LIBRARY WILL BE 100% REMOTE FOR FALL 2020

SPC LIBRARY OPERATIONS: PHASED SPC LIBRARY RE-OPENING

The SPC Library transition plan incorporates three phases. Each phase considers current faculty and students, library occupancy, library operations, sanitizing operations, and other CDC, City/County, or other regulations.

Library Staffing Model Summer 2020/Fall 2020 or when clear to return to campus

Position	# of Staff	FT or PT	Notes
Director of the Library	1	FT	On FMLA starting late July-early August
Staff Librarians	2	FT	
Faculty Librarians	2	FT	Out for Summer. 1 FT Faculty Librarian to have 80% release time based on Faculty Senate presidency in Fall 2020/Spring 2021
New Hire Librarian (Replacement)	1 To be hired	FT	Jill Zimmerman retired – replacement is FT staff librarian for Fall 2020
Library Assistant III	1	FT	To be hired for Fall 2020
Librarians	7	PT	3 Vacancies; to be hired for Fall 2020 requisitions submitted
Library Assistants	5	PT	1 Vacancy; to be hired for Fall 2020 requisition submitted

PPE Needed

- **Masks: Number TBD**
- **Gloves: Number TBD**
- **Ziplock Bags for found items: TBD**
- **Determine Burn Rate based on usage**

Library Staffing Procedures Summer 2020/Fall 2020 in response to Covid-19   DATE OF LAST DRAFT 6-18-2020

Stay Home, Work Safe orders from the State of Texas and/or local authorities are still in place and concerns for physical distancing with standard precautions face-to-face delivery of services.

Conditions:

- o **ACD still remains in a remote teaching, learning, and working environment in Summer 2020/Fall 2020**
- o **Remote learning and teaching remain in effect for 100% of courses and preparation for Phase Two should be implemented**
- o **Each program submits a plan for Phase 2 to be reviewed by Chair/Director, Dean, and VPAS**
- o **Inform students about transition plans for face-to-face courses**
- o **Library remains physically closed but remotely open and staffed**

Phase 2: Less than 25% Occupancy

Two options for delivery of service:

Option 1: No access from outside

Stay Home, Work Safe orders from the State of Texas and/or local authorities are still in place, but physical distancing and standard precautions can be maintained at a reasonable level.

- o ACD remains primarily in a remote teaching, learning, and working environment
- o Library staff may return to work at 25% capacity. Teams of 1-2 individuals will rotate weekly to allow for a self-quarantine of 2-3 weeks between each in person shift to reduce the spread of Covid-19
- o In Phase 2, the library remains closed. Staff and librarians will retrieve books 'upon request' and either mail or provide curbside pickup of books. Users can return books.
- o Staff hours would be Monday, Wednesday, and Friday 10am-2pm to minimize contact and exposure to virus
- o If staffing is unavailable due to 'opt out' options, the Library will continue to function following Phase 1 practices
- o Any confirmed exposure to Covid-19 within ACD means the return to Phase 1 until investigation and community tracing is fully completed.

Option 2: Students and faculty need resources in the building

Stay Home, Work Safe orders from the State of Texas and/or local authorities are still in place but physical distancing and standard precautions can be maintained at a reasonable level.

- o ACD remains primarily in a remote teaching, learning, and working environment
- o Library staff may return to work at 25% capacity. Teams of 1-2 rotate each week to allow for a self-quarantine of 2-3 weeks between each in-person shift to avoid transmission of virus
- o In Phase 2, the library will open for limited open computer lab occupancy of 10 maximum (including any presenter in the room)
- o Staff and librarians will retrieve books 'upon request' and either mail or provide curbside pickup based on appointment
- o Faculty needing computer labs would be required to reserve the rooms via the Library reservation page. Labs will NOT be provided without a reservation.
- o Faculty will be required to screen students in the classes before entry into the Library
- o ALL students, faculty, and staff will be screened before entry using temperature checks and symptom check. Information will be recorded to provide any community tracing.
- o Faculty or staff who reserve the Library computer labs would be responsible for cleaning and sanitizing the labs before and after use
- o Staff hours would be Monday, Tuesday, Wednesday, Thursday, and Friday between 10am-2pm to minimize contact and exposure on campus
- o If staffing is unavailable due to 'opt out' option, the Library will continue to operate at Phase 1 level
- o If there is any confirmed exposure to Covid-19 within the Library, a return to Phase 1 occurs until investigation and tracing are fully completed
- o Masks are required in the Library and on campus
- o Only those with valid SPC IDs will be allowed in the Library

Operations at MLK Campus Center for Learning Resources

Staff Schedule: TBD based on Level and Option
Library Hours: 10am-2pm M-F (depending on staffing, and Phase assigned to region)
Library Occupancy: 25% maximum, which includes staff

First Floor (April, Laura, and Cassandra)

Door Entrances
- *Doors to remain unlocked for fire codes; sliding doors will remain closed*
- *Right door (from the outside) will be used as the entry door*
- *Left door (from the outside) will be used as the exit door*

Pathway to elevator

- *Number of occupants in elevator will be determined by safety personnel based on which Phase campus is in or will follow protocols outlined for elevators in other campus buildings*

Pathway to stairs

- **Stairwell will be marked with tape showing routes for entrance and exit. One way up, one way down only.**
- **Hand Sanitizer Stations will be installed (TBD locations)**
- **If possible, we ask that standing sanitizer stations are placed at entrance and exit doors, near elevators, and near stairwell doors on all floors**

Periodicals: Periodical section will be roped off for NO ACCESS

Circulation Desk:

- **Plexiglass installed at desk to provide sneeze guard**
- **1 person only staffing circulation desk**
- **Tape/stickers on floor directing patrons with proper social distancing locations near circulation desk**
- **No lending of laptops, equipment, or course reserves**
- **ALL incoming materials must be handled with disposable PPE gloves and set on cart in quarantine location (location TBD)**
- **Exact method of quarantine yet to be determined**
- **CLR 106 Advising room is not a problem at this time and per Dean Cortez on 5/26/2020, should not have anyone on campus at 25% or 50% remote**

Second Floor Operations (Susan, Ronnie, Ellen, Desmond, Kate)

- **Computer labs**
  - **NO ACCESS to VDI's**

- o   **REMOVE keyboards, mice, and chairs for ALL closed computer areas**
- o   **Prohibit 2 people sharing a computer or sitting next to each other**
- o   **Replace cloth "rolling chairs" with wooden chairs from round study tables to be easier for sanitizing/cleaning**

- **Reference Desk: 1 librarian at the desk. Other librarians will focus on answering libchats and emails remotely**
- **Provide written instructions with the librarian at the reference desk on using Lib Chat to screenshare**
- **Post a copy of screenshare how to use Lib Chat at each open station**
- **CLOSE Group Study rooms. Group study rooms will be used to store furniture**
- **Printing Services only if free/no cost to students. May have to enforce page limit. Staff ONLY. NO PATRON ACCESS.
  Staff will distribute printouts. Setting up table with plexiglass for patron interaction and printout distribution. Have stapler for student use and clean/sanitize as needed.**
- **Dedicate one of the computers used for scanning to a printing table for staff computer access to assist patrons**
- **BOOK STACKS CLOSED. Any holds will be handled through Circulation. This will depend upon building integrity report.**
- **Chairs/furniture: ALL furniture with cloth upholstery in 209B or in the study rooms will be stored. Replacing cloth chairs if possible OR get plastic chair covers to prevent germs remaining on cloth and for easier cleaning/sanitizing.**
- **Hand Sanitizer Stations on second floor at the end of each row of computers in the computer areas, at the printing table, and in classrooms.**
- **Computer Labs – LIMIT 8 persons per classroom (includes instructor/presenter). Replace chairs or use plastic covers.**
- **Scanners – NO ACCESS TO SCANNERS if we close off the stacks areas. UPS Store may be best viable alternative for scanning.**
- **Adaptive Computer Room – One person, clean after use.**
- **Bathrooms – <mark>Need risk management guidance</mark>.**
- **Remove or tape off study tables against the walls. Removal and storage may be best prevention.**
- **NO LOANING of office supplies or scratch paper to patrons**
- **LOST and FOUND items handled with PPE gloves and placed in plastic Ziplock bags. Follow campus procedures for turning in found IDs.**

Third Floor Operations (Jared Boggs, Judy, Andrew)

- **CLOSED to patrons**
- **TNT will operate remotely at 25% and 50% per Jared Boggs**
- **Limited access for those with offices on third floor, Judy, Andrew, Dean's Office**

Southwest Campus Library Procedures (Charlie, Lillie, Ronnie, Adrian, Katie)

Library Hours: 10am-2pm M-F depending on Level and Option
Staff Schedule: TBD
Library Occupancy: 25% of computers

Entryway
- o **Temperature check at door for students, faculty, and librarians.**
- o **Determine how students will enter and exit building while maintaining social distancing**
- o **Determine whether to keep doors open for air circulation or closed**
- o **Hand Sanitizer Stations inside and outside of entryway**
- o **Create waiting area for students**

Reference/Circulation Desk
- o **Plexiglass at circulation desk and reference desk for sneeze guard**
- o **Tape floor at 6 ft. distance for maintaining social distancing**
- o **NO LOANING OF OFFICE SUPPLIES**

Computers
- o **SWC only has VDIs. Turn on every 3rd or 4th computer, depending on distance to maintain social distancing**
- o **Only turn on 1 of the front computers for the catalog.**
- o **Stand-up computers are too close to have more than 1 of the 4 available and in use**
- o **May be necessary to remove some computer stations to enforce social distancing**
- o **Clockwise entry/exit to computers. Students would be sent to the absolute right and absolute left computers. Then, students can exit where people are not present.**

Printing
- o **Students must request all printing from the reference desk**
- o **Printing room will be locked**
- o **Librarian will retrieve print jobs for students using PPE gloves and mask**

Study Rooms

- **LOCKED. NOT USED FOR ANYTHING BUT STORAGE.**

Chairs/Furniture

- **Couches need to be covered with plastic for cleaning/sanitizing OR removed and stored in the study rooms.**

Hand Sanitizer Stations

- **Located anywhere and everywhere possible, as many as possible.**
- **Place one outside of the entryway**

Computer Lab

- **Unsure yet if Phoenix will use. 5 or 6 stations may be usable under social distancing/CDC guidelines.**
- **Unsure how to clean chairs after use**
- **UV C or another sanitizer needed to clean keyboards after use.**