U-M Library Ramp Up Plan - July 2020

The following research ramp-up plan has been developed by U-M Library to comply with all requirements specified in the U-M Guidelines for Safe Lab Work and the U-M Library Guidelines for Safe Work (a translation of the UMOR guide relevant to library services and functions).

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Building Access and Preparation

The University of Michigan Library manages:
   ● Three library buildings:
      ○ Hatcher Graduate Library, Shapiro Library, and the Buhr Remote Shelving Facility.
   ● Five remote shelving facilities
   ● Five library spaces within university buildings:
      ○ Duderstadt Center (Art Architecture and Engineering Library), the Moore Building (Music Library), Tappan Hall (Fine Arts Library) Research Museums Center (Museums Library), Taubman Health Sciences Library.

This ramp-up plan is for the Buhr Remote Shelving Facility. Subsequent ramp up plans will include access to other library managed buildings that will fall under the purview of the Provost's re-engagement efforts.
Buhr Building Entry Plan

The U-M Library ramp-up plan to address research needs includes an initial phase for the Buhr Remote Shelving Facility, in two waves.

Building access to Buhr will be routed through the Buhr Central entrance, an ADA compliant access that offers both elevator and stair access to workspaces. MCard access to this entrance will be restricted to approved staff only. This entrance will be monitored by a trained library employee who will conduct the health screening of all approved staff and check approved staff against a master spreadsheet managed by our Library Facilities manager. Entryway signage will include images and written instructions for how to adhere to social distancing guidelines within the space and each unit entering the building will have a 15-minute staggered start time. Approved staff will be added in subsequent phases, adhering to social distancing and occupancy requirements.

EHS-standard signage, in addition to CDC hygiene reminders and library-specific signage to communicate instructions and occupancy limits, will be placed throughout the building to designate walkways and instruct staff on how to access and use elevators, restrooms, and stairwells, and break rooms.

Building Preparation

The Buhr heating and cooling systems were never fully shut down during campus closure. Waterlines were regularly flushed by regional managers. Following building safety measures, MERV-13 filters are being installed in our building’s heating and cooling systems.

Hand sanitizer dispensers will be available in common areas, including in designated break rooms. Each workspace will have additional supplies of sanitizer, disinfectant, disposable towels, and wipes for use during their shift.

Reusable cloth masks (3) will be provided to all staff resuming work onsite during ramp-up and single-use, disposable masks will be available onsite as needed. Individuals without a mask will be provided a single-use mask to wear during their shift but otherwise will be expected to clean and maintain regular-use masks which they can use onsite.

Custodial Services staff will continue to conduct their building-wide cleaning schedule that includes disinfecting and cleaning general use high touch areas such as handrails and elevator buttons.

Signage

Signage will be placed throughout the staffed spaces in Buhr, providing guidance on where to stand, how to access restrooms, elevators, stairwells, and break rooms. New capacity signs indicating occupancy limits will be posted at each workspace used by a unit. Maps with workspace layouts, including any directions for pathways (e.g. one-way) will be posted with printed instructions at
all onsite locations.

**Workspace Capacity and Layouts**

Library Facilities will redesign the layout and workflow for each unit and their workspace based on their functional needs and how many individuals will be working onsite. These layouts will adhere to the occupancy (we are still using the no more than 30% workforce designation for these waves of staff) and social distancing limits (minimum six feet between people at all times) and will designate equipment for each individual working onsite. Onsite supervisors will be responsible for ensuring social distancing guidelines are adhered to, staff wear masks in shared areas, and the materials transfer protocols are met, including hand washing or sanitizing schedules. Facilities staff will conduct regular monitoring of workspaces to ensure staff are adhering to guidelines. Supervisors will be polled each week to provide feedback on workflows and processes.

**Shared Resources and Facilities**

We will designate room for lunch or other breaks, for staff who are not working in a closed office while onsite. There are two sets of staff who will be working in separate areas, each with their own break room access. These will be set up to adhere to social distancing and occupancy requirements, including designating room capacity and where they can sit.

Each unit will be designated restrooms close to their worksite.

**Closed Common Spaces**

All other restrooms and non-active library spaces, including meeting rooms, conference rooms, and other specialized spaces, will be marked off or locked and will not be available for onsite staff use during Buhr ramp-up.
Staff and Unit Access

Prioritized Research Services Work

Units or functions which provide research services that cannot be completed remotely will be prioritized to enable faculty and others to resume their research work in their own settings. We are prioritizing and staging the following onsite work:

- providing access, via limited scanning, to materials that are not already online;
- continuing to conserve, preserve, and digitize our collections for research use;
- special collections needed by faculty to conduct research or teaching in the upcoming spring/summer/fall semesters;
- continuing to shelve and, in the Fall, providing access to circulating materials housed in Buhr.

Staff Requirements

In our Buhr waves, 17 regular staff will perform specific functions in identified Buhr workspaces and stacks areas (Conservation and Preservation, Digital Conversion Unit, Buhr Stacks) to ensure maximum social distancing.

No undergraduate students, visiting researchers, or members of the general public will have access to any library building until approved by UMOR.

Before being approved to enter the building, staff will:

- take the EHS-provided general training (via MyLINC)
- sign an attestation form that they have read, understood, and agree to comply with all established safety protocols for onsite work
- have a virtual orientation to their workspace layout and any unit-specific protocols
- be given copies of the health checklist

Staff who are experiencing any symptoms will be instructed to stay home. Staff who do not pass the health check administered at the entrance will be sent home and their status will be reported to EHS. U-M Library HR, in cooperation with EHS, will trace close contacts of an infected staff member for 3-7 days prior to the determination of exposure or symptoms based on where they were stationed and how they adhered to PPE usage requirements.

Each unit’s staff schedule (created in Google) will be shared with Library Facilities to manage occupancy and social distancing requirements. Staff from these units will work an eight hour shift (9:00 am to 5:00 pm) between Monday-Friday with breaks.

Waves

Wave 4: One unit
- Check-in/shelving (Operations): Support scanning and check in/shelve returned materials

**Wave 5: Two Units**

- Digital Conversion Unit (Collections): Will continue to digitize print and physical collections to make available in our digital collections platform for instruction and research purposes.
- Conservation and Preservation (Collections): Will resume repair and conservation work on special and fragile collections, to make them available to digitize and/or circulate.

We are currently evaluating the eight hour shift to determine whether we can logistically include additional shifts into our workflows, including opening a Saturday shift option for staff at Buhr. Otherwise, all procedures established in the first waves of Hatcher re-entry will be followed.

**DEIA**

In considering resuming onsite functions, the library is applying diversity, equity, inclusion, and accessibility considerations in identifying staff to invite to return to work. During the ramp up phases, all staff will be able to opt in to return to limited onsite work. This includes reviewing the status (staff or faculty librarian) and demographics of potential onsite staff, and taking into consideration invisible disabilities that may not be readily apparent to supervisors or colleagues.

**Unit Approvals and Preparation**

All unit supervisors and associated department managers will have established a unit safe work plan to ensure safety protocols are followed in their workspaces and during their shifts. These plans will be reviewed and approved by the Facilities manager, the U-M Library space planning team, the Associate Dean, and UMOR before any work can begin onsite. Maps, written instructions, occupancy limits, designated restrooms will be posted in each workspace.

**Safety Plans and Protocol Training**

Before being approved to enter the building, staff in these units will take the EHS-provided general training (via MyLINC) and be virtually oriented to their workspace layout and any unit-specific protocols. Staff must sign an attestation form that they have read, understood, and agree to comply with all established safety protocols for onsite work. These forms will be kept by the Facilities manager.
Designated unit supervisors will be responsible for maintaining the standard hygiene plan and schedule for all insite shifts, including disinfecting their area’s high touch surfaces, ensuring safety and hygiene protocols are followed, including reminding onsite staff to regularly clean their personal workspaces, and ensuring their unit has adequate supplies. Facilities staff will also conduct regular monitoring of staff in workspaces to ensure protocol compliance.

In addition to the EHS and UMOR training materials, we have created safe handling procedures for materials handling and transfers between units based on ALA, CDC, IMLS, and Library of Congress guidelines and recommendations. Every staff member will be required to follow these procedures for onsite work, which include directions for external deliveries, quarantining and disinfecting recently returned materials, contactless transfer of materials within our buildings, and any other contactless transfers of materials or supplies between units.

Reversibility

The U-M Library contingency plan of reversibility is based on our ability to rapidly shut down any facilities within our buildings in the case of a recurrence of COVID-19 locally. There is little specialized equipment that will need to be specially prepared for use. Our staff will be using personal laptops connected to VPN for catalogue access and assigned-per-user scanners. They will be instructed to follow sanitization guidelines and hygiene guidelines while using this equipment and workspaces.

Library staff will be required to cease all onsite work activities upon notification; prepare any available materials within the same shift to bring offsite to continue work; ensure equipment is safely shut down by the end of their shift. The library Facilities Manager will coordinate with EHS to visit all previously active onsite work areas to ensure all spaces have been safely shut down. Staff lists for MCard access will be updated to limit permitted staff into the building during this time to only those authorized to work with EHS. Each onsite supervisor and staff member will be notified of these procedures upon returning to work. The library will ensure there can be remote work available for staff returning to offsite work.

Monitoring and Reporting to UMOR

Trained library staff will ensure that entry/exit procedures are followed, and will monitor daily the onsite workspaces to ensure compliance with hygiene and PPE requirements. If violations occur in onsite workspaces, the onsite supervisor and manager will be notified, corrective action will be required, and UMOR will be notified. The library will follow any additional guidelines or actions recommended by UMOR and EHS and the Associate Dean will coordinate with UMOR to determine if further action is needed.

The Library will use the building success metrics to generate a weekly report to be reviewed by library leadership. This report will also be shared with UMOR and EHS and a summary of metrics will be provided in a weekly email update by Dean Hilton to all library staff.
Equitable and Transparent Planning

Library staff at-large have been informed, through a series of virtual all-staff meetings, the library’s overall intent to resume limited onsite work in this ramp-up phase. General documentation is available via our staff intranet, which we are committed to keeping updated. Weekly email updates will be sent to library staff communicating ramp-up progress and evaluations of onsite work experiences.

Library HR will offer all staff identified to resume limited work onsite a confidential and personal evaluation of their candidacy for high risk qualifications, to consider caregiving or planning time needs, or their personal comfort with returning to the building. Staff will be given two weeks to inform their supervisor if they are willing and able to return to limited onsite work during this ramp-up phase. No staff will be compelled to resume limited onsite work if they are not comfortable doing so.

Unit planning leads and all staff have an open channel of communication with our Library HR director and Facilities manager.