

Staying Safe at IFLS

COVID-19 Guidelines

July 31, 2020

During the COVID-19 pandemic, IFLS has established safety protocols to protect the health of its staff, IFLS member libraries' staff and the public while we continue to provide services. The IFLS office is in Eau Claire County and is subject to its health regulations <https://www.eauclairewi.gov/government/our-divisions/health-department>. These regulations may change at any time.

Effective August 1, 2020 IFLS will be following the Governor's [Emergency Order #1](#) and require mask wearing in the office.

General Guidelines

1. Virtual/phone meetings are the preferred method of interaction between IFLS Staff and Library Staff to limit contact. If an in-person meeting/visit is needed or would result in a better interaction, then the guidelines below should be followed.
2. IFLS Staff reserve the right not to hold in-person meetings due to personal health and/or safety reasons.
3. Visits to the IFLS office, libraries, or other locations may be suspended at any time due to significant changes in the COVID levels within a county.

In the IFLS Office

1. Since many staff members are working from home you should schedule an appointment if you'd like to visit in person at the IFLS Office. Visits should be limited to one staff person per visit.
2. If you are meeting in an individual's office and you are unable to physically distance both parties will be required to wear a mask. We can provide you with a mask if you don't have one.
3. Individuals should use hand sanitizer or wash their hands upon entering the building. We have hand sanitizer available at both entrances.
4. Visitors will maintain a distance of 6 feet from all people present.

Field Visits by IFLS staff

1. IFLS staff will contact member libraries to determine the safest time to schedule a visit. When scheduling, we will arrange:
 - Arrival time.
 - i. Visits are strongly recommended to occur when the library is closed to the public.
 - Where to enter.
 - i. The preference would be the use of a staff entrance or an entrance with limited interaction with patrons.
 - If the library is open and patrons are present, the library should limit/restrict patron interaction with IFLS staff.
 - i. Social distancing by patrons will be required.
2. IFLS staff will follow these safety protocols when meeting/working in libraries: hand washing/sanitizing, masks and social distance.
3. IFLS requires that all library staff follow the same protocol when interacting with IFLS staff.
4. If IFLS staff feels unsafe while visiting a library or other meeting location, they can suspend that day's visit/service. In turn, if a library staff or board member feels unsafe, they may request IFLS staff follow local health or library guidelines or request IFLS staff suspend their visit.

