



To: Board of Directors  
From: Leslie Bednar  
Date: January 7, 2022  
Re: COVID-19 Procedures and IHLS Staff Safety Update

**CDC COVID-19 guidelines**

We have communicated to all staff the updated guidelines from the CDC on how to handle COVID-19 exposures and positive cases. There was an update on 12/30/2021 reducing the quarantine times and then another update on 01/04/2022 giving further clarification on those guidelines.

**Bi-weekly COVID-19 testing update**

As of January 6, 2022, we have completed 7 testing intervals for unvaccinated employees. The percentage of unvaccinated employees remains at 16% for an employee population of 98 employees. (As of 1/7/2022)

**COVID-19 exposures and cases**

We have seen a surge in COVID-19 exposures from the end of December into January with at least 14% of our population being exposed or testing positive.

**Remote work for January**

Due to the recent surge in COVID-19 cases and following with the guidance of the Illinois State Library, a memo was sent to staff allowing employees to work from home during the month of January if they wish to do so. Some employees have decided to continue working in the office.

**New hires and vaccinations and boosters**

Since the rolling out of our procedures on testing/vaccinations on September 10, 2021, all new hires have submitted a copy of their COVID-19 vaccination card showing that we have a 100% vaccination rate for all new employees. Additionally, many of our employees have also been boosted.

**Mask wearing in all IHLS Offices**

We are abiding by Governor J.B. Pritzker's mask-wearing policy indoors and currently all employees are wearing masks at all times in the building. We understand that the governor's ruling states masks may be taken off when in an office when you are alone. To be fair with all employees, even those that work in open areas, we are wearing masks at all times indoors except when eating or drinking.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

### **IHLS hosted vaccination & booster clinics at each hub location in December & January**

We had a total of 40 people, including both employees and the public, come into our hub locations for a vaccination and/or booster. We have heard from many employees that this was a great benefit to get their booster while at work.

### **Occupational Safety and Health Administration (OSHA) emergency temporary standard updates**

Litigation update on November 12, 2021, the U.S. Court of Appeals for the Fifth Circuit granted a motion to stay OSHA's COVID-19 Vaccination and Testing Emergency Temporary Standard.

On Jan. 7, the U.S. Supreme Court will review the legality of two emergency temporary standards from the Occupational Safety and Health Administration (OSHA) intended to control the workplace transmission of COVID-19.

### **Changes that have been made to our current procedures:**

- We will be changing from bi-weekly to weekly testing for unvaccinated workers beginning February 1, 2022.
- If an employee decides to get vaccinated, IHLS will allow up to 4 hours for travel time and the time it takes to get the vaccination to comply with the OSHA ETS standard.
- For consistency purposes, we have decided to adhere to the new OSHA Emergency Temporary Standards if our employee population is from 95-100 employees. We understand that this mandate falls under the 100 or more-employee headcount rule.