

Volunteer Safety Precautions

In a Pandemic World

We are thrilled to see our amazing volunteers in the library! We’ve missed you!

Due to COVID-19 concerns, we ask staff and volunteers to follow the following safety requirements.

Please confirm via e-mail / telephone / in person with your volunteer supervisor that you have read and understand the following requirements.

**Schedule:** Volunteer only on the day and time you and your volunteer coordinator agree upon. Staff and volunteers are scheduled with social distancing and work spaces in mind.

**Illness:** If you are feeling ill, running a fever, have a persistent cough, or have been (or think that you have been) exposed to COVID-19, please cancel your shift with your volunteer coordinator.

**On-site Procedures:** To maintain a safe environment for you, our patrons, and staff there are Safety Precautions that must be followed. For more information about steps we have taken visit <https://www.indypl.org/services/in-branch-services>.

Face masks: Everyone who enters a library building must wear a mask at all times.

Distancing: Maintain at least 6 feet distance between others.

Hand washing/sanitizer: Wash your hands or use hand sanitizer frequently.

Restroom usage: Every staff/volunteer must disinfect the staff restroom after personal use. Please check with your volunteer coordinator for your location’s specific protocol.

**Questions:** Feel free to discuss these precautions with your volunteer coordinator, branch manager, or the volunteer resources department at volunteer@indypl.org or 317-275-4046.

THANK YOU! We deeply appreciate your understanding as we travel uncharted waters in these unprecedented times.