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**To:** ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU"](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)  
**Subject:** Facility/IT Reminders for Return to Onsite Work  
**Date:** Tuesday, June 9, 2020 5:13:45 PM

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Library Employees,

With the current return to onsite work plan, your Library Facilities and IT Teams are meeting with unit heads and making preparations within each space to meet social distancing guidelines. As we do this, we have the following items as reminders to everyone:

1. All exterior doors are locked and access to the libraries are through swiping your iCard. If you require swipe card access, please coordinate with your unit head or supervisor, so that they can consolidate a list and send to library facilities.
2. When you card swipe into any of the libraries, ensure that only you enter. This is two-fold, as it ensures no one enters the library who shouldn't and to perform contact tracing.
3. We have placed and continue to place sanitation items (face masks, gloves, disinfectant wipes, hand sanitizer) around all libraries; however, as you return and if your unit requires additional items, please route requests through [OTRS](#) for ordering (select "Facilities" in the OTRS drop down menu). We are moving toward using a spray bottle of disinfectant and cloth for wiping services and equipment. This will help alleviate wipe waste and provide more cleaning solution availability, as wipes are becoming hard to procure.
4. IT will provide units with documentation and signage regarding shared workstation, scanner, and printer cleaning process.
5. IT will be working to update workstations across the library over the next few weeks, working with Unit Heads to coordinate efforts.
6. The Library IT Help Desk onsite location will continue to be closed to walk-up service. We are available during our traditional support hours, 8:30 - 5:00 Monday – Friday, via [OTRS](#), phone (217-244-4688), and email ([help@library.illinois.edu](mailto:help@library.illinois.edu)). Appointments are being made for any needed face-to-face consultations.

Thank You,

**TRACY M TOLLIVER**

*Director of Library Information Technology*

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