

## University Library Building Guidelines – Summer 2020

### Introduction

The safety and well-being of our faculty, staff, and students remain central to campus efforts to return to on-site work. By working together to create an environment that minimizes the spread of COVID-19, it permits the university community's members to feel safer and more confident about their learning and work environment.

These guidelines are intended to be used until the start of Fall semester and apply to all Library buildings or spaces.

If you have questions or require an in-person consultation to address your concerns, please send an email to Chris Prom at [prom@illinois.edu](mailto:prom@illinois.edu).

### COVID-19 Safety Training

The University Library requires all employees, including student employees, who are approved for return to on-site work for summer to complete the COVID-19 Safety Training produced by the Office of the Vice Chancellor for Research <https://ovcrportal.research.illinois.edu/> before returning to the University Library's buildings.

- Login with your NetID at <https://ovcrportal.research.illinois.edu/>
- Select "Training Library" on the left menu bar
- Select "COVID-19 Safety Training" from the list of available trainings

This training from the OVCR records participation, and we encourage you to save the certificate.

If interested in additional training, Facilities & Services also produced a training video that individuals might find of interest:

<https://fstraining.web.illinois.edu/Covid/home.html>.

### Building Usage Guidelines

The guidelines below promote the use of and adherence to the recommended physical social distancing commonly identified as being part of the broader efforts to reduce transmission of COVID-19. Signage is intended to reinforce this behavior.

- Modifications to the building include:
  - Providing signage that indicates social distancing requirements, expectations of mask wearing, etc.
  - Reducing occupancy in both work and public spaces by using tape on floors and tables to indicate where people must stand or sit to create the required 6-foot distance

- Providing hand sanitizer, cleaning wipes, and signage at certain locations (e.g. public service points, near entries, restrooms)
- Limiting the number of entry points to the buildings (when possible) and setting up directional flow (In and Out entries) when possible.

### **Entry into the building**

Employees must be identified, by their supervisor, as formal status of “returned to on-site work.”

Upon entry into the building the employee or visitor, at a minimum, must wear a face mask unless they are unable to do so due to medical reasons. Employees should notify their supervisor if they will be unable to wear a face mask.

### *Personal Awareness and Responsibility*

- Be aware of and respect other people’s personal space.
- Avoid direct physical contact with other people. Do not shake hands, high-five, or engage in other person-to-person contact unless unavoidable (e.g., medical emergency).
- Please do not allow non-library employees to follow you into the building when you swipe to enter. During the summer, the building is open to library personnel and individuals with appointments only.

### **Movement in the building**

All employees are, at a minimum, to wear a face mask while moving through common spaces, such as hallways, work areas, elevators, stairways, restrooms, and break areas (unless actively eating). In an effort to respect the health and safety of all employees, library personnel should predominantly rely upon phone, email, IM, and other services to converse, even while in the building.

Similarly, signs posted at the doors indicate that any patrons in the building should wear appropriate facial coverings and maintain appropriate physical distancing when in public spaces. It is incumbent upon library employees to take the initiative to remind patrons of the location of masks should patrons have forgotten them or appear to not be wearing them in a way that fully covers the nose and mouth.

### **Elevator**

When using the elevator, please comply with campus requirements of no more than two persons per elevator cabin.

### **Hallways and Stairwells**

When using the hallways or stairwell please make every effort to abide by recommended social distancing guidelines.

## **Restrooms**

When using restrooms please make every effort to abide by recommended social distancing guidelines. Some restrooms may be modified to serve as single-use bathrooms.

## **Water Fountains**

Water fountains will be turned on and available for use. They are cleaned on a regular basis, but individuals should use a paper towel when using a fountain that is not touchless. Use of the water fountains is an individual choice, and those who do not wish to use them should bring their own water.

## **Break Rooms**

Break rooms will be opened for individuals to use for breaks. Except when actively eating, individuals should wear masks. Break rooms will be cleaned on regular schedules by F&S, but individuals using break rooms are responsible for cleaning their own spaces prior to and after eating. Cleaning supplies will be positioned by Library Facilities.

## **Shared Computers**

Touchable surfaces on computers (screens, keyboards, mice) may be cleaned with the Library-supplied wipes. Do not spray any liquids directly on these items; apply alcohol-based cleaning solutions provided to a cloth before wiping equipment.

## **IT Help Desk**

The Library IT Help Desk onsite location will continue to be closed to walk-up service, and will operate predominantly as a remote service, available 8:30 - 5:00, Monday – Friday. Please follow the current practice of logging an OTRS ticket and/or calling for IT service when necessary. Appointments can be made for any needed face-to-face consultations, and the Help Desk will have clear social distancing markers and see-through barriers to promote health and wellness.

## **Dean's Office**

Please abide by social distancing guidelines. The Dean's Office will have clear social distancing markers and see-through barriers to promote health and wellness.

## **Private Offices**

Please keep doors closed or slightly ajar. If kept open all the way, a face mask should be worn by the employee in the office. No in person meetings with two or more people will be permitted to occur in private offices.

## **Open Workspaces**

No simultaneously shared, open workspaces will be permitted without proper social distancing. Units will be asked to schedule employees to ensure there are not multiple individuals using shared office equipment simultaneously.

Workspaces that are utilized in shifts should be thoroughly wiped down with appropriate sanitizing wipes after use by individuals leaving their shift. This includes surfaces, keyboards, and computer peripherals, telephones, etc.

### **Classroom and Meeting Rooms**

Room 66 Main Library, meeting rooms, and consultation spaces shall remain locked throughout the summer. Instructional spaces and meeting rooms are considered closed through August 2020.

### **Common Work Areas**

Each user shall wipe down any shared office equipment used in common work areas when finished such as copiers, fax machines, mailboxes, printing kiosks, etc. Please use the provided cleaning materials.

### **Deliveries**

U.S. mail will continue to be delivered and distributed to individual mailboxes. Mail is being quarantined for one day, while packages are being quarantined for three days before being delivered. Anticipated deliveries of larger items or orders should be discussed with staff in shipping and receiving. Shipping and receiving will continue daily interlibrary pick-up on an as needed basis. As always, delivery of personal packages to Library buildings is not allowed; such items should be sent to an alternate address.