Fine Arts Library Reentry Plan

Facilities Requirements

We will follow normal access to the building via the main entrance to Tappan unless stated otherwise by LSA Facilities. Staff working will perform the online COVID-19 Screening Survey and email results to Library Facilities.

We will follow all U-M regulations for working in the building including creating a hygiene plan for our space following the U-M Library Hygiene Plan guidelines. The group will need to create an online hygiene/cleaning log (see template) that Library Facilities will audit to make sure it is up to date. Library Facilities will provide all the cleaning and any other supplies needed.

All staff will complete the COVID-19 training offered through MyLinc and read over documentation created by Library staff for a safe working environment, and sign the appropriate attestation form, including the library's Guidelines for Safe Work.

We will post layouts for the workstation for staff that will follow the 144 SF per person EHS guidelines, and have max capacity signs on the entrance door to the space.

Job Duties

The space will not offer any public services and will not open to the public except for up to 12 assigned carrel spaces, appropriately distanced and by appointment, for History of Art graduate students. Only one person will be assigned to each carrel for the semester, and appropriate cleaning protocols will be in place. Limited, by appointment access to Tappan Hall classrooms 210 and 270 to use as virtual studios may also be available to faculty and graduate students. Appropriate cleaning protocols, cleaning supplies and logs will also be in place.

Library Facilities will perform weekly deliveries to the building on material being transferred between libraries. We will make deliveries through the rear entrance since there are no stairs. Materials delivered and retrieved will follow the library’s EHS-approved guidelines for Safe Material Handling internally and externally.

The duties that onsite staff will perform are:

- Checking in the backlog of material
- Shelving the material
- Processing current journal issues
- Begin scanning materials for faculty/instructor course material requests that are already being received in preparation for the fall
- Retrieving physical library materials to make available through contactless pickup and delivery, when a digital copy of the item or a suitable alternative cannot be identified.

**Staffing**

We plan on having one staff in the space at a time. We will have a set schedule between Monday - Friday 9:00am - 5:00pm that will be submitted to Library Facilities.