

**From:** [Murphy, Heather](#)  
**To:** ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU" \(LIBNEWS-L@LISTSERV.ILLINOIS.EDU\)](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)  
**Subject:** Back to On-Site Work: Weekly Update #5  
**Date:** Tuesday, August 18, 2020 10:00:00 AM

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Hi everyone,

It's an exciting yet stressful time for us all as we move into the upcoming semester. For this update, we'd like to concentrate on a few core topics.

### **Service Summary as of August 24**

- *Main Library/Marshall Gallery: Open for locker pickup hours and appointment-based services in Rooms 106/109*
  - M-F: 10am - 5pm
  - Saturday: 1 - 4pm (starting August 29)
- *Undergraduate Library (UGL): Open for loanable tech pickups and media creation self-use studio spaces*  
*Advance appointments available (minimum one-day notice)*
  - Media Creation Self-Use Studio Spaces M-Th: 11am - 8pm
  - Media Creation Self-Use Studio Spaces Friday: 11am - 3pm
  - Media Creation Self-Use Studio Spaces Sunday: 3 - 7pm
  - Loanable Technology Pickups M-Th: 11am - 9pm
  - Loanable Technology Pickups Friday: 11am - 5pm
  - Loanable Technology Pickups Sunday: 3 - 9pm
- *Grainger Engineering Library Information Center (GELIC)*
  - Research assistance appointments available M-F between 1 - 4pm
- *Bookable study spaces:*
  - Provisionally, UGL and GELIC will be available for bookable study spaces beginning September 14.
- *Wellness Support Associates:* We have received word that campus will supply Wellness Support Associates from a campus pool for UGL and GELIC.
- *COVID Status Checking:* In the meantime, we are moving forward to implement processes for building access permissions for people who will be entering Library spaces for appointments or to pick up materials. These status checks will be consistent with campus procedures. Look for details on that soon.

## HR and Safety Updates

We'd like to start by drawing attention to a COVID-19 information summary provided by campus. This summary, which you can find after our signature line in this email, is being provided as another means of communicating the following basic COVID-19 information for employees who are returning to campus.

HR has identified three topics that are most frequently asked about by employees and supervisors. We are providing answers to many of these questions below.

### **Guidance for Face Covering Compliance (PDF)**

Please read through the PDF (link above) to review the provided scenarios on what to do if someone is not wearing a face covering, as required under campus policy.

- Guidelines include sample language to use if you feel comfortable informing/reminding an individual that face coverings are required
  - “University of Illinois policy requires wearing a face covering, that covers your nose and mouth, when in this building.”
  - “Would you like my help in locating a face covering that you can wear?”
  - “If you do not adhere to the face-covering policy, we will ask you to immediately leave the building.”
- We'd also like to note that staff members will not be expected to enforce the removal of individuals. Please watch for more information in the next day or so on who to contact when people do not comply with the policy.
- Members of the campus community can report COVID-19 enforcement violations at <https://go.illinois.edu/COVID19-report>.

### **Required and Recommended Actions for Participating in On-Campus Activity (PDF)**

- All employees must participate in testing.
- If you have not done so, complete DRS COVID-19 Safety Training at <https://covidtraining.research.illinois.edu/>. Deadline for completion is August 24, 2020.

### **When an Employee Tests Positive for COVID: A Step by Step Guide (PDF)**

What do I need to do if a colleague tests positive for COVID-19?

- Continue your daily symptom monitoring and follow up with your medical provider if you develop symptoms. Follow any guidance you receive from the local health department.
- Based on interviews with each person who tests positive for COVID-19, the local

health department determines who is required to self-quarantine based on contact with the infected person. Everyone instructed to self-quarantine by the local health department is required to self-quarantine for 14 days.

- If you are not contacted by the local health department, remain compliant with our on-campus testing in addition to your daily symptom monitoring.

How do I know if I have had close, prolonged exposure to someone who tests positive?

- Close, prolonged exposure is considered to be within 6 feet of an infected person for at least 15 minutes where droplets could be shared during the person's infectious period. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would not typically be considered prolonged exposure.

If you go for COVID-19 testing this week, please avoid the State Farm Center as students are arriving onto campus and checking in there all week. Lot 31 (corner of Peabody Drive and First Street) is a good testing site alternative nearby.

Best regards,

Chris, Heather, Skye

**CHRIS PROM (he/his)**

*Associate Dean for Digital Strategies*

University of Illinois at Urbana-Champaign  
University Library  
246G Main Library  
1408 W Gregory Dr  
Urbana, IL 61801  
217 244 2052 | [prom@illinois.edu](mailto:prom@illinois.edu)  
Assistant: Kaci Dunnum, [kdunnum@illinois.edu](mailto:kdunnum@illinois.edu)

**HEATHER MURPHY**

*Chief Communications Officer*

University of Illinois at Urbana-Champaign  
  
University Library  
435 Library | 1408 W. Gregory Drive | M/C 522  
Urbana, IL 61801  
217.333.3758 | [hmurphy@illinois.edu](mailto:hmurphy@illinois.edu)  
[www.library.illinois.edu](http://www.library.illinois.edu)

**SKYE ARSENEAU**

*Interim Director for Library Human Resources*

University of Illinois at Urbana-Champaign  
Library Administration  
Library Human Resources  
1408 W. Gregory Dr | M/C 522  
Urbana, IL 61801  
217.244.5031 | [yoskye@illinois.edu](mailto:yoskye@illinois.edu)  
[www.library.illinois.edu](http://www.library.illinois.edu)

## **IHR Return to Campus Information Guide**

We want every employee to be aware of this information to help us maintain a safe work environment. As you return to campus, we want to remind you of critical information.

Specifically, there are two critical requirements for faculty, staff (and students) who participate in any on-campus activities:

1. Participate in our mandatory on-campus saliva-based COVID-19 testing. Robust testing is one of the key ways to keep our community safe. Employees who will be on campus regularly will test twice weekly to retain building access status.
2. If you test positive for COVID-19 or are placed in quarantine by a public health district due to exposure or in accordance with Centers for Disease Control post-travel quarantine standards, follow your unit's standard operating procedures to request the appropriate time off.

There are also two important resources that you must review:

1. [The Return to Campus: What you Need to Know](#). This guide contains helpful information, including FAQs about what to expect as you return. This comprehensive guide is updated frequently.
2. Employees and students who return to campus are required to take the [Division of Research Safety's COVID-19 online training](#), which should take about 15 minutes to complete.

And here are some key things to remember! When you return to campus you must:

- maintain six-foot distance from other people whenever possible
- wear face coverings in university facilities unless you are alone in a private space. Face coverings are also required for outside campus spaces where sufficient social distancing is not possible
- wash your hands frequently and avoid touching your face
- wipe down surfaces other people have touched before you touch them

Thank you for your cooperation and diligence in taking these actions. Together, we can support the safety and wellness of ourselves, our campus and greater community.

