

Lake Superior State University - Library & Academic Services

COVID-19 Reopening Plan - Phase Two - Fall 2020

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The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

Building Hours for Fall starting August 10th

Library/Learning Commons

- Sunday - 10 AM to Midnight
- Monday – Thursday - 7:30 AM to Midnight
- Friday – 7:30 AM to 9 PM
- Saturday – 10 AM to 9 PM

Safety Guidance

Lake Superior State University will enact the following plan to reopen the Library/Learning Commons to the entire campus community including the general public. Our Safety Protocols are based on federal, state, and local guidelines and recommendations from the Centers for Disease Control & Prevention (CDC). The four pillars undergirding our plan are:

1. **Social Distancing:** Maintain six feet of distance from those around you when possible.
2. **Mask/ Face Covering:** Wear a mask or face covering over your nose and mouth when in any public indoor space and when outdoors and unable to maintain a distance of six feet or more from individuals who are not members of your household. *The circumstances in which individuals do not need to wear a face covering are outlined in the [Executive Order 2020-153 in Section 2.a-2.k](#).*
3. **Sanitization:** Wash your hands with soap and water for 20 seconds multiple times each day or use hand sanitizer of at least 60% alcohol. Sanitize your desk, workstation twice daily, high-frequency touch surfaces, and living spaces with wipes found across campus.
4. **Personal/ Social Responsibility:** Actively encourage those around you to adhere to these pillars while doing so yourself. Remember, we are in this together and we all have a role to play in preventing the spread of COVID-19.

These four pillars have likely become infused into your daily lives already. They provide the foundation for the University's plan to resume full campus operations. They guide us in the way classrooms have been selected, the designation of room capacities, and revisioning the ways our campus spaces are used. They influence our plan for entrance and exit points of buildings, traffic flow within buildings, and our method of de-densifying furniture in common areas around campus.

Employee Protection

- Screening all university employees
 - Library & Academic Services employees reporting to work must complete the COVID-19 screening form that LSSU has mandated prior to coming to campus.
 - If an employee is identified with a confirmed case of COVID-19:
 - Immediately notify the local public health department.
 - Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Face Covering and Personal Protection Equipment
 - LSSU will provide employees recommended personal protection equipment to ensure compliance with CDC, state, and local guidelines.
 - Employees will wear a face covering.
- Library and Academic Services Employees will increase hygiene and sanitization practices

- Hand sanitizing stations will be placed around work areas as well as other locations in the Library/Learning Commons.
- Employees will use hand sanitizing after transactions with patrons if there is shared equipment.
- Employees will be encouraged to wash their hands throughout their shifts.
- Employees will increase frequency of wiping down surfaces with disinfectant wipes or spray.
- Social Distance
 - Library/Learning Commons staff will be required to adhere to social distancing guidelines while working and are prohibited from congregating in groups larger than allowed by CDC/ Michigan guidelines.

Patrons Protection

- Screening Patrons of the Library/Learning Commons
 - Patrons will have the option of getting their temperature checked when entering the Library/Learning Commons. Patrons with a temperature of 100.4 degrees or higher will be given a handout with healthcare resources, asked to leave and encouraged to see a health care provider.
 - Patrons who do not feel well are encouraged through signage to stay at home.
- Face Covering
 - Patrons are required to wear a face-covering while on campus and in the Library/Learning Commons. Patrons who have a medical accommodation registered with Accessibility Services are exempt.
 - If patrons do not have a face covering, LSSU will provide them.
 - Patrons refusing to wear a face covering will be required to leave.
- Personal Hygiene
 - Posters: Patrons should follow indications of traffic flow of the building, are reminded to wash their hands for 20 seconds, to wear face covering, and to maintain social distance of six feet.
 - Hand Washing: Patrons are encouraged to wash their hands after leaving the Library and restrooms.
 - Cleaning Equipment: Patrons should wipe down equipment (computers, furniture, etc.) before and after usage.
 - Headphones will no longer be available for checkout. However, they are available for purchase for \$1.00 at the circulation desk.
- Social Distancing - Patrons should follow social distancing guidelines of six feet or more when feasible.
- Patrons should not share equipment. Patrons should disinfect equipment before and after their use.
- Equipment will be wiped down by patrons and also by Library/Learning Commons staff throughout the day. Equipment will also be wiped down at the end of each day.

Library/Learning Commons

Below is information outlining a plan to minimize the risk of transmission of COVID-19 in the Library/Learning Commons. This document is designed to address these and other key challenges. Using personal protective equipment (PPE), physical barriers, physical distancing, appropriate cleaning and disinfection procedures, and the other steps described below can help minimize the potential for exposure and the spread of COVID-19, protecting our patrons and employees.

Entering and Exiting

There are two doors at the South Entrance (main) and West Entrance (side) of the Library. The South doors will serve as the entrance/exit. The West doors will remain locked and will serve as a secondary/fire exit.

- ADA access is located on the main entrance and exit. All doors have appropriate signs indicating traffic flow.
- Additional traffic flow indicators have been added.

Check-In

Patrons will be welcomed at the Circulation Desk and asked if they would like to take a "temperature check" with a non-contact thermometer before they use the Library.

Building Access

For Fall Semester, entrance access will be available only at the South Entrance (main doors across from Considine Hall). The following locations will remain closed until further notice:

- Commuter Lounge - Closed until further notice.
- Special Collections & Archives - Closed until further notice.
- Water fountains are closed
- Tables and chairs have been removed to reduce gatherings to ensure proper spacing guidelines.
- Coffee Station will be available for patrons, and will be provided the coffee pod, cream, sugar, etc. when purchasing a cup.
- Center for Engaged Teaching and Learning (CETAL) space will be available to be reserved for student groups up to 10 patrons.
- Each room/zone will be capped at an appropriate occupancy to provide for social distancing according to the CDC/State of Michigan guidelines.
- Conference rooms will have guidelines for reduced capacity posted on the doors.
- The Bookstore (Seamore's Mercantile) will be limited to two patrons at a time.
- Inter-Library Loan (ILL) will have a special quarantine period (per Midwest Collaborative for Library Services guidelines) as these books are coming in from indeterminate areas from around the state.

Cleaning

- Increased presence of disinfectant stations with hand sanitizer available on each level of the Library. Hand sanitizers will be located by each elevator on each level inside the Library/Learning Commons and by the main entrance and exit. Garbage receptacles are located throughout the Library/Learning Commons for proper disposal of waste.
- Disinfectant is provided for cleaning equipment, including office equipment, as well as to educate our patrons on cleaning and sanitation.
- Patrons are encouraged to disinfect equipment before and after use.

Executive Order – No. 2020-114

The Library/Learning Commons will follow all guidelines under this executive order when it relates to libraries. We will update when new guidelines are released.

6. Retail stores that are open for in-store sales, as well as **libraries** and museums, must:

Executive Order	LSSU Response
(a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.	CDC posters are located around the Library/Learning Commons. More posters will be added.
(b) Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.	Proper spacing circles will be placed on the floor at the Circulation, Reference and ASC Desks.
(c) Except in Regions 6 and 8 adhere to the following restrictions: (omitted from this document)	This does not apply (Upper Peninsula is Region 8).
(d) Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.	Face coverings are required.
(e) Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.	All patrons will have the option of getting their temperature taken prior to entering the Library/Learning Commons with a non-contact thermometer.
(f) Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.	Chairs have been removed to encourage social distancing at our computers and study areas.
(g) Install physical barriers at checkout or other service points that require interaction, including Plexiglas barriers, tape markers, or tables, as appropriate	Signs are posted stating that all equipment must be disinfected immediately after use.
(h) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.	Hand sanitizer and disinfecting wipes will be available on each level of the Library. Silicone keyboard covers are used and washed nightly.
(i) Train employees on: (1) Appropriate cleaning procedures, including training for cashiers on cleaning between customers. (2) How to manage symptomatic customers upon entry or in the store.	Custodial Staff will regularly disinfect public restrooms and lobby. Student-workers will also disinfect door handles, tables, and equipment in and returned to the Library.
(j) Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.	We will post notification as you enter the Library.
(k) Limit staffing to the minimum number necessary to operate	We continue to have Library & Academic Services Staff working remotely where appropriate.