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**To:** [LIBNEWS-L@LISTSERV.ILLINOIS.EDU](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)  
**Subject:** Weekly Update #51: KN95 Masks, Work Protocols, and Service Contingencies  
**Date:** Monday, January 10, 2022 3:00:21 PM

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Happy Monday everyone,

We'd like to update you on a few items:

- **N95 Masks:** The University is providing one N95 or KN95 mask for every faculty, staff, and student. Library facilities will work to ensure that a mask for each faculty/staff member is provided to each unit. Please stay tuned! Students (undergraduate/graduate) are being provided a link with locations where they can pick up their mask.
- **Facial Coverings Reminder:** The University recommendation, based on CDC guidance, is to wear an N95 mask. Additional details regarding the specific masking requirements are discussed under the [university facial coverings policy](#). We ask that you keep this policy in mind. It permits other options, such as surgical and cloth masks. Please respect each other's specific choices, provided that everyone meets the campus requirements.
- **Remote work:** Supervisors are allowed to make one-off approvals for remote work to attend one-time, non-recurring events. For longer-term remote work (for example to meet COVID isolation/quarantine requirements), HR consultation and approval are required.
- **Isolation/Quarantine:** If staff test positive for COVID and need to enter quarantine, please alert Library HR (specifically Skye Arseneau), so that we can track gaps and advise regarding remote work and payroll reporting requirements.
- **Service Contingencies:** As the Omicron surge continues, and as undergraduate and graduate students are returning to campus, we realize that temporary staffing shortages or other service gaps may develop. This is a fluid situation across the Library and campus. As issues become known, please keep lines of communication open with your supervisors and administration. Unit heads, for instance, should consult with the AUL or director to whom they report, so that we are aware of issues across multiple units. At a minimum, if a unit will be closed or will need to operate on a reduced schedule, the library hours online should be updated, a message sent through LIB-NEWS, and if possible, physical signage placed on unit/area doors.

Best,

**HEATHER MURPHY**

*Chief Communications Officer*

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