

UCR LIBRARY COVID-19 RETURN TO CAMPUS GUIDE (rev. 09-16-20)

Please familiarize yourself with the campus guide here: <https://campusreturn.ucr.edu/return-work-guide>. The Library guidelines below are consistent with, or may exceed campus guidelines.

Current Status:

UCR falls under Governor Newsom's stay-at-home order, which is in Stage 2 and remains in place until further notice. Limited numbers of employees are continuing to work on campus, with a phased ramp-up of on-campus research activities taking place. For the Library this includes curbside delivery, scanning for electronic reserves, ILL, and Special Collections and University Archives, and essential staff to handle collection maintenance, and other essential collections functions. UCR Library employees who are able to work remotely will continue to do so unless otherwise notified by their supervisor. At this time, we do not have a specific schedule to repopulate the campus, and this issue is one being discussed at the UC level, and will be dependent on the fall instructional delivery decision and meeting safety/health care requirements. We will keep you updated as more information is available.

All Library employees (and other campus staff who need to work from the Library) scheduled to come to campus must follow the protocols in each of these sections.

[1\) Mandatory Training](#)

[2\) Mandatory Communication](#)

[3\) Face Coverings and Other Protective Equipment](#)

[4\) Hygiene and Sanitation](#)

[5\) Social and Physical Distancing Protocols](#)

Mandatory Training

Every employee must complete the COVID-19 Prevention online training course and acknowledge they have reviewed the required protocols to work on campus:

https://campusreturn.ucr.edu/return-work-guide#training_and_communication .

Mandatory Communication

There are two mandatory steps required daily for any employee who is coming into a library building.

Both links are in the red box on the staff website: <https://libstaff.ucr.edu/>

1) Daily Symptom monitoring and clearance

<https://ehs.ucr.edu/coronavirus/symptoms-tool>.

Staff are required to complete the symptom monitoring survey only on days when you will be working in campus facilities. Please complete this task before coming to work each day you are scheduled to come in, even if just coming in to pick something up.

If the survey provides you with a Certificate of Clearance, you will receive it via email and come in to work. Otherwise, follow the instructions on the email you receive. Please read through the monitoring and reporting procedures here: <https://ehs.ucr.edu/document/symptomsandreportingsop>

SUPERVISORS-- Supervisors will receive a copy of the email the employee receives. Please retain copies of the emails regarding your employees from the system. If you receive an email that does NOT clear an employee to come in, please forward it to Library HR to keep them in the loop.

2) Daily Library Sign In

<https://libapps.ucr.edu/staff-sign-in>

All staff who are coming into the Library must sign into this library app first thing every day and sign out at the end of your work shift. This lets the Library know who is in the building(s), and where you will be working.

Face Coverings and Other Protective Equipment

This guidance represents Stage 2 reopening. There will be more guidance as the campus moves to Stage 3.

Masks

- Cloth or medical masks are required for staff and patrons at all times (except when patrons are in their cars with the windows up, they do not need to wear a mask).
- See the CDC guidelines on [How to Wear Masks](#).
- Disposable masks are available for staff (including a limited number of Library-branded cloth masks) or you may bring your own mask.
- You are responsible to have and to wear a clean mask every day you are in the library.
- When having a close service interaction with a patron, and there is no Plexiglas shield barrier in place, you must also wear a (provided) plastic face shield in addition to a mask.
- Campus guidelines on face coverings is found here: https://campusreturn.ucr.edu/return-work-guide#face_coverings

Disposable Gloves (provided)

- Gloves may be worn while paging, processing, delivering, retrieving, and quarantining books for patrons.
- Remove gloves carefully when finished; see this video on [How to Safely Remove Your Disposable Gloves](#).
- Dispose the gloves in the trash when finished with your tasks.

Hygiene and Sanitation

Currently there are two daily janitorial shifts in each library; one at night and one during the day. The custodial staff are doing extra sanitation during their cleaning.

- There will be liquid hand sanitizer available throughout the library work spaces. Use it when finished with a book delivery, and throughout the day as desired, when not able to wash with soap and water.
- There will be available sanitizing spray and wipes. Please wipe down your mouse, keyboard and workspace at the beginning and end of your shift.
- When you use a commonly used door handle or similar “high touch” item, please wipe down before and after.
- Wash hands with soap and water as often as you are able (for 20 seconds at a time).

Quarantine practices for materials returned from library patrons

The Library follows these guidelines, where possible, in order to mitigate risk.

- From March 16, 2020 to June 15, 2020: book drops were checked weekly, and glove-wearing staff placed returned books on book carts that were then quarantined in an isolated room.
- From June 15, 2020 to September 10, 2020: returned books quarantined on isolated book trucks for **at least 72 hours** before shelving, following the guidelines from the Northeast Document Conservation Center (<https://www.nedcc.org/free-resources/preservation-leaflets/3-emergency-management/3.5-disinfecting-books> retrieved on September 11, 2020).
- From September 11, 2020 to the present: returned books quarantined on isolated book trucks for **at least 7 days** before shelving, following the research/guidelines from the Reopening Archives, Libraries, and Museums (REALM) Information Hub (<https://www.webjunction.org/news/webjunction/test4-results.html> retrieved on September 11, 2020).

The Library continues to monitor authoritative evidence-based advice and guidelines in order to minimize staff and patron exposure to COVID-19 through handling library materials; our practices may change as the research and guidelines change.

Social and Physical Distancing Protocols

During UCR Stage 2 reopening we have a conservative plan that has only one employee in one work area at a time, and only for essential work (see the [Routes and Maps](#) document for staff flow).

General Social Distancing Guidelines

- Maintain six or more feet of physical distance between you and any others (staff and patrons) at all times.
- When walking around the library, pay attention to any other staff who may be around that you cannot see, and of course, keep at least six or more feet of physical distance between you.

Work Schedules

During UCR Stage 2 reopening the Library is only allowing employees on campus who are essential for instruction and research services provided online, with the exception of contact-free curbside book delivery (via the Rivera Library loading dock) with the following scheduling guidelines

- Only one employee can work in a work area (enclosed or open workspace) at a time during a work shift.
- Only one employee will be moving about the book stacks in either library at a time during a work shift.
- Entrance and exit for the majority of staff does not require another person to be present to open the door; most staff have front door keys.
- Security staff are scheduled in both libraries during open hours; however the security staff will maintain social distancing at all times.
- Staff will communicate to stagger lunch and breaks so that only one person is in a break room at a time.

Elevators

- Please use elevators one at a time.
- Please wipe down touched buttons before and after use.
- Orbach elevators: Ground floor work staff use service elevator; other staff use main elevator.

Break rooms (e.g. microwaves, refrigerators, etc.)

- You may use the break rooms—but only one person at a time.
- If using microwave, wipe down before and after use.
- If using refrigerators, wipe down handles before and after use.

Bathrooms

- You may use the bathroom, of course—but only one person at a time. If you enter and realize another person is there, wait or use a different bathroom.
- Please wipe down surfaces (and door handles) before and after use.
- Do not flush anything but toilet paper down the toilet.