

Library Return to Campus Guidelines for Spring/Summer 2021

Approved by IHR-Deborah Stone 5/14/2021

These guidelines are only for the spring and summer of 2021 while the University continues to prepare campus-wide guidelines/policies. Our goal is to gradually increase the levels of on-site work over the spring and summer to meet the University's expectation that we will be fully operational by August 16th, for the start of the fall semester. We will continue to provide updates as the University issues its fall plans. We want a safe and thoughtful approach, to prepare for fall.

In conjunction with the Unit Plans for reopening, we need to be mindful of staffing-related issues.

I. Safety measures:

- a. All employees must follow campus COVID-19 safety protocols (<https://covid19.illinois.edu/>) including SHIELD testing at the frequency mandated by campus. All faculty, staff, and students are required to complete [the Division of Research Safety's COVID-19 Safety Training](#).
- b. Workspaces – Employees working in shared office space still need to maintain physical distancing requirements. Supervisors will work with the Library Facilities Department to determine office and workstation spacing and/or work with the employees to determine whether staggered scheduling can be used to ensure that COVID-19 safety protocols are being followed.
- c. Food/Drink and COVID-19 safety protocols – Employees in shared workspaces should not eat in spaces where others are working. They should go to designated eating areas or use outdoor seating following the COVID-19 safety protocols especially related to physical distancing.
- d. Supervisors should submit an OTRS ticket to notify the Library Facilities Department when more employees begin working in their department. This is to assure custodial services are at an appropriate level during this interim period. Employees in private offices will need to put trash outside their doors.
- e. Meetings – Zoom or other on-line meetings should continue at the present time to assure participation with those that are not working on campus. It is okay for a supervisor to meet with an employee or a few employees to meet if all COVID-19 safety protocols are followed, especially physical distancing and the use of facial coverings.

II. On-site work requirements/scheduling/timing

- a. Notification – Employees should expect to hear about **summer work** expectations in their unit within the next few weeks if they have not already been contacted. Unit Heads are expected to notify employees via email (copy to libraryhr@library.illinois.edu) as soon as possible regarding already agreed upon plans, significant changes to existing plans or any *new* plans [see section II.c.] for spring/summer work expectations. (If an email communication has already been shared with the employees, please forward a copy to libraryhr@library.illinois.edu.) Unit heads should allow a **minimum of a 14 day notice but with a preferred 30-day notice** if at all possible before expecting staff to return to onsite work. Employees may opt to return to campus sooner with their supervisor's approval.

- b. Unit Plans – Units will be asked to develop staffing plans that include all employee categories. A template will be provided to unit heads to outline the unit’s SUMMER staffing plan. In addition:
 - Everyone will have a designated, documented plan after talking to their supervisors that outlines individual schedules (see below).
 - The documentation is to be shared individually via email with employees (copy to libraryhr@library.illinois.edu) and should include the specifics related to the return to campus plan.
- c. Scheduling – Supervisors will work with their employees to identify schedules that provide the needed coverage for the unit and to help employees adjust back to campus. (The Library will be attentive to the unique circumstances of each employee over the remainder of the summer.) Schedules will then be included in a plan that will be shared with the employee and reviewed by Library Human Resources. One-time or occasional changes to on- or off-site schedules require prior approval from supervisors.
- d. Employees that need ADA accommodation should contact the Office for Access & Equity. <https://oae.illinois.edu/accessibility-and-accommodations.html> Neither Supervisors nor Library HR are authorized to approve ADA accommodation requests.
- e. Employees that need to care for a child under certain circumstances related to COVID-19 may want to explore support under [The Families First Coronavirus Response Act \(FFCRA\)](#).
- f. Existing remote work agreements do not need to be modified for the *summer*. The campus policy/guidelines on remote work for the FALL is forthcoming.

III. Building Access (card swipe)

- a. Submit access request via OTRS to Library Facilities and allow at least 3 business days for the request to be processed.
- b. Card swipe access is meant only for Spring/Summer 2021 and will revert to pre-pandemic status unless otherwise determined by Library Administration by August 23, 2021.
- c. The Assistant Dean for Facilities coordinates access for Library operated locations as well as access for Library space in other departments.

IV. This document does NOT address the remote work agreement updates/changes. The campus policy/guideline on remote work is forthcoming.