Umpqua Community College Library

COVID-19 Procedure

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Purpose

1. This procedure outlines how the UCC Library will safely reopen during COVID-19, beginning with the reopening of its computer labs. It is to be used in conjunction with all other college and library policies and procedures. Our first priority is the health and safety of all individuals in the library space.
2. This procedure will be updated with any changes in guidance from the college and the State of Oregon.
3. All individuals who enter the library, including the library foyer, must adhere to this procedure.
4. The library computer lab is open to current UCC students and staff during the hours as posted on our website.
5. The library building is closed to the public.

Library Resources and Services

6. A complete list of our virtual and face-to-face services can be found on our website at https://www.umpqua.edu/library. Please note:
   a. Requests to check-out reserve material (e.g., textbooks and calculators) are made through the Reserve Textbook Request Form on the library's website. http://guides.ucclibrary.com/reserves
   b. Requests to check-out material from our circulating collection (e.g., print books, CDs, DVDs) is made through the *Check-Out and Pick-Up This Item* form that appears next to material in the library's physical collection when found in the UCC Library Search Box. https://www.umpqua.edu/library

Masks

7. Face coverings which cover the nose and mouth must be worn at all times. Face shields alone are unacceptable.

a. "Face covering" means a cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. The following are not face coverings because they allow droplets to be released: a covering that incorporates a valve that is designed to facilitate easy exhalation, mesh masks, lace masks or other coverings with openings, holes, visible gaps in the design or material, or vents" (Oregon Health Authority, 2020a).

b. Children under five years of age are not required to wear a face mask.

c. Individuals with a medical condition or disability that prevents them from wearing appropriate personal protective equipment may request an accommodation; student requests are submitted to the Accessibility Office (https://www.umpqua.edu/accessibility-services) and employee requests are submitted to the Human Resources Department (https://www.umpqua.edu/human-resources). The accommodation approval must be sent to the Library Director before the individual will be allowed to enter the building.

Daily Self-Check

8. Before entering the library, individuals must confirm the following:
    a. They have not had any COVID-19 symptoms in the last 14 days including any of the following listed by the Centers for Disease Control and Prevention (2020):
        i. Fever or chills
        ii. Cough
        iii. Shortness of breath or difficulty breathing
        iv. Fatigue
        v. Muscle or body aches
        vi. Headache
        vii. New loss of taste or smell
        viii. Sore throat
        ix. Congestion or runny nose
        x. Nausea or vomiting
        xi. Diarrhea
    b. They have not tested positive for COVID-19 in the last 14 days.
    c. They have not been in close contact (have spent at least 15 minutes within six feet) of an individual with a confirmed or probable case of COVID-19.

9. Individuals who have traveled out of state of internationally within the last 14 days are strongly encouraged not to enter the library building.

Sign-In/Out

10. Before entering the library, students and staff must sign-in with their UCC student ID number to the college tracking system. They must sign-out before leaving.

Food/Drink

11. No food or drink is allowed in the library building, including the foyer.

Social Distancing

12. Six feet of social distancing must be maintained at all times with the following exception: members of the same household who live with one another.
13. Students must stay within the allowed area in the library -- they may not go beyond any barriers that have been roped off.
14. Individuals must follow directional signs when entering and exiting the library and when walking around the library space.

Sanitizing

15. Individuals are encouraged to wash their hands frequently or use hand sanitizer.
16. Individuals are encouraged to sanitize all surfaces before using them. Only cleaning supplies provided by the college may be used on college equipment (e.g., keyboards, desks).
17. Individuals must use sanitizing wipes provided by the college to sanitize all surfaces that they touched (e.g., keyboards, mice, tables) before leaving their work spaces and after touching other surfaces or equipment (e.g., printers, charging stations, staplers).

Children

18. Students may bring their children with them. They must indicate the names of their children when they sign-in. Children under the age of 18 must be actively supervised by their parent, guardian, or responsible adult at all times. Children must be quiet and may not disrupt other students.

Respectful Behavior

19. Individuals must be respectful at all times of others studying and working in the library.
20. Areas set aside for quiet study, group study, or Zoom sessions must be observed.
21. Headphones must be used at all times to listen to the audio on any computer or device. Sound must be kept to a level where it is only audible to the individual wearing the headphones.
22. Students may speak when they participate in Zoom (or other video conferencing) sessions for UCC classes only.

Library Space Set-Up

23. All work stations, including computers, staplers, printers, and sign-in/out station, will be set up so that six feet of social distancing is possible.

24. When possible, directional markers on walkways will be provided so that people do not have to pass each other. If this is not possible, individuals should wait until the walkway has cleared to avoid coming within six feet of another individual.
25. The maximum occupancy during COVID-19 for the entire building is 50 people: 25 per side when the entire area of each side is open. This will be reduced if the area open is reduced.

Custodial Services/Cleaning/Sanitizing

26. Lab aides or library staff will sanitize high use surfaces once per hour (e.g., keyboard used for logging in upon entrance and exit, printers, staples, keyboard for logging in).
27. Custodial services will clean and sanitize the library after it has closed, Monday - Friday. Custodial services will clean all common areas, shared equipment, and high-touch surfaces (e.g. desk tops, tables, doors, glass), and vacuum. After this initial cleaning is done, the library will be sanitized. Bathrooms will be checked when custodial arrives, and cleaned and sanitized once the building has closed.

Non-Compliance

28. Students and employees must also follow the *Umpqua Community College COVID-19 Health and Safety Operational Plan*.
29. Students who fail to comply with the *UCC Library COVID-19 Procedure* will be given a verbal warning stating what they need to do to comply. If they do not comply immediately or have a second instance of non-compliance, lab aides will notify library staff. If library staff are unavailable, they will notify Security. The library staff member or security guard will then ask the student to leave the building immediately. The student may not return until the following day that the library is open. The Library Director and Security will be notified immediately. An incident report will be completed and sent to the Library Director, Security, Assistant Vice-President of Student Services, and the Assistant Vice-President of Academic Support Services.
30. Employees who fail to comply with this procedure will be reported to Human Resources.

References

Centers for Disease Control and Prevention. (2020, December 22). Symptoms of Coronavirus. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Oregon Health Authority. (2020a, November 18). *Statewide freeze guidance – masks, face coverings, face shields*. OHA2288K11172020. https://www.umpqua.edu/images/OHA_Statewide_Mask_Face_Shield_Face_Covering_Guidance_1182020.pdf

Oregon Health Authority. (2020b, December 15). S*tatewide guidance (recommendations) for travel*. OHA2351R12152020. https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351r.pdf

Umpqua Community College. (2020a, April 7). *Children on campus administrative procedure #3504*. https://www.umpqua.edu/images/about-ucc/offices-administration/board/downloads/board-policies/3000-general-institution/3504AP_Children_on_Campus_20200407.pdf

Umpqua Community College. (2020b, December). *Umpqua Community College COVID-19 health and safety operational plan.* https://www.umpqua.edu/images/about-ucc/offices-administration/community-relations/coronavirus/downloads/UCC_COVID-19_Operations_Plan_DEC_2020.pdf