

(Updated: 04 August 2020)

LIBRARY SERVICES REOPENING PLAN

Guiding Principles

- Promote a healthy and safe environment for our university community to pursue their academic and social endeavors.
- Continue the Library Services mission to serve students, university employees, and community members by supporting their learning, teaching, engagement, and research.
- Continue Library Services operations that support mission-critical activities for the University.
- Identify Library Services operations, services, and activities that can be delivered in alternate formats or by methods that best promote health and safety for all Library Services employees and library users.

Reopening Criteria

- Axe Library's reopening to the public begins no earlier than August 17th, 2020. This reopening plan is contingent on PSU administration decisions relative to the COVID19 pandemic and to State of Kansas occupancy approval for limited or full operations as part of the Library remodeling projects in Axe Library. KTC Library will reopen in accordance with University policy on reopening of the Kansas Technology Center, to begin July 20th, 2020.
- This reopening plan and the documents referenced herein, are subject to change based on updated State of Kansas, Crawford County Health Department, PSU administration, and/or CDC guidance on stay-at-home orders, social distancing recommendations, crowd size restrictions and other health and safety factors. For more specific guidance and the most current information, refer to the following **Employee Guide for Returning to Campus** <https://www.pittstate.edu/office/health-services/coronavirus/guide-for-returning-to-campus-6-26-2020.pdf> and **Student Guide for Returning to Campus** <https://www.pittstate.edu/office/health-services/coronavirus/student-guide-for-returning-to-campus-fall-2020.pdf>
- Library Services, in conjunction with University Administration, will monitor the progression and effectiveness of the library reopening plan and be prepared to make procedural changes as dictated by health and safety concerns.
- Employees assigned to work on site in Axe Library during the first week of reopening, will need to work at least two days the week prior to reopening, to reacclimate and facilitate learning of new procedures and practices.
- Library Services will continue to evaluate the demand for virtual reference, curbside pickup, and similar contactless services. Such services will continue to operate or be modified so long as there is a demonstrated need.
- All outreach activities, instruction sessions, and other programming will be planned and conducted in accordance with University policies and guidelines pertaining to health and safety for library employees and attendees.
- The Public Services librarian will coordinate the reopening orientation for all employees.

Recommendations on Protective Supplies and Measures

- 1) PSU-provided face masks for all employees, plexiglas barriers/shields for use at service points, plexiglas face shields for library instructors, social-distancing floor markers and other related signage will be deployed. Cleaning supply carts/sanitizer stations will be in place on each floor of Axe Library and at the KTC Library.
- 2) While working at service desks, Library Services employees will model expected behavior such as wearing masks. Compliance with the University policy is expected for all employees and all library users. **Refer to the following PSU Face Mask Policy**
Pittsburg State University COVID-19 Face Mask Policy (Effective June 29, 2020)

Face masks are worn to decrease the spread of viruses, such as COVID-19, from asymptomatic individuals to others. Face masks reduce the volume of respiratory droplets that are expelled during common social interactions and human functions such as talking, breathing, coughing, sneezing, and laughing.

Definitions: Face masks - any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (looped around ears or around the head) while in use. For the purpose of this policy, face shields may be substituted for face masks. Face shields are clear plastic masks that cover the entire face.

Policy: 1. Students, faculty, staff and visitors must wear a face mask covering their mouths and noses in campus buildings, except while eating, or while alone in an enclosed private, single occupancy space. Face masks must be worn in non-private, single-occupant spaces that others use (public bathrooms, copier rooms, public study rooms).

2. A face mask is not required while outdoors or during outdoor exercise, such as walking, running, or biking, so long as 6 feet of physical distance can be maintained.

3. Students and visitors in residence halls must wear a face mask covering their mouths and noses in all hallways, public spaces, and other common areas of the residence halls. Students are not required to wear face masks in their own residence hall rooms.

4. Face masks must be worn in university vehicles with two or more occupants.

5. Face masks are not required in athletic facilities and recreation facilities (Student Recreation Center, Garfield Weede Building pool and racquet ball courts, Robert W. Plaster Center track and the strength and conditioning center) during training, but only if participants are able to physically distance at least 6 feet and protective measures are in place (do not share equipment, disinfect equipment between users).

6. Children under the age of 6 are not required to wear face masks on campus.

7. Individuals with recognized disabilities that prevent wearing a face mask who need reasonable accommodations should contact the Office of Institutional Equity (for employees) or Student Accommodations (for students) for assistance.

Compliance: Failure to comply with this policy may result in denial of access to designated areas or participation in programs or activities, and/or discipline in accordance with applicable university policies. University employees have the right to deny others entrance into buildings or rooms. Individuals without a face mask can request a disposable mask from university offices.

- 3) Enhance current cleaning procedures with the following elements.
 - a. Ensure Hand Sanitizer dispensers are easily located at all entrances to Axe Library and KTC Library.
 - b. Encourage hand washing, social distancing guidelines, and other health-related recommendations through displayed signage.
 - c. Acquire and stock cleaning supplies for public use. Both sanitary wipes and spray disinfectants (for tech or hard surfaces) will be available on identifiable carts at marked locations, empowering library users to wipe down their work surfaces and spaces.
 - d. Follow additional Library procedures implemented by Public Services for disinfecting and quarantining circulating materials, computer work stations, classroom spaces, and other designated areas.

- 4) Physical Service Points recommendations
 - a. Provide stationary card swipes, secured to desks or stanchions, allowing library users to swipe their own PSU IDs when possible.
 - b. Reduce number of Library Services employees concurrently working at service points. Unless critically necessary, Circulation, Reference and other service points should only have one employee staffing at any time. On-call system for additional employees and support will be developed by Public Services.
 - c. Due to reduced number of computers available for public use, install signage that limits non-academic use to one hour per session.

- 5) Deploy signage in strategic locations (Restrooms, stairway entrances, study rooms, classrooms, etc.) to remind library users of social distancing measures and the availability of cleaning supplies.

- 6) For instruction in Axe, If proper distancing is not feasible in classrooms 029 or 115, classes may need to be held in the 014 open basement presentation space. (Much of the classroom and class-size discussion is ongoing and may be modified as the semester progresses.) Additional cleaning procedures for classroom spaces will be developed and implemented.
 - a. Provide podium and microphone station in classroom stations / areas where instruction classes occur. Allow instructors to teach with mask or plexiglas face shield.
 - b. Provide additional employee support for Gateway Instruction classes during the first weeks of the Fall semester.

- 7) Place an appropriate amount of furniture into storage in order to maintain social distancing guidelines for all seating and study areas.

- 8) Library Services will follow the most current University protocols for employees with confirmed COVID-19, suspected infections, and close contacts; including cleaning procedures. Refer to the following document for guidance: <https://www.pittstate.edu/hr/files/documents/employees-with-covid-19-suspected-instructions.pdf>