Submitted a list of buildings needed during COVID-19/Fall semester that indicates the following requirements have been (or will be) implemented: 1) access control, 2) physical distancing, 3) hand hygiene, 4) disinfection/sanitation, 5) PPE, and 6) accessibility accommodations.
See Shapiro Library Room Use spreadsheet for a breakdown of all rooms in Shapiro, their square footage and capacity during COVID-19 and their listed priority (A or B).

Building access to Shapiro will be routed through the North lobby entrance, an ADA compliant access that offers both elevator and stair access to workspaces. Services we will offer in the fall semester include: contactless pickup; in-person consultation by appointment; limited scheduled study space and computer labs, by appointment.

MCard access to this entrance will be restricted to U-M community members. This entrance will be monitored by a DPSS-trained library employee who will conduct the health screening of all visitors and approved library staff. Library staff will be reviewed against a master schedule spreadsheet managed by our Library Facilities manager. All library staff working onsite will be required to wear face coverings according to U-M and state guidelines and to have received the COVID-19 training offered through MyLINC. Accessibility accommodations will be provided via a triage method started by emailing our virtual circulation office, Ask a Librarian service or lib.accessibility@umich.edu.

Entryway signage will include images and written instructions for how to adhere to social distancing guidelines within the space while checking into the building. Signage will be placed throughout Shapiro, 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 and public service area. Library Facilities will redesign the layout and workflow for each service unit and their workspace based on their functional needs and how many individuals will be working onsite. The library will adhere to the EHS library guidelines for occupancy for public-access areas with more than 50,000 square feet that limits occupancy to 4 people per 1000 square feet of customer floor space (including staff). In staff-only areas, the library will follow the 144 sq ft per person guidelines for open workspaces.

A “welcome station” will be set up in the lobby of Shapiro for users that will provide general instructions for how to use the spaces, where services are located, and what guidelines are in place. This station will also include hand sanitizer dispensers and masks for onsite use. Hand sanitizer dispensers will be available throughout all common areas, including at our lobbies and in every active workspace or onsite service location. Each workspace will have additional supplies of sanitizer, disinfectant, disposable towels, and wipes for use during their shift. 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.

Staff and visitors may use their smartphones to fill out the online daily health screening (https://healthscreen.umich.edu/) or answer the questions verbally, supplemented by written instructions posted at the health screening point-of-entry. Library staff with symptoms should not report to work. 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.
The doors to the access corridor between Shapiro and the adjacent Hatcher Library will be locked on both sides. Hatcher Library is currently open only to selected library staff for critical functions that cannot be done remotely, under the Re-entry plan approved through UMOR June 24, 2020.

PERSONNEL GUIDANCE

FACULTY AND STAFF

A communications plan is in place for COVID-19 operations that informs faculty and staff of the unit’s expectations.

We will regularly communicate to our community the availability of our services via our library website, social media channels, newsletters and regular communications directly to academic units via our liaisons, and increased signage both within and facing outward on the Shapiro Library.

Library staff will follow existing protocols and guidelines for communications related to onsite work in Shapiro. This will be communicated via email, newsletter items, and documentation on our staff intranet. The internal communications process includes:

- Supervisor/Manager of re-entering staff will develop a plan for reentry with the reentry planning team.
- Supervisor/Manager of re-entering staff will communicate general plans of the re-entry to potentially involved staff.
- Library HR will follow up with these staff members with a re-entry form allowing staff members to share any specific concerns or circumstances that would impact their participation. An HR partner will work with staff members to confidentially address concerns.
- Host pre-entry kick-off zoom meetings; one with phase cohort supervisors and another with everyone in the phase cohort to see who they will be working with and discuss the situation as a cohort.
- Supervisor/Manager will follow up with staff members being invited to on-site work with more details and a link to online training, with 1 to 2 week notice of the first day of on-site work.
- On-site staff will receive frequent communication from their supervisor and/or the COVID Re-Entry team regarding safety, workplace re-engagement and important public health updates.
- On-site staff are asked to report safety issues, including personnel who are ill or not following safety protocols with your supervisor and/or the U-M compliance hotline website or by phone; (734) 764-0304 or contacting U-M Environment Health and Safety at 734-647-1143.
A staffing plan is in place that requires remote operations whenever possible and details the process used to decide which personnel will be required to work on campus and on what schedule.

All work that can be done remotely will continue to be done remotely, so only staff whose functions and services require working in our buildings will be permitted to do so.

The work of all library staff will be matched to four staffing models: all remote, all on-site, mostly remote with the occasional need to be on-site for short periods, and a mix of remote and scheduled on-site work.

Managers will work with their teams to clarify the service or function that will be carried out on-site, and determine the staffing needed to fulfill the function of the team. Smaller groups of staff will resume working in the building at a time, in waves, allowing for work and space adjustments before the next group is added to on-site staff. Managers will work with their teams to establish individual schedules (number of days, which days of the week) that accommodate individual staff situations and minimize the number of people in the building at the same time, while continuing to serve the campus.

A process is in place for employees to report concerns or issues regarding safe and equitable COVID-19 operations.

- Staff working on site will receive frequent communication from library leadership regarding workspace safety, campus activities re-engagement and important public health updates. This communication will also include an invitation to express any concerns or issues or any changes in their circumstances.
- Facilities/Operations staff will perform walkthroughs to help maintain public health standards so that workspaces can remain open.
- Staff working on site are instructed to report workspace safety issues, including personnel who are ill or not following safety protocols, via the U-M compliance hotline website and to their supervisor or LHR representative. They can also report concerns by calling 866-990-0111 or contacting EHS at 734-647-1143 or emailing EHS.

A process is in place to ensure that employees working on campus have completed the COVID-19 safety module and will complete the daily U-M health attestation.

Any staff entering the building for limited onsite work will be required to follow the process below, after which they will be provided building-specific access with their MCard and added to the approved list of staff for the period during which they will be onsite.

Before being approved to enter the building, staff will:

- Take the EHS-provided general training (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 through the Occupational Health Services process (OHS COVID Hotline at 734-764-8021 - Option 1). OHS and 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.

STUDENTS, POST DOCS AND LONG-TERM VISITORS

Library student employees will follow the same process as regular library staff. We will not provide access to non-affiliated visitors or anyone who is not an active member of the U-M community.

A process is in place for students to request disability-based accommodations under the Americans with Disabilities Act (ADA) through the Office of Services for Students with Disabilities (SSD).

The Library has an existing set of processes in place to support disability-based accommodations to our physical and virtual services, collections, and resources. While most of our buildings will remain closed or mostly closed to our academic communities, we have created alternative modes for users to request digital copies of print materials and gain increased access to digitized materials through HathiTrust. Service providers can make accommodations to these modes of access based on need and users can contact lib.accessibility@umich.edu to begin this process. Virtual events hosted in collaboration with the library can request closed captioning (CART) services through the Teach and Technology Collaborative and SSD by emailing teachtech@umich.edu with support from the Library Operations Tech and AV team.

A process is in place to ensure that students, postdocs, and long-term visitors working on campus have completed the COVID-19 safety module and will complete the daily UM health attestation.

Any visiting students, postdocs, or long-term visitors that might need regular onsite access to our collections or resources would be required to follow the same process we use for library staff to gain access to our buildings. This would include incorporating their work needs into any social distancing and sanitization workflows, layouts, and arrangements for the spaces they would need to access.
SHORT-TERM VISITORS

A process is in place to ensure that short-term visitors working on campus have completed the COVID-19 safety module and will complete the daily UM health attestation.

Short-term visitors will be very limited (e.g., scholars who need access to specialized materials not available elsewhere). Their visit will need to be pre-arranged, by appointment only, in consultation with a librarian or curator. Short-term visitors would be required to follow the same process we use for library staff to gain access to our buildings. This would include incorporating their work needs into any social distancing and sanitization workflows, layouts, and arrangements for the spaces they would need to access.

OPERATIONS GUIDANCE

INSTRUCTIONAL OPERATIONS

The Library will not offer any onsite locations for faculty-led instruction during the fall semester. Library instructors and subject specialists who collaborate with faculty to provide library-specific instruction will offer these instruction sessions almost exclusively virtually. We will provide complementary in-person instructional support options where possible, desirable, and safe, in Shapiro Library and Askwith Media Library. Onsite support services would include limited access to specialized equipment, software, or materials that cannot be easily digitized or provided virtually and would be offered by appointment only.

The library has created an enhanced service for faculty needing course materials support (course reserves) that prioritizes digital openly licensed, and library-owned resources wherever possible. We also offer a request process for faculty to access print-only articles or book chapters, film or video, special collections, or maps.

There may be cases where library instructors are invited to provide in-person services in assigned classrooms outside of library buildings.

- Library instructors will work with faculty to provide instruction in the format that best meets the needs of the class.
- No individual library staff will be required to do in-person instruction this fall.
- If any librarian plans to do an in-person library session, they will need to follow the unit’s re-entry process in order to be approved as an on-site instructor.
MAINTENANCE OF BENCH RESEARCH

COVID-19 standard operating procedures (SOPs) exist for each lab and researcher cohorts and shift assignments are defined.

The library primarily supports research endeavors by faculty and students and has created processes to support faculty and student research needs during the pandemic. Researchers on campus do not currently have lab space established in library-managed buildings or spaces. Library researchers are instructed to conduct their own research remotely or to work within a unit’s onsite safe work guidelines to access any physical collections or resources to continue research.

During the fall semester, the Shapiro Library’s Shapiro Design Lab and the Askwith Media Library will be maintained as limited onsite locations for faculty or students requiring in-person use of library resources or materials (e.g. building-use only materials or specialized equipment or software). Access to these locations and associated expertise or support will be offered only through appointment. As required by U-M guidelines, users will be screened upon entry and trained to follow hygiene and social distancing practices established by consultative units before entering our buildings. Building-use only materials that cannot be accessed onsite in Shapiro will be scanned or digitized according to copyright law to provide access to researchers.

For units with open bench research labs, a process is in place to update the list of researchers in any cohorts and their assigned shifts regularly.

Library Facilities maintains a master schedule (Google spreadsheet) and list of all approved staff who will be onsite for any duration during our open building hours (currently Monday-Friday 9-5 pm). This schedule is updated daily. This includes a unit list and schedule of staff within these units. Unit managers and onsite supervisors maintain a schedule for their staff that is shared with Library Facilities that update daily. Staff who will not be coming into their shift for any reason are required to contact their supervisor and Library Facilities (libraryfacilities@umich.edu) to report their absence. Shifts will be evaluated every 2-3 weeks based on demand, workflow, and need.

A process is in place and is being followed to review and update lists of safety and mission critical lab activities that must remain active if the campus requires research to ramp-down at any point.

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.

All of our library activities that have resumed onsite work can transition to remote efforts if the campus is required to ramp-down. We have invested heavily in providing online access to many of our materials and resources and our onsite work is focused on further digitizing efforts that will
increase scholarly access to our collections. The library will ensure there can be remote work available for staff returning to offsite work.

**A process is in place for ramping down research if the campus requires this at any point.**

Every unit with access to onsite work is required to create a reversibility plan for their work in the case that campus is ramped-down, transitioning to virtual workflows, tasks, and activities. In the case of ramp-down activities, any onsite services offered to U-M faculty, staff, and students would be paused. We would continue our virtual-only offerings.

There is little specialized equipment that will need to be specially prepared for use or ramp-down. 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; and 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.

**CONDUCT OF OTHER ACTIVITIES**

**A process is in place to assess which non-instructional activities, such as student-led events, student group meetings, catered events, can or cannot be conducted on campus. This is a balance between aligning with State of Michigan Executive Orders that prohibit social gathering, the need to reduce building density, and recognizing the importance of certain cocurricular activities to enhance the student experience.**

We do not plan to host any non-instructional activities, such as student-led events, student group meetings, or catered events. We will be repurposing Bert’s study lounge to provide wide circulation paths into and out of the building in adherence with social distancing guidelines and contactless pickup services for print and physical materials.

As the semester progresses and user needs, traffic patterns and safety protocols are assessed, we may be able to open the lounge space again for drop-in or other selected student use.

**A policy is in place that limits on-campus meetings between non-university stakeholders (i.e. visiting lecturers and recruiters) and U-M students and personnel to the largest extent possible.**
Services and spaces for the Fall semester will be for U-M community members only. Any critical need for non-U-M affiliated access will be evaluated by exception only.

**EMPLOYEE RETURN**

A process is in place to determine the appropriate on-site staff needed to support faculty, staff and student needs quickly and efficiently. The on-site staffing plan, including work schedules, are posted to allow faculty, staff, and students to know when, who, and how to interface with staff to receive needed customer service.

There will be limited library staff onsite during the semester to provide critical needs to access our collections (by both digital and physical means) and to provide specific services (contactless book pickup, using physical reserves, limited onsite consultations or materials/resources use) reserved for individuals who need to use our unique services. We’ve designed our onsite efforts to maximize overall access to our collections during the pandemic and to provide specialized, reservation-based services to those who cannot effectively engage with our resources and services virtually. All onsite services will be accessible through reservation-only. A “virtual circulation desk” is being launched to provide additional materials-related assistance to U-M faculty, students, and staff.

Staff returning to public-services work onsite in Shapiro will offer the above services and be composed of volunteers with appropriate expertise from our Operations, Learning and Teaching, Research, and Collections divisions. We will establish services assessment to monitor demand, ease of use, and satisfaction. This will enable us to add or streamline offerings over the course of the fall semester. There will also be staff in the building who will be shelving returned materials.

We will regularly communicate to our community the availability of our services via our library website, social media channels, newsletters and regular communications directly to academic units via our liaisons, and increased signage both within and facing outward on the Shapiro Library. Faculty and students will be directed to book access to services online, via our established consultation models and loan communications channels. We will have one active staffed service desk, located on the first floor of Shapiro, that will be adapted with appropriate shields to offer additional protections for users and staff providing customer service.

Staff working onsite will follow our safe work guidelines and practices, including using virtual schedules that will be shared with the “services” cohort of staff and updated daily. Communications using chat will be established with onsite services staff to enable swift and efficient communications and handoffs.

A process is in place to identify on-site emergency contacts and communicate how they may be reached. Emergency contacts are aware of their responsibilities (in regards to human and facility situations that may arise) and know how to bring issues to the attention of the unit leadership.
Onsite supervisors and facilities staff are available for immediate in-person needs of staff. Facilities carry with them mobile phones and handheld two-way radios to stay in contact with staff and each other. Training regarding facilities and personnel issues have been updated to include COVID-19 protocols and all supervising staff onsite are trained in standard emergency protocols. All existing emergency contact policies are active and in place during this time. Our head of HR is available to staff and supervisors via email and cell phone.

A process is in place and resources have been identified for employees to request disability-based accommodations under the Americans with Disabilities Act (ADA) through the Office of Institutional Equity (OIE), as needed.

Our standard accommodations procedures are in place, requested directly through Library Facilities (libraryfacilities@umich.edu) for staff working onsite and regular check ins are established to ensure workspace are designed to take into consideration both ergonomic needs and accessibility needs.

U-M facing accessibility accommodations will be provided via a triage method started by emailing our virtual circulation office, Ask a Librarian service or lib.accessibility@umich.edu.

A communications plan is in place that informs employees of available resources, including those for mental health (Faculty and Staff Counseling and Consultation Office or Office of Counseling and Workplace Resilience), disability-related accommodations (Office of Institutional Equity), or other concerns (Human Resources, etc.)

Library HR regularly sends reminders directly to supervisors and managers, through our internal newsletter, and other means of communication to all staff regarding resources for mental health, disability-related accommodations, and other concerns. We have extended our documentation of these resources to include COVID-19 related content and reentry content in our library staff intranet, under our HR and Re-Entry planning intranet pages.

COMPLIANCE GUIDANCE

FACILITIES SAFE OPERATIONS

A plan is in place (in partnership with departments) for monitoring room or space compliance with the COVID-19 Guidelines for Academic Facilities (standard operating procedures) document. The plan addresses all spaces within the unit’s space portfolio, including commons areas, lobbies, and other shared spaces.

Facilities, Operations, and EHS staff will monitor daily compliance with all signage, social distancing, hygiene, and usage guidelines in all active spaces in Shapiro (staff and public access).
Onsite supervisors and staff will be regularly surveyed to report compliance with guidelines by both public and colleagues. A process is in place to follow up with any non-compliance reports to either adjust workflows or to hold parties accountable, including shifting non-compliant staff back to remote work assignments and limiting building access to non-compliant U-M faculty, students, or staff. All onsite library partners who will use this space will be required to follow the same procedures and will be monitored.

Signage will be placed throughout Shapiro, 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 and public service area. 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. The library will adhere to the EHS library guidelines for occupancy for public-access areas with more than 50,000 square feet that limits occupancy to 4 people per 1000 square feet of customer floor space (including staff). In staff-only areas, the library will follow the 144 sq ft per person guidelines for open workspaces.

A “welcome station” will be set up in the lobby of Shapiro for users that will provide general instructions for how to use the spaces, where services are located, and what guidelines are in place. This station will also include hand sanitizer dispensers and masks for onsite use. Hand sanitizer dispensers will be available throughout all common areas, including at our lobbies and in every active workspace or onsite service location. Each workspace will have additional supplies of sanitizer, disinfectant, disposable towels, and wipes for use during their shift. 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.

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. 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 this time.

**PERSONNEL**

**A plan is in place to ensure that faculty and staff have completed and comply with requirements defined in the COVID-19 training for safe operations.**

Library Facilities, Operations, other trained library staff, and EHS staff will monitor daily compliance with all signage, social distancing, hygiene, and usage guidelines in all active spaces in Shapiro (staff and public access). Onsite supervisors and staff will be regularly surveyed to report compliance with guidelines by both public and colleagues. A process is in place to follow up with any non-compliance reports to either adjust workflows or to hold parties accountable, including shifting non-compliant staff back to remote work assignments and limiting building access to
non-compliant U-M faculty, students, or staff. All onsite library partners who will use this space will be required to follow the same procedures and will be monitored.

Every library unit or department working onsite must create a safe work plan following State, University, and Library guidelines. All unit supervisors and associated department managers will have established this 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 before any work can begin onsite. Maps, written instructions, occupancy limits, designated restrooms will be posted in each workspace.

Before being approved to enter the building, staff in these units will take the EHS-provided general training 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. Additional training includes reviewing the U-M Library Guidelines for Safe Work, the U-M Library Hygiene Plan, the Building Entry/Exit plan, the safe handling procedures, and the Symptom Testing and Contact Tracing process.

Designated unit supervisors will be responsible for maintaining the standard hygiene plan and schedule for all in-site 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. Logs are kept in a Google spreadsheet and monitored by Library Facilities staff.

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.

**A process is in place to confirm that personnel have completed their daily health attestation prior to working on campus.**

Building access to Shapiro will be routed through the North lobby entrance, an ADA compliant access that offers both elevator and stair access to workspaces. MCard access to this entrance will be restricted to U-M community members. This entrance will be monitored by a DPSSS-trained library employee who will conduct the health screening of all visitors, as applicable, and approved library staff. Library staff will be reviewed against a master schedule 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 while checking into the building. Staff and visitors may use their smartphones to fill out the online daily health screening.
Procedures are in place to inform faculty and staff when they are not complying with the requirements defined in the COVID-19 training for safe operations module and to inform them of possible sanctions.

All onsite library partners who will use this space will be required to follow the same procedures and will be monitored. MCard access to the buildings will be restricted for U-M faculty, students, and staff who do not comply with the building use guidelines for an appropriately designated period of time.

General building access policies and requirements for onsite services will be maintained on the library’s website: https://www.lib.umich.edu/about-us/access-during-covid-19

ADDITIONAL NOTES OR INFORMATION NEEDED

SERVICE DESIGN

We have developed three service teams and created preliminary layouts in order to prepare for U-M access to limited onsite services in the Fall.

Our Fall Access Plan for Shapiro outlines anticipated service areas, circulation paths, and staffed areas based on our identified priorities and anticipated student and faculty needs.

We have launched three teams of librarians and staff who will create the new service models needed to deliver necessary onsite services to U-M students and faculty. These include: contactless pickup of print and physical materials that cannot be provided electronically; limited in-person socially distanced consultations with librarians or library staff and associated resources that cannot be provided virtually; limited by-appointment study space access to students. Milestones and some details are subject to change as we get further into our design, feedback, and testing stages in order to launch these services during the fall semester.

LIBRARY STAFF ROSTER

As part of the University of Michigan Research ramp up efforts, we have almost completed phase one of onsite re-entry for many of our staffing units that primarily facilitate access to materials. The Shapiro Library Reentry Roster (last updated July 20, 2020) provides a list of trained and onsite staff working in our Hatcher Graduate Library and in the Buhr Remote Shelving Facility. Some of
these staff and librarians will expand or modify their shifts to include work in Shapiro, providing public-facing and materials access services for the fall semester.

**ONSITE PARTNER SERVICES**

We have consulted with all partner organizations that have space within Shapiro. They will conform to all library guidelines and requirements as outlined above, including but not limited to the training, staff schedules, physical distancing and hygiene requirements for all staff. To the limited extent they may be open to the public, they will adhere to the “by appointment only” schedules and protocols.

**Knox Adaptive Technology Center** - Remote services only, no staff or onsite service except for one user at a time, very occasionally (by appointment), to consult with SSD staff who are working remotely.

**Bert’s Cafe** - Grab and go takeout only, no tables, social distancing, no direct access into the Shapiro Library itself from the cafe (quick in and out for pickup only).

**CAEN LAB** - Scheduled access to the lab, observing 144 sq ft distancing, cleaning protocols in place.

**Sites** - Scheduled access to **computer labs**, observing 144 sq ft distancing, cleaning protocols in place. Exploring open walk-up access to one or two printers just inside the entrance to Shapiro, no appointment necessary. Scheduled **student rover staff** (rovers are headquartered in the basement of Shapiro, we will collaboratively develop a schedule for how often and when it seems safe to have these student staff in the building, and confirm their safe distancing and hygiene plans, etc.).

**Neighborhood IT** - No more than 2-4 staff in the building, staggered schedules, 144 sq ft distancing in their workspace. On the rare occasion they need to schedule a computer pickup or dropoff they will have a contactless dropoff window/table at the entrance to their office. Socially distanced space where other Neighborhood IT staff who do not have adequate provisions elsewhere on campus could pick up sanitizing and other supplies.

**Sweetland Writing Center/Peer Information Counseling** - All remote services in the Fall, with the very rare scheduled onsite consultation, observing all safe protocols, if a user does not have adequate technology to participate remotely. Occasional student counselors will use scheduled, single use enclosed office space for remote counseling if their own technology setup is not adequate.