TLN Technology Services Department COVID-19 Guidelines  
as of 5/12/2020

• Libraries requiring Technology Support
  o Techs will attempt to provide support remotely
  o Techs will schedule a site visit if remote support is not possible

• If a site visit is deemed necessary, the following precautions will be in place by TLN Techs:
  o Practicing social distancing
  o Wearing masks inside the library
  o Washing hands after touching equipment
  o Wearing gloves, if applicable
  o Providing technology support during low traffic times

• Libraries will be responsible for:
  o Cleaning equipment
  o Practicing social distancing
  o Wearing masks
  o Providing notice to patrons that public computers will not be available while technology support is being provided