



## Library COVID Prevention Plan

- **Building Access/Contact Tracing**

*Campus Community:*

- The building will be locked and accessible to students, faculty and staff via card swipe access.

*Visitors:*

- Visitors will not be permitted into the main campus building.
- Limited services may be provided to visitors at our off-campus Library Annex located on Bolt Street.
- *Measures to Minimize Visitors:*
  - Scan materials when possible and deliver electronically.
  - Encourage visitors to use their local inter-library loan (ILL programs) for materials that can be loaned.

- **Rules for All Patrons**

- Face coverings will be required in all public areas.
- Face coverings will be provided for patrons who do not have one.
- Patrons will practice physical distancing of no less than six feet.

- **Public Spaces**

*Computer Labs:*

- Half of the computers will be available for use. These computers will be spread throughout the lab to allow for physical distancing.
- Access to the remaining computers will be provided via the IT remote connection website (<https://it.tcu.edu/keeplearning/>). Keyboards and mice will be removed from these computers to prevent in lab use.
- Disinfectant wipes will be located in labs, and students will be expected to disinfect equipment and surfaces before and after use. Screen savers and signage will provide instructions regarding how to clean the equipment.
- At least every three hours, staff will conduct a secondary cleaning of equipment and surfaces when equipment is not in use.
- Headphones will not be available for checkout.

*Study Areas:*

- Signage will be in place to remind patrons of physical distancing expectations.

- Facilities staff will be placing signage around the building and furnishings to designate appropriate spacing.
- Some furnishings will be removed to provide appropriate physical distancing.

*Group Study Rooms:*

- Signs will be posted to note the maximum capacity for each group study room.
- Disinfectant wipes will be available and students will be expected to disinfect equipment and surfaces before and after use.

*Music/Media AV Center:*

- Patrons will make an appointment to access the materials.
- Disinfectant wipes will be located in the AV center and students will be expected to disinfect equipment and surfaces before and after use.
- Staff will provide a secondary cleaning of equipment and surfaces when not in use.
- Faculty and students will be encouraged to use online streaming films whenever possible.

*Fab Lab:*

- Use of the lab will require making an appointment for each machine.
- Patrons will be asked to look at the 3D Printer Status Page before requesting an appointment for 3d printing
  - The following link shows when a printer is unavailable, and an estimated time when it will be available again  
<https://libcontent.tcu.edu/fablab/printers/3D/statuses>
- Only Fab Lab employees will interact directly with the equipment.
- Patrons will be asked to bring their own gaming controllers if they have them. If they use lab controllers, they will be required to disinfect their hands and the equipment before and after use.
- All equipment and surfaces will be disinfected on a regular basis by employees.

- **Services**

*Service Desks:*

- All service desks will be equipped with acrylic shields (installed by TCU Facilities).
- Signage will be posted on all shields that a patron can request a staff member to also put on a face covering for the interaction.
- Individual Service Points:
  - Access Services (Book Checkout, Inter-library Loan and Lab Assistance)
    - Service will be provided in person.
  - Reference Services

- In person interactions at the desk if the staff member feels safe working with patrons in person.
- When in person service is not an option, patrons can get assistance via phone, email, chat or Zoom.
- Scheduled research consultations with liaisons will be encouraged and will be conducted via Zoom.
- Fab Lab
  - Service will be provided in person by appointment.
- Music/Media Library
  - Main Reading Room: Service will be provided in person and protocols noted earlier in this section will be in place.
  - AV Center: Service will be provided by appointment.
- Special Collections
  - Service will be provided by appointment.
  - Students who are attending online-only are encouraged to contact Special Collections early for remote assistance, bearing in mind that additional time will be required to digitize materials requested or to locate substitute resources in cases where selected items may not be digitized.

*Library Instruction Sessions and Library Tours:*

- Library instruction sessions will take place in the registrar assigned classroom OR will be conducted via Zoom or other interactive software to insure that both in-person and online students are receiving the same information.
- Library instruction that utilizes non-circulating resources that cannot leave the building, such as Special Collections, will be scheduled in the Special Collections Reading Room to insure adequate physical distancing. If students are online, the session will be made available either via Zoom or through a recorded session that can be accessed by the student. Because unavoidable constraints exist on the available space and on the quantity of materials that can be digitized, Special Collections librarians and archivists will work closely with their faculty partners well in advance of instruction sessions to determine whether multiple sessions will be required due to the number of students in the class and to identify the specific collections materials to be included. Early faculty participation in this effort is crucial to its success.
- Online asynchronous tutorials may be created to supplement library instruction.
- Library Tours will be conducted with groups with less than 10 people and participants will be expected to practice physical distancing and wear face coverings.

- **Staff (Exempt, Non-exempt, and Student Staff)**

- All staff will be required to wear coverings when not in their office, with the following exception for people staffing service desks that have acrylic shields installed.
- Staff working at service desks with acrylic shields installed will be encouraged to put on a face covering when a patron approaches. Signage will be up indicating that a patron can ask the staff member to put on a covering if they forget to put it on.
- Staff will practice physical distancing of no less than six feet.
- Meetings will primarily be conducted via Zoom.
- In-person meetings can occur provided the 6 foot physical distancing can be in place for all participants and face coverings are worn.
- Departments that cannot accommodate adequate physical distancing for their employees, will work with employees to schedule a staggered work week where staff alternate their time in the office. If their work does not lend itself to being done in a “work from home” capacity, then they will be moved to a different location within the library to insure proper distancing.
- All staff will need to be respectful of other departments within the library and will not enter another staff area without permission or an appointment.
- Each department will determine as a group if they want to keep doors to their office suite open for ventilation and less contact points or if they want to keep the door closed to limit traffic from other departments.

- **Materials Handling**

**Note:** *The virus may be spread in other ways.*

*It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.*

– Center for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>) Page last reviewed: June 1, 2020 Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases](#)

**Recommendation:** Prior to handling materials and after handling materials hands are to be washed thoroughly per CDC instructions

(<https://www.cdc.gov/handwashing/when-how-handwashing.html>). During the materials handling process hands should not touch the face, with or without gloves.

- Returning materials
  - Materials are to be returned through book drops.

- Materials are checked in prior to quarantine to clear patron accounts.
  - Materials are quarantined which serves as cleaning and disinfecting (current recommendations are for 7 days quarantine and ongoing research and recommendations will be monitored).
  - Materials are then shelved in collections.
- Materials being checked out
  - Materials will be passed under the acrylic separation shields (installed by TCU Facilities).
  - Staff should wear gloves or wash hands prior to handling materials passed back and forth. Gloves must be changed or hands must be washed between patron transactions. We are not recommending the use of hand sanitizer between patron transactions, because hand sanitizers can discolor paper materials.
- Reserve items (print and media) for courses will be made available online as much as possible. When not possible, faculty will be encouraged to find an alternative resource.
- Special Collections patrons should not apply hand sanitizer after washing their hands prior to handling materials, because studies have shown that hand sanitizer causes yellowing of paper.
- **Communication**
  - Signage will be in place throughout the building noting expectations and policies.
  - Information will be available from the library's homepage.

### **Resources Consulted**

- Quarantine recommendation for 7 days from Northeast Document Conservation Center updated June 5, 2020 - <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>
- [OSHA guidance on preparing workplaces for COVID-19 \(https://www.osha.gov/Publications/OSHA3990.pdf\)](https://www.osha.gov/Publications/OSHA3990.pdf) - Jobs Classified at Medium Exposure Risk: What to Do to Protect Worker pages 21 – 23 in regards to PPE and entire document for understanding risk
- The Impact of Hand Sanitizers on Collection Materials (<https://www.loc.gov/preservation/scientists/projects/sanitize.html>) - Library of Congress study – soap and water handwashing best for materials preservation
- Department of Homeland Security. *Master Question List for COVID-19 (Caused by SARS-CoV-2) weekly report 2 June, 2020.* [https://www.dhs.gov/sites/default/files/publications/mql\\_sars-cov-2\\_-\\_cleared\\_for\\_public\\_release\\_20200602.pdf](https://www.dhs.gov/sites/default/files/publications/mql_sars-cov-2_-_cleared_for_public_release_20200602.pdf) - Reviewed for information on spread and PPE

- Handling Library Materials and Collections During a Pandemic - <http://www.ala.org/alcts/preservationweek/resources/pandemic>
- Pandemic Resources for Academic Libraries: Collection Maintenance - <https://acrl.libguides.com/pandemic/collection>
- Reopening Archives, Libraries, and Museums (REALM) Information Hub: A COVID-19 Research Project - <https://www.webjunction.org/explore-topics/COVID-19-research-project.html> –

NOTE: *Research findings in this area will be instrumental to understanding quarantine timeframes*