I. Overview
This SOP was developed in response to the Covid-19 pandemic in compliance with federal, state, UW System, Winnebago Health Department and campus guidelines. The SOP is designed to ensure the safety of staff, student employees, students and visitors to the libraries given the following considerations:

- The volume of students that enter the libraries on a daily basis. The daily average of students visiting the libraries per day is:
  - UW Oshkosh: 823 people
  - UW Oshkosh Fox Cities: 347
  - UW Oshkosh Fond du Lac: 148
- Most staff offices do not allow for social distancing.
- Staff with significant childcare concerns, depending on the K-12 plan in their district. Staff with underlying issues or concerns about family members’ health.

II. Applicability:
This procedure is for all staff, student employees, students, and visitors to the libraries.

III. Procedure: Moderate Alert Protections in Place

A. Procedure/Process
1. Information Literacy Instruction & Reference
   - All Instruction will be done online through Canvas, Collaborate or other means.
   - Research assistance will be provided by phone, chat and virtual research appointments.
   - Public Services staff will be primarily working from home.

2. Collections & Technology Services
   - Some staff will work hybrid schedules to facilitate the processing of purchased materials.
   - Faculty, staff and students can use online forms to request articles, books, streaming videos and more.
• Libraries will follow IT guidelines for disinfecting computers, keyboards and mice. Libraries will disable computers that are in unattended areas. Touch screens devices will be unavailable. We will use a library-created web app to show computers that need to be disinfected after use.
• Technical Services will be locked during open hours to restrict foot traffic in the area.

3. Library Spaces
• Furniture will be socially distanced in all libraries.
• Group rooms will be limited to a small number of people according to the space. At the Fox Cities campus, users can request a key for the rooms.
• Masks will be required for all who enter the libraries (signage will be in place).
• Hand sanitizer will be available in every space possible.
• Doors will be propped open, within fire code guidelines, to minimize touch points.
• Eating and drinking will only be allowed in designated areas.

4. Circulation Services
• Employees will work hybrid schedules to minimize in-person contact.
• Users will self-swipe their Titan Cards.
• Returned items will be quarantined for 4 days. Employees will wash hands after handling.
• Phones and computer equipment behind the desk will be sanitized between uses.
• Items for re-shelving will be left on carts and returned to Circulation for quarantining.
• Interlibrary Loan and Resource Sharing materials will be quarantined before arrival.
• Short term loan equipment such as laptops, headphones and calculators will be sanitized after each use.

5. Archives & Area Research Center
• Number of simultaneous users will be limited to five people, one at each table.
• Classes will be encouraged to use reformatted materials.
• Used items will be quarantined for 4 days.
• Archives Assistant will work hybrid schedule to minimize in-person contact.

6. Staff management and supervision
• Staff will be trained to use the assessment tree from UWO mobile app to assess health daily, and to report symptoms.
• To minimize physical contact among staff, non-traditional communication will be encouraged, using tools such as Microsoft Teams or Collaborate.
• Staff meetings will be held virtually.
• Staff will be given the option to reduce on-site hours, provided their work can be delivered remotely, and that they remain in contact during established hours via email, phone, text, or chat.
• To ensure continuity of services, staff will help develop a contingency plan detailing how essential services will be delivered should any member of the unit be unable to fulfill their duties.
• To keep personnel safe, staff will be encouraged to use the break rooms in the libraries sparingly, cleaning after each use.
B. Face Covering Requirements
   1. All staff, student employees, students and visitors will be required to wear a face mask or shield while in the libraries. Staff may remove their face covering while in their private offices with a closed door.

C. Physical Distancing Parameters
   1. Plexi-glass barriers will be installed at service desks.
   2. Furniture will be socially distanced.

D. Hygiene
   1. Hand sanitizer will be available at every space possible.
   2. All staff including student employees will wash their hands or use hand sanitizer after an interaction with anyone.

E. Disinfection
   1. Disinfection supplies will be available throughout the libraries.
   2. Cleaning will be completed by custodians, student workers when possible and staff when necessary. Fox Cities staff and students will be cleaning their space.

IV. Procedure Modifications: Very High Alert
   A. The UWO Libraries will be closed to all staff, student employees and students.
   B. Staff will work remotely to ensure services.

V. Procedure Modifications: High Alert
   A. The UWO Libraries will be closed to students and visitors. Limited staff may be working on site on a rotational basis.

VI. Procedure Modifications: Low Alert
   A. The UWO Libraries are open to all staff and students.
   B. Staff will be given the option to reduce on-site hours, provided their work can be delivered remotely, and that they remain in contact during established hours via email, phone, text, or chat.
   C. Personal hygiene and disinfection practices continue.
   D. Face coverings will still be required.
   E. Virtual delivery of instruction, reference and staff meetings.

VII. Guidance Documents/Policy Links:
   - https://uwosh.edu/titans-return/#:~:text=Titans%20Return%20to%20UWO%20campuses%20in%20fall%202020&text=The%20urgency%20to%20safely%20return%20to%20UWO%20campuses%20for%20fall%20semester.

VIII. Templates/Forms:

IX. Definitions
   Services provided by the UWO Libraries:
• Provide physical spaces for studying, collaboration, using materials and more.
• Information Literacy training and research assistance.
• Archival and genealogical services
• Collections, including physical collections, electronic collections, streaming videos and more.
• Circulation of materials from across the UW System and the world.

X. Revision History:
Created: 8/18/20
Revised/Reviewed: