

HS/HSL COVID-19 Update



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To: Hshsl-All Staff



Hello HS/HSL Team –

The Division Heads and I have been working very hard to develop policies, procedures, processes in response to recent UMB directives regarding COVID-19. While we have not solved all the challenges, we are probably about 90% there and I felt it was important to share this information with you. This has been shared with and approved by Drs. Ward and Jarrell.

These were hard decisions however we cannot ensure social distancing in, and the cleanliness/disinfecting of our public spaces.

Therefore:

1. Effective this weekend and until the resumption of face to face classes, the HS/HSL will be closed on weekends. Weekend staff should talk to their supervisors about rescheduling options.
2. Until either we resume face to face classes or move to Step 2, the library building will only be open to tenants working in the building and people who have prior appointments or business with them. There will not be open study and we have not yet worked out the details of door closures or knowing how to admit those with appointments or business in the building.
3. The building will close daily at 6:00. Staff will need to discuss shifting schedules with their supervisors.
4. Patty and Alexa are working on a public web page addressing offsite access to our resources and services.
5. Aphrodite and Ginger are working on building issues related to meetings, cancellations, including working with Michele on cancelling classes and use of library spaces. They will coordinate with the Campus Center, Campus Police, Facilities, etc.
6. James and CATS are working on technology-related issues and access.
7. The USMAI Library Consortium has agreed to forgive fines and is working on plans for suspension of deliveries in the event of closures.
8. If we move to a Step 2 implementation, we will move to telework per the University's plan. I strongly encourage everyone to have their telework plan in place. Move any desktop files to folders that can be accessed from offsite. Make sure you know how to login to the library, particularly email. Contact CATS if you need to have any sort of refresher. I also believe they are working on some login instructions.

If you have any questions, please ask. Questions are not an annoyance and they help indicate other things we need to think about and make our plan better.

Wash your hands and stay safe.

Best –

M.J.

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