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University Libraries Reopening Plan July 2020

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THE UNIVERSITY OF AKRON

UNIVERSITY LIBRARIES REOPENING PHASED PLAN: JULY 10, 2020

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INTRODUCTION

The spread of COVID-19 in early 2020 necessitated the complete closure of the University of Akron (UA) campus. The immediate closure of University Libraries fully eliminated the use of physical library resources, technology, and expertise. Fortunately, University Library employees swiftly pivoted to providing virtual expertise through Chat Reference, digitized course material and library resources through the learning management system, and a significant number of workshops and training sessions to assist UA faculty with online course development.

University Libraries (UL) has followed University of Akron guidelines and Ohio Governor Mike DeWine's directives in planning the reopening of facilities and services for the fall 2020 semester. We recognize that COVID-19 has not been eradicated and remains a persistent threat to the health of all people.

The UL Reopening Project Team was created in June 2020 and charged with the creation of a plan to reopen University Libraries that included establishing protocols to maintain safe and clean physical library spaces for library employees and users, increase access to library services and technology, and continue UA faculty training and UL Librarian expertise initiatives. Members of the UL Reopening Project Team included: Susan Ashby, Mark Bloom, Ted Lehr, Dr. Jon Miller, Jamie Newhall, Rita Sausmikat, and Melanie Smith-Farrell.

This Reopening Plan identifies three operational phases based on current threat levels of COVID-19 spread and directives from the University of Akron administration and the Ohio Governor's Office. Strict adherence to protocols in this reopening plan is required so we can collectively work toward COVID-19 mitigation efforts.

Phase 1: No On-Campus Services will be defined by a complete shutdown of the University of Akron campus and a directive from President Gary Miller to leave campus and work from home. University Libraries employees should be prepared with appropriate equipment and materials to implement the work from home plans they have established with their supervisors. UL priorities will shift to support online teaching, learning, and library resources, chat reference, frequent library webpage and communication updates, and digital delivery of course reserve and interlibrary loan materials.

Phase 2: Limited On-Campus Services will be defined by a partial shutdown of the University of Akron campus and direction from UA administration to limit on-campus services to those that support student and faculty learning, teaching, and research. In this less strict phase of sheltering-at-home, virtual library services and expertise are still prioritized while University of Akron student and faculty access to physical collections and equipment is supported with library staff

following very strict safety measures. Some library units will support the set up and maintenance of physical spaces in anticipation of moving toward Phase 3.

Phase 3: Full University of Akron On-Campus Services with Social Distancing and COVID-19 Mitigation Measures will be defined by the opening of campus as directed by University of Akron administration and President Gary Miller. Most likely, the campus will open incrementally, with university employees encouraged to return to buildings and departments over a period of several weeks. In this phase, employees that return to campus are required to follow UA directions on safety measures, health screening, and social distancing. Library employees may return to campus on a staggered schedule to minimize contact with the public. Some units supporting online teaching and learning may continue to work from home. University Libraries buildings and services will continue to limit open hours to protect employees and patrons. This UL Reopening Plan includes information about sick leave, flexible work policy, and employee protocols for Phase 3 that apply to all University Libraries, and details for unit level services and safety measures.

PHASE 1: No On-Campus Services (All UL)

Phase 1 implemented based on University of Akron administration direction to close campus and/or Governor DeWine strict shelter-at-home order

Buildings

- ❖ University Library buildings will be closed to all employees, students, faculty, and community members.
- ❖ PFOC will provide building maintenance.
- ❖ UAPD will provide building security.

People

- ❖ All library employees work from home following at-home work plans created with supervisors.
- ❖ Library employees will have set up appropriate technology, internet access, and software to continue their job assignments from home.
- ❖ No library employees enter library facilities without approval and scheduling in advance.

Services

- ❖ Library resources and reference assistance will be provided through chat reference and online library resources.
 - ❖ Library website will implement prepared emergency web pages to reflect services, new contacts, and closures.
 - ❖ UL print materials will not be available to request.
 - ❖ OhioLINK print materials will not be available to request; OhioLINK Central will be updated on status of closure.
 - ❖ UL technology will not be available to request.
 - ❖ All service point and Dean's office phones will be routed to x5355. Information message will be implemented for x5355 to announce closure.
 - ❖ All students with library materials and technology will be contacted with extended due dates and information about library closure.
 - ❖ Course materials will be digitized and uploaded to Brightspace course pages.
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- ❖ Interlibrary Loan requests for material not owned by UA will continue if possible.

Spaces

- ❖ Signage on library facilities will be updated to reflect closure.
- ❖ All UL and other departments residing in library facilities will be notified of the closure.

Safety and Enhanced Cleaning

- ❖ All library employees will clean out personal refrigerators or food storage in workspaces.
 - ❖ All library employees will empty their personal or departmental trash cans in the large trash container in the loading dock.
 - ❖ PFOC will be notified to do a final trash removal.
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PHASE 2: Limited On-Campus Services (All UL)

Phase 2 implemented based on University of Akron administration direction and/or Governor DeWine shelter-at-home directive

Buildings

- ❖ University Library buildings will be closed to all students, faculty, and community members.
- ❖ Bierce Library will be open limited hours by appointment for library material and technology request pickup.
- ❖ The Science & Technology Library and University Archives will be closed.

People

- ❖ Library employees will work from home when possible following at-home work plans created with supervisors.
- ❖ Some library employees will work limited hours in Bierce Library to provide a student/faculty printing option and library material and technology requests to UA students and faculty through lobby pickup, curbside pickup, and mail delivery. Other on campus tasks such as mail and invoice processing, updating equipment for library employees working at home, and scheduled production assistance for faculty may be scheduled through department supervisors.

Services

- ❖ Library resources and reference assistance will be provided through chat reference and online library resources.
 - ❖ UL print resources will be available to request. UA students and faculty will be able to select home delivery or lobby/curbside pickup.
 - ❖ UL technology (laptops, cameras, calculators, etc.) will be available to request. UA students and faculty will be able to select lobby/curbside pickup.
 - ❖ Course materials will be digitized and uploaded to Brightspace course pages.
 - ❖ Interlibrary Loan requests for material not owned by UA will continue.
 - ❖ University Archives resource requests will be approved on a case-by-case basis.
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Spaces

- ❖ Spaces in Bierce Library that are open for no-contact library material and technology pickup will be clearly identified by signage.
- ❖ Lobby and curbside pickup spaces will be set up to maintain social distance guidelines for all library employees and patrons.
- ❖ Library employee workspaces will be reconfigured to maintain social distance guidelines.

Safety and Enhanced Cleaning

- ❖ Daily health monitoring. Employees will be strongly encouraged to take their temperature before reporting to work each day. If their temperature exceeds 100.4, the employee shall report off work and remain home. Employees who have a fever must stay home until (1) free of fever, without use of medicine, for at least 72 hours (three full days), AND (2) symptoms have improved for at least 72 hours, AND (3) at least seven days have passed since symptoms first began.
 - ❖ COVID-19 exposure. Employees should contact their healthcare provider if they or a family member are exposed to someone with COVID-19, suspected to have COVID-19, or becomes ill themselves with either COVID-19 or suspected COVID-19. Exposed employees shall report off work to their supervisors and must remain home for 14 calendar days. Supervisors will notify human resources for COVID-19 notifications. COVID-19 sick leave information: <https://www.uakron.edu/hr/COVID-19>.
 - ❖ Library materials and equipment returned or delivered will be quarantined for a full 3 days. See REALM study: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>.
 - ❖ Library employees and building visitors will be required to wear face coverings and maintain social distance with co-workers and building visitors.
 - ❖ Interactions with students, faculty, and building visitors that require more than 20 minutes face to face conversation should be moved to an online environment when possible.
 - ❖ UA will provide disinfectant spray, gloves, face coverings, and hand sanitizing stations.
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- ❖ Library employees must follow all CDC recommended hygiene procedures to reduce the spread of COVID-19. CDC recommended hygiene procedures: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
 - ❖ Library equipment such as laptops, cameras, and calculators will be cleaned thoroughly with disinfectant spray before being returned to the circulating collection.
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PHASE 3: Full On-Campus Services with Social Distancing and COVID-19 Mitigation

Phase 3: Full University Libraries On-Campus Services with Social Distancing and COVID-19 Mitigation Measures

Phase 3 implemented based on University of Akron administration direction [<https://www.uakron.edu/return-to-campus/>] and/or Governor DeWine directive

Buildings

- ❖ Bierce Library will be open to all UA students, faculty, and community members.
- ❖ The Science & Technology Library will be temporarily closed to campus and the public. Library materials located at the Science & Technology Library will be retrieved daily by request. Some library staff will regularly access the Science & Technology Library to scan materials by request and to maintain spaces and equipment.
- ❖ University Archives in Polsky will be open by appointment during the hours 10:00am – 3:00pm, Monday through Friday.
- ❖ Zook, Leigh, and Quaker Square will be open. The University Press, Design & Development Services, Distance Learning, and Classroom Services will be open by appointment and through virtual meetings.

People

- ❖ Library employees return to campus in phases based on job assignment. Supervisors and library employees follow UA guidelines to determine if a limited on-campus work week or departmental staggered shifts is appropriate.
- ❖ When possible, unit employees should be returned to facilities using a staggered schedule.
- ❖ Library employees and supervisors follow UA guidelines to determine if continuing to work from home is applicable for their position and/or health concerns.

Safety and Enhanced Cleaning

- ❖ Daily health monitoring. Employees will be strongly encouraged to take their temperature before reporting to work each day. If their temperature exceeds 100.4, the employee shall report off work and remain home. Employees who have a fever must stay home until (1) free of fever, without use of medicine, for at least 72 hours (three full days), AND (2) symptoms have improved for at least 72 hours, AND (3) at least seven days have passed since symptoms first began.
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- ❖ COVID-19 exposure. Employees should contact their healthcare provider if they or a family member are exposed to someone with COVID-19, suspected to have COVID-19, or becomes ill themselves with either COVID-19 or suspected COVID-19. Exposed employees shall report off work to their supervisors and must remain home for 14 calendar days. Supervisors will notify human resources for COVID-19 notifications. COVID-19 sick leave information: <https://www.uakron.edu/hr/COVID-19>.
- ❖ University of Akron employees will be required to wear a face covering on campus unless they are alone in their closed office.
- ❖ University of Akron student employees will be required to wear face coverings while at work.
- ❖ All visitors to University of Akron facilities will be required to wear a face covering.
- ❖ University of Akron employees will be required to maintain a social distance of 6 feet between co-workers.
- ❖ UA will provide disinfectant spray, gloves, face coverings, and hand sanitizing stations.
- ❖ Library employees must follow all recommended hygiene procedures to reduce the spread of COVID-19.

PHASE 3: Information for All Units

Bierce Library, Science & Technology Library, University Press

Phase 3 implemented based on University of Akron administration direction [<https://www.uakron.edu/return-to-campus/>] and/or Governor DeWine directive

Services

- ❖ Library resources and reference assistance will be provided in person at Bierce Library and through online chat reference. Increased promotion of online library databases and e-books.
 - ❖ Library service point will triage reference questions and provide laptops to access librarians and specialized reference assistance for users who have lengthy queries.
 - ❖ UL print and media resources will be fully available for checkout in Bierce Library, curbside pickup or home delivery via USPS.
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- ❖ UL technology (laptops, cameras, calculators, etc.) will be fully available for checkout in Bierce Library or curbside pickup.
 - ❖ Course materials will be digitized and uploaded to Brightspace course pages.
 - ❖ Interlibrary Loan requests for material not owned by UA will continue.
 - ❖ UL Makerstudio will be closed for public use, and will continue to provide academic 3D printing. Print jobs will be available to pick up at the Bierce Library main service point.
 - ❖ OhioLINK print lending and Priority Courier service delivery will resume. Extended delivery times will be necessary due to material quarantine times.

Spaces

- ❖ Bierce Library front doors will be designated as separate entry and exit doors with signage.
 - ❖ Service Points will be minimized to one general service point for all library circulation, reference, building, and information requests.
 - ❖ Public computer workstations will be separated by 6 feet.
 - ❖ Public copiers, printers, and scanners will be separated by 6 feet with added signage to maintain proper queue spacing.
 - ❖ Café seating will be reduced to allow proper amount of space for Starbucks queue.
 - ❖ Study rooms will be limited to 1-2 people with new signage on doors.
 - ❖ Elevators will be limited to 2 persons.
 - ❖ Bierce Library mailroom will be limited to 1 person, doors will be designated as entrance or exit.
 - ❖ Library classrooms and conference rooms will be reconfigured to seat fewer people to maintain social distancing.
 - ❖ Room 274 will be configured for 18 people. This room has 2 doors, one will be designated an entrance door and the other will be designated as an exit door. Laptop carts that support the Engineering courses scheduled in this room will be moved outside the room.
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- ❖ Room 279 will be configured for 22 people.
 - ❖ Room 275 will be configured for 16 people.
 - ❖ Room 269 will be offline.
 - ❖ Room 154 will be configured for 12 people.
 - ❖ Room 61 will be configured for 19 people.
 - ❖ Room 161 conference room will be configured for 4 people.
 - ❖ Office and service point spaces will be reconfigured to maintain social distancing.
 - ❖ E-Services suite doors will be designated entrance only and exit only.
 - ❖ UL Systems suite doors will be designated entrance only and exit only.
 - ❖ Dean's Office suite doors will be designated entrance only and exit only.
 - ❖ MakerStudio suite doors will be designated entrance only and exit only.
 - ❖ Circulation service point and work areas will be reconfigured. Staff will be moved to adjacent offices. Service point has two entrances with one designated as entrance only and one designated as exit only.
 - ❖ User Support Service point will be reconfigured so additional space can be maintained between staff. Service point has two entrances with one designated as entrance only and one designated as exit only.
 - ❖ Room 361, OhioLINK and ILL processing room will be reconfigured for 2 people to work at one time.
 - ❖ Library break room will be redeployed for chair storage. No casual seating will be available. Coffee pot will be removed and storage of food or utensils is discouraged. Access to filtered water, sink, and microwave will be retained but usage is discouraged. Users must disinfect sink, filtered faucet, and microwave before and after use.
 - ❖ Student employee backpack and coat storage will be configured to maintain social distance.
 - ❖ Spaces in Bierce Library that are open for no-contact library material and technology pickup will be clearly identified by signage.
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Safety and Enhanced Cleaning

- ❖ Library staff and student employees will disinfect all classrooms and equipment in between Registrar scheduled classes.
- ❖ Library staff and student employees will disinfect front entrance/exit, copier/printer stations, service point desks, book returns, elevator button panels, and stair railings hourly.
- ❖ Library staff and student employees will regularly disinfect table surfaces, public workstations, and study rooms.
- ❖ Library equipment such as laptops, cameras, and calculators will be cleaned thoroughly with disinfectant spray before being returned to the circulating collection.
- ❖ Library materials such as books and media must be quarantined for at least 72 hours before being returned to the circulating collection. DVDs/CDs with plastic covers must be cleaned with an alcohol-based solution after the quarantine period. See REALM study: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>.
- ❖ Library book drops will be emptied while wearing gloves. Returned library material will be checked in and then moved immediately to the quarantine area. All high touch spaces on library book drops will be disinfected every morning.

University Archives

Phase 1 and 2 follow guidelines in overall plan

Phase 3: Full University Libraries On-Campus Services with Social Distancing and COVID-19 Mitigation Measures

Phase 3 implemented based on University of Akron administration direction [<https://www.uakron.edu/return-to-campus/>] and/or Governor DeWine directive

Services

- ❖ Document delivery services will continue for email and phone inquiries.
 - ❖ Archives Reading Room will be open for researchers by appointment only [10am to 3pm]. The Reading Room will be disinfected at the beginning of the day and after each use.
 - ❖ Records Management will provide services per usual.
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- ❖ Digitization projects will proceed with 1-2 students or staff in the scanning room workspace who will be required to maintain 6' clearance. Clear walking access to the Records Management stacks will be maintained.
- ❖ Employees from UL Cataloging can continue to use their office space in Archives.

Spaces

- ❖ The Archives Reading Room will be configured for up to 4 people. The large table in the Reading room will have two chairs. Three of the smaller tables spaced 6 feet apart will have chairs. All other chairs will be removed to storage. Books located in the Reading Room and used by patrons will not be re-shelved by patrons and will be quarantined after use (See Safety and Enhanced Cleaning)
 - ❖ The Instruction Room will be configured for up to 2 people with two tables for patron research or overflow. One table will be located by the Telbuch collection and one table will be located by the Buchtelite collection. Items located in the Instruction Room and used by patrons will not be re-shelved by patrons and will be quarantined after use (see Safety and Enhanced Cleaning).
 - ❖ Where necessary, staff workstations will be moved to maintain social distancing. Locations with data ports appropriate for relocated workspaces include the Records Management student assistant space, the Instruction Room (maintaining clear access to Records Management student assistant workspace, Instruction Room, Cataloging Office, and Scanning Room), and the B-26 workspace near the break room. The A/V digitization station near the conference room can be relocated to the RM area temporarily to provide appropriate space in the staff area.
 - ❖ The Archives Workroom will be limited to 2-3 employees. Work areas must be clear of all doors and main walkway to Stack A.
 - ❖ The Archives staff break room will be limited to 1-2 employees. Users of the break room should frequently sanitize refrigerators, microwaves, water coolers, and coffee pots. Disposable cutlery is recommended.
 - ❖ Archives will maintain a single point entrance/exit. Patrons will be scheduled for appointments, thus minimizing possibility of congestion at the single entrance/exit point.
 - ❖ Elevators will have an occupancy of 2 persons and will have appropriate signage. Elevator users will give priority to those with disabilities and delivery personnel.
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Safety and Enhanced Cleaning

- ❖ No chemicals or water will be used on archival material. Instead, archival materials used or returned by patrons will be isolated. Shelf units R10-R11 have been designated as the isolation area where materials will be stored for 3 days after use.
 - ❖ Patrons will leave materials on the table after they use it.
 - ❖ Archives staff will make each item a colored isolation slip to be affixed to the box or inserted in the cover of monographs. Each slip will note the title, the date of use, the date the isolation will be complete and the location on the Isolation shelf.
 - ❖ Archives staff will remove each item to the shelf and enter the location and information into the computer.
 - ❖ At the beginning of the 4th day the item can be returned to its regular storage location.
 - ❖ As per the REALM project, isolating archives materials is recommended for 1-3 days after use depending on type of material. Reasonable risk assessment shall be used if material is requested before the isolation period is complete as to whether access will be provided.
 - ❖ Equipment used will be disinfected after use with diluted alcohol spray. 50% isopropyl alcohol (rubbing alcohol) and 50% water.
 - ❖ Library employees will be required to maintain social distancing guidelines with co-workers and patrons.
 - ❖ UA will provide disinfectant spray, gloves, face coverings, and hand sanitizing stations.
 - ❖ Library employees must follow all recommended hygiene procedures to reduce the spread of COVID-19.
 - ❖ Archives staff and student employees will disinfect all reading room and public locations and equipment in between scheduled appointments.
 - ❖ Archives staff and student employees will disinfect front entrance/exit, copier/printer stations, service point desks, book returns, elevator button panels, and stair railings hourly.
 - ❖ Archives equipment such as laptops, cameras, and calculators must be cleaned thoroughly with disinfectant spray before being returned to the storage location.
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Classroom Services

Phase 1 and 2 follow guidelines in overall plan

Phase 3: Full University Libraries On-Campus Services with Social Distancing and COVID-19 Mitigation Measures

Phase 3 implemented based on University of Akron administration direction [<https://www.uakron.edu/return-to-campus/>] and/or Governor DeWine directive

Services

- ❖ Classroom Services in Bierce Library Room 75 will be open and available for equipment pickup by appointment.
- ❖ Classroom delivery of equipment and technical support will continue with appropriate distancing measures and PPE.

Spaces

- ❖ Student employees will no longer be centralized in Bierce 75. Instead, each will be assigned a storeroom around campus where they will be stationed for their shift.
- ❖ There will be no more than 3 (or 4) Classroom Services personnel at the Headend (Bierce 75) at any one time. The supervisor, the student assistant/receptionist at the front desk and one other student stationed at a designated desk. (All three stations are positioned over 10-ft from one another).
- ❖ There is only one public entrance in and out of Bierce 75. In the event there is more than one patron waiting to borrow equipment, the floor will be marked at 6-foot spaced intervals for line management. In the event of a line, staff and student employees will use the back door of the office to enter and exit to avoid proximity to waiting patrons.

Safety and Enhanced Cleaning

- ❖ Portable equipment will be wiped down/sanitized in the room of usage before being returned to the storeroom or taken to another classroom.
 - ❖ The student employee working in the receptionist role will sanitize the office door handles and front desk area hourly or as often as needed during high volume days.
 - ❖ Only one person per shift will answer a specific phone, unless otherwise directed. The phone will be sanitized before usage by another user, and/or on an hourly basis.
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- ❖ Equipment will be sanitized at the beginning of each shift.
- ❖ Staff & students will be required to wear face-coverings during their shifts and on all deliveries and pickups. Disposable gloves will be worn when necessary on deliveries and equipment pickups.
- ❖ Communal break room items as coffee pots, dishes, and utensils will be removed from the workplace. Shared break room equipment such as microwaves and refrigerators will be disinfected regularly.
- ❖ All Classroom Services radios will be sanitized regularly.
- ❖ Disinfectant wipes will be made available in each vehicle to sanitize handles and the steering wheel at the beginning of each shift and as needed throughout the day.

Distance Learning

Phase 1 and 2 follow guidelines in overall plan

Phase 3: Full University Libraries On-Campus Services with Social Distancing and COVID-19 Mitigation Measures Spaces

- ❖ The Distance Learning “Headend” will be limited to 2 student employees that will be distanced more than 6 feet.
- ❖ Student employees will be assigned to 2-3 classrooms to assist instructors while classes are in session.

Safety and Enhanced Cleaning

- ❖ Distance Learning classrooms will be sanitized after each use. A checklist will be posted to ensure frequently touched equipment in Distance Learning classrooms are disinfected.

Design and Development Services

Phase 1 and 2 follow guidelines in overall plan

Phase 3: Full University Libraries On-Campus Services with Social Distancing and COVID-19 Mitigation Measures Spaces

- ❖ DDS staff will sanitize their own office spaces regularly.
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- ❖ DDS staff will rotate responsibilities to sanitize common areas and entry door handles.
- ❖ DDS staff are discouraged from using the kitchenette and shared appliances.
- ❖ DDS staff will sanitize Learning Glass and recording spaces before use.
- ❖ Student employees will work in two locations, an open space outside the DDS offices on the second floor of Zook Hall and at a workspace in Zook 23. Student employees will sanitize their workspaces before and after use.

Safety and Enhanced Cleaning

- ❖ DDS clients will be required to wear a mask. Masks will be available to clients prior to entering a staff office. The space in which the staff and client meet will be sanitized by the staff person when the client leaves.
- ❖ Equipment that has been loaned and returned will be wiped down and sanitized upon return.

University Libraries Systems Department Information (public and staff computing equipment)

Phase 1 and 2 follow guidelines in overall plan

Phase 3: Full University Libraries On-Campus Services with Social Distancing and COVID-19 Mitigation Measures

Public Equipment and workstations

- ❖ Computer workstation clusters for UA students and faculty will be reconfigured to maintain 6 feet of space between individual computer stations. Extra equipment and tables will be removed from the cluster.
 - ❖ Library employees assisting users at public workstations will maintain 6 feet of distance. Queries requiring advanced IT assistance will be directed to the Virtual IT Help Desk.
 - ❖ The computer workstation cluster for community patrons will be reduced from 6 to 3 individual stations to maintain adequate distance between workspaces.
 - ❖ Floor decals will be installed to clearly mark queue for each print, copy, and scan station.
 - ❖ All public workstations will be sanitized before the building opens and regularly throughout the day. A solution of 70% isopropyl alcohol and 30% water, as recommended by the CDC, will be used for sanitizing equipment.
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- ❖ Disinfectant spray will be available for users to sanitize spaces and equipment before use.

Departmental Equipment and shared workstations

- ❖ Library employees will sanitize their personal computer/laptop and computing equipment regularly with a solution of 70/30 isopropyl alcohol and water.
- ❖ Library employees will sanitize all shared computer/laptop and computing equipment before use.
- ❖ Library computing equipment at service points will be sanitized between users.

UL Systems support and maintenance of departmental and staff equipment

- ❖ Systems will disinfect desktops, laptops, and printers before and after maintenance and/or service requests.
- ❖ Systems will wear protective gloves and face coverings when servicing staff equipment.
- ❖ Systems will encourage appointment-based services for library employee equipment.

UNIVERSITY LIBRARIES STUDENT EMPLOYEE RETURN TO WORK GUIDELINES

All University Libraries Student Employees will:

- ❖ Wear face coverings while at work. University Libraries will provide face coverings for student employees. Student employees with a medical reason to not wear a face covering must contact the [Office of Accessibility](#) to request medical accommodation.
 - ❖ Wear gloves when handling returned items, incoming/outgoing mail, and OhioLINK shipments.
 - ❖ Conduct daily health assessments before coming to work. If a student exhibits any sign of COVID-19 symptoms, they must call off work and notify Health Services or their personal health service provider.
 - ❖ University's flowchart for symptoms: https://www.uakron.edu/healthservices/docs/decision-tree.pdf?language_id=1
 - ❖ Maintain good hygiene – hand washing, sanitizing, and social distancing.
 - ❖ Be scheduled in staggered shifts to cover public service points and other library responsibilities to minimize close contact.
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- ❖ Follow all University Libraries guidelines on storing personal items, using the time clock, and food/drink in common spaces.
- ❖ Donning/doffing gloves: <https://youtu.be/WuE1HEkxaiM>
- ❖ Donning/doffing mask: <https://youtu.be/qx4tpwnSrbk>

LINKS TO UNIVERSITY OF AKRON COVID-19 RESOURCES AND OTHER RESOURCES CONSULTED FOR PLANNING

- ❖ University of Akron Employee Protocols (includes daily health monitoring and reporting COVID-19 exposure guidelines): <https://www.uakron.edu/return-to-campus/employee-protocols>
 - ❖ University of Akron Face Covering Protocol: <https://www.uakron.edu/return-to-campus/face-coverings>
 - ❖ University of Akron Flexible Work Arrangements Policy: <https://uakron.edu/hr/Flexible%20Work%20Arrangements%20Policy%20updates%2003-18-2020%20FINAL.docx>
 - ❖ University of Akron flowchart for symptoms: https://www.uakron.edu/healthservices/docs/decision-tree.pdf?language_id=1
 - ❖ University of Akron Human Resources COVID-19 Employee Information: <https://www.uakron.edu/hr/COVID-19>
 - ❖ University of Akron Phased Return to Campus Schedule: <https://www.uakron.edu/return-to-campus/employees#dates>
 - ❖ University of Akron Return to Campus: <https://www.uakron.edu/return-to-campus/>
 - ❖ ALA *Planning for Reopening Resources*. <http://www.ala.org/advocacy/planning-reopening-resources>
 - ❖ Centers for Disease Control and Prevention, *Cleaning and Disinfecting your Facility*. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. Includes guidelines for disinfecting equipment.
 - ❖ Centers for Disease Control and Prevention COVID-19 website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
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- ❖ Centers for Disease Control and Prevention, *How to Protect Yourself & Others*. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. Includes recommended hygiene procedures.
 - ❖ Donning/doffing gloves: <https://youtu.be/WuE1HEkxaiM>
 - ❖ Donning/doffing mask: <https://youtu.be/gx4tpwnSrbk>
 - ❖ GPO *Additional COVID-19 Guidance for Federal Depository Libraries*. <https://www.fdlp.gov/news-and-events/4429-additional-COVID-19-guidance-for-federal-depository-libraries>
 - ❖ New Jersey State Library COVID-19 Resource Page: <https://www.njstatelib.org/COVID-19-pandemic-resources-and-plans-for-library-reopening/>
 - ❖ Northeast Ohio Regional Library Association Resources for Reopening page: https://www.neo-rls.org/resources_for_reopening_our_li.php
 - ❖ Ohio Health Director's *Stay Safe Ohio* Order: <https://coronavirus.ohio.gov/static/publicorders/Directors-Stay-Safe-Ohio-Order.pdf>
 - ❖ REALM Project. REopening Archives, Libraries and Museums: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>
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