



At the Maryland Book Bank, we care about the health and safety of the children, educators, and colleagues we serve and work with. It is our responsibility as a socially conscious organization to prepare for the impact of COVID-19 and to share with you how we are doing our part to flatten the curve. We are closely monitoring and following directives from the World Health Organization (WHO) and the Center for Disease Control (CDC). We remain committed to providing a safe and healthy work environment while also being a good global citizen to all the communities and readers that we serve.

As such, we have established a COVID-19 Response to manage and respond to the situation as it unfolds in real time.

#### Our Response

- We have amended our attendance and benefit plan to assist staff members who have been directly impacted by COVID-19, alleviating the financial concern of missing work.
- We have implemented rigorous and expanded cleaning protocols, including frequent sanitation of shared areas and amenities.
- We have mandated additional hygiene measures to ensure all employees frequently use sanitation stations and use hand sanitizer.
- We have limited the number of staff working in our offices through flexible work arrangements.
- We have transitioned all meetings to phone or video conferencing.
- We have postponed public gatherings, including on site book distribution, bookmobile visits and facility tours.
- We have cancelled all volunteer engagement.

#### A Final Thought

We are all in this together. As we look to readjust our daily schedules and routines to keep our loved ones, family, friends, and colleagues safe, we are here to support each other. Please let us know if there is anything our team can do to support you through these unprecedented times. Thank you for your support of the Maryland Book Bank. Mark Feiring  
Executive Director  
The Maryland Book Bank