Over the past few weeks, the campus has set policies regarding classroom instruction, vaccinations, and social distancing for the fall semester. A list of these resources is provided in the appendix. Based on these guidance documents, the Library has prepared some supplementary information specific to the Library and to address frequently asked questions.

**FAQs**

**Must I be vaccinated?**

It is the expectation of campus that if you are medically able to be vaccinated, that you do so by August 9, 2021, in order to be fully vaccinated by August 23, 2021 (the first day of instruction for the fall semester). For those who are unable to be vaccinated, the campus requires that you continue saliva-based testing twice per week, with a test no later than 4 days apart, and to wear a face covering at all times. Students must test every other day and wear a face covering at all times. We recognize that some individuals have health conditions or other reasons why they cannot be vaccinated. For those individuals, the COVID-19 testing program and face coverings will continue to be required.

**Can faculty members or staff ask Library users, employees, or co-workers if they are vaccinated?**

No. Current campus guidelines that we should not ask about vaccination status.

**May I tell coworkers I have been vaccinated?**

Yes, but you should not expect them to provide you with their vaccination status, or ask them their status.

**May I ask Library users or co-workers to show me their building access granted status on the Safer Illinois app?**

No. Building access granted status is not required to enter Library spaces, because we have no way to test or differentiate members of the university community from unaffiliated individuals.

**May I ask unmasked individuals to wear a facial covering?**
Yes. Current CDC and campus guidelines state that all individuals must wear a facial covering, in university spaces indoors, except when in private offices with the door closed. It is the Library’s expectation that everyone will comply with this requirement. Library Facilities will provide each unit with a supply of disposable masks, which can be offered to patrons who need one.

Here is some sample language or scripts to use with unmasked individuals:

- “Hi. Current campus guidelines require that everyone wear a mask in all university facilities. Could you please put on a facial covering? I have one available if you don’t have one with you.”

If an individual refuses to comply, please contact a co-worker, your supervisor, and/or someone in Library Administration for support. Call UIPD, 217-333-1216, only if an individual becomes belligerent, disruptive and threatening.

Is my unit allowed to post its own signage regarding masking and social distancing?

No. All Library spaces must use campus-approved signage. If you need additional signage or have unit-specific needs, please submit a ticket to Library Facilities.

Are eating and drinking allowed in the Library’s study areas?

While the mask requirement is in place, patrons may not eat in public study spaces. Drinking of beverages in covered containers is allowed, provided that individuals wear a mask when not drinking.

When should I have in-person or virtual meetings?

If all invitees of a meeting are located in the same building or nearby locations and would like to meet in person, feel free to do so. Conference room reservations and procedures have not changed. Keys can be picked up from the administrative office (230 Main Library) between 8:30 and 5 (note: until August 9, the office will be open 9 to 4).

We recommend that meetings of six or more people or meetings of people from multiple sites (multiple buildings on campus or remote work locations) be held virtually, e.g. via Zoom, Skype for Business, or Microsoft Teams. Individual participants will need to ensure they have an adequate location from which to participate. If enhanced noise isolating audio equipment is needed, two more options have been added to the Meeting and Phone Devices page. These devices can be ordered by Unit Heads for their staff.
What about Hybrid meetings (in-person and virtual)?

Hybrid is hard. If a hybrid meeting format is chosen, meaning some participants will be in one location, and some participants will be online, then the meeting organizer and/or facilitator will need to plan ahead. There are only 4 conference rooms with video conferencing capabilities, and those were originally set up and documented for Skype for Business. The host will need to complete the Library IT Phase 1 Conference Room Training to get access to the room computer and equipment in all conference rooms. A test run prior to the real meeting is recommended. Using Zoom or MS Teams may require additional software or plugins be downloaded in order to work, and a ticket may need to be submitted to Library IT to install this additional software. The host will also want to design the meeting and facilitate the discussion to include all participants equally. There is an endless list of best practices online from a variety of sources but here is one focused on the mechanics (and not the tech):

https://www.journeyofcollaboration.com/the-future-of-meetings-is-now/

Library IT provides a description of available spaces and equipment at https://www.library.illinois.edu/staff/it/groupspaces/. Library IT staff will not be available on demand to diagnose specific teleconference problems in conference rooms.

Campus Resources

Library faculty, staff, and student employees should familiarize themselves with the following resources:

- [https://covid19.illinois.edu/on-campus/working-in-university-facilities/](https://covid19.illinois.edu/on-campus/working-in-university-facilities/)
- Massmail: Facial Coverings Required Beginning July 30th
- Massmail: COVID Vaccine requirement for faculty and staff
- COVID 19 Briefing Series: Fall 2021 Operations
- Faculty/Instructor Fall 2021 COVID-19 FAQ

**Please note this FAQ is specific to classrooms, not public service locations such as the Library. It was developed before the July 30th Masking Guidance, so certain elements may be out of date.**