronavirus. We have a regular practice to clean and disinfect toys and games in the Children's area weekly and regularly launder the stuffed animals. We will be increasing our cleaning intervals and removing most of those toys/objects except the train table for the time being to help stop any spread of germs.

In addition, our Emergency Planning Team met earlier today to review our various policies and procedures as well as the CDC guidelines to recommend changes or point out any areas we may have missed.

We are paying extra attention to high-touch surfaces like door handles and light switches. We treated the keyboards and mice in our Computer Center and Training Labs with the Microshield360 and have Clorox wipes available for the public to wipe down equipment before using.

I think the message to "Wash Your Hands" has been ingrained in all of us at this point, but we have added increased signage encouraging proper hand washing techniques throughout our restrooms. We have ordered additional supplies of hand soap as well, because of the increased usage.



We encourage customers to wash their hands immediately upon entering the Library (or use hand sanitizer) and again after using Library computers or any other high-touch surfaces.

At this time, we plan to maintain our hours of operation and the Library will continue to offer all regularly scheduled events and programs. **Please keep in mind that some programs are offered by outside speakers. They can act upon what they feel is their own best interest and cancel programs. **

We have created a page on our website at <http://www.rrpl.org/covid19> that links to official sites from the CDC and the Ohio and Cuyahoga County Departments of Health. We will continue to use this page, our social media platforms, and email updates as needed to keep you informed of any changes to our scheduled events.

We want to reinforce that if you are not feeling well, you should stay home. All residents should implement the personal prevention protection methods used to prevent flu and other infectious diseases as recommended by the CDC:

- Wash hands often with soap and water for at least 20 seconds; dry hands with a clean towel or air-dry hands.
- Use alcohol-based hand sanitizer when soap and water are unavailable.
- Cover your mouth with a tissue or sleeve when sneezing or coughing.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay home when you are sick.
- Avoid contact with people who are sick.

Sincerely,
Jamie L. Mason