Music Library Reentry Plan

Facilities Requirements

We will follow current Moore Building access which is through the Brehm Pavilion entrance to be screened by staff. After the screening, we will proceed to our space following any building signage around the building including wear face coverings in all public spaces and maintaining social distancing.

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 be open to the public.

Library Facilities will perform weekly deliveries to the building on material being transferred between libraries. We will make deliveries through the Brehm Pavilion entrance. 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 and shelving the material
- Processing current journal issues
- Scanning materials for faculty/instructor course material requests
- 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 the hours of Monday - Friday 9:00am - 5:00pm that will be submitted to Library Facilities.