

## University Library: Guidance for Library Employees, Fall 2021

Last Updated: September 1, 2021

Over the past few weeks, the campus has set policies regarding classroom instruction, vaccinations, and social distancing for the fall semester. A list of these resources is provided in the appendix. Based on these guidance documents, the Library has prepared some supplementary information specific to the Library and to address frequently asked questions.

### FAQs

#### Must I be vaccinated?

It is the expectation of campus that if you are medically able to be vaccinated, that you do so by August 9, 2021, in order to be fully vaccinated by August 23, 2021 (the first day of instruction for the fall semester). For those who are unable to be vaccinated, the campus requires that you continue saliva-based testing twice per week, with a test no later than 4 days apart, and to wear a face covering at all times. Students must test every other day and wear a face covering at all times. We recognize that some individuals have health conditions or other reasons why they cannot be vaccinated. For those individuals, the COVID-19 testing program and face coverings will continue to be required.

#### Can faculty members or staff ask Library users, employees, or co-workers if they are vaccinated?

No. Current campus guidelines that we should not ask about vaccination status.

#### May I tell coworkers I have been vaccinated?

Yes, but you should not expect them to provide you with their vaccination status, or ask them their status.

May a supervisor ask employees to show building access granted status on the Safer Illinois app?

Yes, but it is not required that supervisors check status. If supervisors do wish to check status, it must be done for a business reason and in consultation with Susan Breakenridge. Checking must be consistent within the unit and completed in a rational and equitable fashion.

May I ask Library users or co-workers to show me their building access granted status on the Safer Illinois app?

No. Building access granted status is not required to enter Library spaces, because we have no way to test or differentiate members of the university community from unaffiliated individuals.

May I ask unmasked individuals to wear a facial covering?

Yes. Current CDC and campus guidelines state that all individuals must wear a facial covering, in **university spaces indoors**, except when in private offices with the door closed. It is the Library's expectation that everyone will comply with this requirement. Library Facilities will provide each unit with a supply of disposable masks, which can be offered to patrons who need one.

In dealing with unmasked individuals we recommend a phased approach and using non-confrontational, de-escalatory language.

**Level One:** Here is some sample language or scripts to use with unmasked individuals during initial interactions:

- "Hi. Current campus guidelines require that everyone wear a mask that covers the nose and mouth in all university facilities. Could you please put on a facial covering? I have one available if you don't have one with you."

**Level Two:** If an individual refuses to comply or continues to unmask after being asked two or more times, please use language such as the following:

- "Access to library services and spaces requires following the campus mask mandate. Please follow that guidance, otherwise I will contact my supervisor or a colleague for support."

**Level Three:** If the situation continues to persist, we recommend that another faculty, staff member (or those graduate assistants who are comfortable asking patrons to leave the building), use the following language:

- “Hello. My name is \_\_\_\_\_ and I am the \_\_\_\_\_. My colleague has informed me that you have been asked to comply with University policy on facial coverings in campus facilities. I would again ask that you follow the campus requirement. If not, it will be necessary for us to ask you to leave the building.”
- Note: Depending on the circumstances, you may wish to indicate to the patron where they can locate online services or provide other helpful information.

**Level Four:** If the situation persists even after a second person asks the individual to comply:

- The unit is encouraged to inform the Unit Head or Library Administration of the continued problem.
- Call UIPD, 217-333-1216, **only** if an individual refuses to comply when asked to leave the building OR if they become belligerent, disruptive, or threatening.
- In no circumstances should the individual be informed that UIPD has been called or informed that UIPD will be called if they refuse to comply. Nor should we ask for a patron’s name or contact information. Actions such as these are unnecessary, may be construed as a threat, and may escalate an already tense situation.

Is my unit allowed to post its own signage regarding masking and social distancing

No. All Library spaces must use campus-approved signage. If you need additional signage or have unit-specific needs, please submit a ticket to Library Facilities.

Are eating and drinking allowed in the Library’s study areas?

While the mask requirement is in place, patrons may not eat in public study spaces. Drinking of beverages in covered containers is allowed, provided that individuals wear a mask when not drinking.

When should I have in-person or virtual meetings?

If all invitees of a meeting are located in the same building or nearby locations and would like to meet in person, feel free to do so. Conference room reservations and procedures have not changed. Keys can be picked up from the administrative office (230 Main Library) between 8:30 and 5 (note: until August 9, the office will be open 9 to 4).

We recommend that meetings of six or more people or meetings of people from multiple sites (multiple buildings on campus or remote work locations) be held virtually, e.g. via Zoom, Skype for Business, or Microsoft Teams. Individual participants will need to ensure they have an adequate location from which to participate. If enhanced noise isolating audio equipment is

needed, two more options have been added to the [Meeting and Phone Devices](#) page. These devices can be ordered by Unit Heads for their staff.

## What about Hybrid meetings (in-person and virtual)?

Hybrid is hard. If a hybrid meeting format is chosen, meaning some participants will be in one location, and some participants will be online, then the meeting organizer and/or facilitator will need to plan ahead. There are only 4 conference rooms with video conferencing capabilities, and those were originally set up and documented for Skype for Business. The host will need to complete the Library IT Phase 1 Conference Room Training to get access to the room computer and equipment in all conference rooms. A test run prior to the real meeting is recommended. Using Zoom or MS Teams may require additional software or plugins be downloaded in order to work, and a ticket may need to be submitted to Library IT to install this additional software. The host will also want to design the meeting and facilitate the discussion to include all participants equally. There is an endless list of best practices online from a variety of sources but here is one focused on the mechanics (and not the tech):

<https://www.journeyofcollaboration.com/the-future-of-meetings-is-now/>

Library IT provides a description of available spaces and equipment at <https://www.library.illinois.edu/staff/it/groupsaces/>. Library IT staff will not be available on demand to diagnose specific teleconference problems in conference rooms.

## Campus Resources

Library faculty, staff, and student employees should familiarize themselves with the following resources:

- <https://covid19.illinois.edu/on-campus/working-in-university-facilities/>
- [Massmail: Facial Coverings Required Beginning July 30th](#)
- [Massmail: COVID Vaccine requirement for faculty and staff](#)
- [COVID 19 Briefing Series: Fall 2021 Operations](#)
- [Faculty/Instructor Fall 2021 COVID-19 FAQ](#)

\*\*Please note this FAQ is specific to classrooms, not public service locations such as the Library. It was developed before the July 30th Masking Guidance, so certain elements may be out of date.