

WVLS/IFLS COVID-19 Courier/Delivery Guidelines (revised 3/21)

Based on:

- [Wisconsin Public Libraries Reopening Guide](#), published on June 2, 2020, updated Nov. 9, 2020.
- the [Test 2 Results of the REALM study](#),
- Communication from the [Wisconsin DPI on 10/12/20](#)
- **Precedence of multiple public library systems using similar guidelines**

Wisconsin Valley Library Service recommends the following guidelines for its member libraries.

1. In the delivery supply chain, the quarantining period begins when a bin/tote has been filled and sealed. The recommended quarantine time for sealed bins/totes is **24 hours**. Seal the bin/tote with tape/sticker and write the **date and time** on the tape/sticker indicating when the bin/tote was sealed.
2. When a bin is opened to be sorted or processed, the items within it are considered unquarantined. Any bin that opens while in route will be resealed with the new date and time.
3. Consider precautions or sanitation methods when handling the outside or opening of bins after it has been quarantined for **24 hours**.
4. Once a bin is received at its final destination/stop, the **24 hours** of the bin sitting and in transit can be taken into consideration. For example, if a bin is sealed and labeled 3/8, 10:30 am and is received at your library/its final stop on 3/9 at 12:30 pm, that bin has been quarantined over 24 hours and can be opened to sort.

Libraries are encouraged to:

- Vacate the delivery exchange area if staff are present when deliveries are made.
- Clean door handles and any other surfaces touched by the delivery driver after the driver leaves.
- Have the same staff work with each other each day, as much as possible, if multiple sorters are working at the same time.
- Not open any bins/boxes they receive until at least **24 hours** after the date/time noted.
- Contact the library system representative if delivery practices do not feel safe.
- In the event a bin is received in weather conditions with rain or snow, it's encouraged that staff wipe down the outside of bins upon receiving to prevent damage to materials inside.

Waltco, Inc., the delivery service provider for both WVLS and IFLS and its member libraries, will:

- Wait to open Waltco sort bins for **24 hours** before the materials are sorted to new bins. Once a sorted bin has been closed, it will be delivered at the next courier stop for that library. These bins will have a close date and time on them.
- Deliver Pre-sort bins and closed boxes on its next stop, even if that is the following day.

Waltco, Inc. Drivers Will:

- Wear masks when entering and exiting libraries.
- Sanitize their hands before and after every delivery.

- Maintain a six-foot distance from others inside the library or wait until people clear a pathway inside.
- Log where they have been, noting approximate times, to facilitate contact tracing.
- Not require a signature from a librarian upon delivery.
- Be sent home for 72 hours if they are showing flu-like symptoms.
- Contact the terminal manager and library system representative if delivery practices do not feel safe.

Waltco, Inc. Sorters Will:

- Have the same staff work with each other each day, as much as possible, if multiple sorters are working at the same time.
- Be sent home for 72 hours if they are showing flu-like symptoms.
- Wear gloves while sorting all library materials.