ILLINOIS LIBRARY

COVID-19 Guidance for Managers and Supervisors

- The University is still open and for the most part meetings and work will continue.
    - We strongly encourage online meetings, even for people on site.
    - Meetings should be held using remote technologies such as Skype for Business, Zoom, Google Hangouts, or similar technologies.
    - Library IT has developed some help on their Working Remotely page that includes links for how to set up online meetings in Skype for Business and in Zoom.

- Please ask employees to monitor their health.
    - If showing the following symptoms they should not report to work and should call a medical provider to seek advice: Fever, cough, runny nose, or any cold/flu-like symptoms.
    - This is good practice and is not intended to suggest anyone has COVID-19 infection.

- Anyone who wants to take vacation, sick, or unpaid leave, may do so, subject to unit needs and approval of their supervisor.

- Remote work will be provided, when possible, for all who request it.
    - Managers should be very creative in developing and assigning remote work tasks.
    - Employees will be asked to complete a simple form to formalize remote work arrangements.
        - The form is being developed by Illinois Human Resources and will require supervisor review.
        - The form will be provided to employees as soon as IHR makes it available.
    - For those who will be working remotely, please have them do the following:
        - Set a work schedule.
        - Contact you when they begin work and when they finish for the day.
        - Provide availability each day for chat or call.
        - Set Skype status to “available” whenever possible.
        - Provide daily updates on accomplished work duties.
    - For those who do not have a Library-assigned laptop, personal equipment may be used (if available). If this is the case, please ensure that no university protected data is downloaded and that good data protection practices are used.
    - In consultation with supervisors, equipment such as loaner laptops or tablets will be provided to those who need it on an as-available basis, but first priority will be for those working in the following areas:

        - Core BHRSC functions
        - Work critical to Alma Migration deadlines
        - ACS, IT, and other staff who are maintaining core electronic discovery and delivery services
        - All other areas: first-come basis

- When remote work is **NOT** possible, employees will **NOT** be required to interact directly with Library patrons or to handle returned materials.
    - We will find 'back office' work for people who request it.
    - Everyone will be required to use social distancing and good hygiene:
        - Six feet of space.
        - Hand-washing with soap for at least 20 seconds before shift and anytime as necessary per CDC guidelines.
        - Covering mouth and nose when sneezing or coughing.
    - We will physically disperse onsite people. Library IT will assist with installing special software and hardware on temporary workstations.

- To retain core University Library services, we are providing very limited staffing at SSHEL and main circulation.
    - Faculty, AP, Civil Service, and GAs are eligible to **VOLUNTEER** to staff these locations, which will be open 10 am to 4 pm, Monday through Friday. We will take volunteers if we have a shortage in coverage in these areas and if a supervisor confirms there are no non-essential duties in the home unit.
    - Hand-washing with soap for at least 20 seconds before shift and anytime as necessary per CDC guidelines.
    - Library users and employees will do their best to maintain appropriate social distancing (6 feet) as much as possible. We will post signs to alert Library users to this.
    - We will provide protective equipment as possible, such as gloves, while supplies are available.
    - We will provide training for volunteers who have previously not staffed one of the public service points.