

## Library Reopening Plan 2021

The following reopening plan has been created to ensure the safety of library users while still allowing access to materials needed for research and study. However, all virtual library services will continue throughout the semester.

### a. Fall semester 2020 Books Return

To prepare for phased reopening of the library, it is recommended that the library reopens to receive all borrowed books from 1<sup>st</sup> December to 18th December 2020, Monday to Friday 8.15am to 5pm. This will give library staff adequate time to quarantine the books and re-shelve them in readiness for borrowing in the Spring semester 2021. During this time, Faculty will be allowed to borrow books for use during the Spring semester 2021.

### b. Use of Library facilities in the Spring semester 2021

1. Only current USIU-Africa students, faculty, staff and registered alumni will be permitted to use the library. Proof of identity (USIU-Africa ID) will be required;
2. Masks will be required for entrance into the library building and should not be removed while in the building;
3. Everyone entering the library will be required to check their temperature using the wall mounted temperature thermometer;
4. Entry into the library will be by the use of cards and not fingerprints;
5. The library will operate at a seating capacity of **411** to ensure the recommended physical distancing measure is observed. Tables are clearly marked for use by one person or two people and users are expected to use **authorized seats** and table places only;
6. Study carrels will be occupied by one person at all times. The key can be checked out at the Security Desk and will be cleaned after each use.
7. There will be a reduced number of computers and seating available in order to maintain the recommended distance between each person;
8. All incoming and returned library materials will be quarantined for **7 days** before being made available;
9. The course text section will be open for borrowing of course books. A borrowing schedule will be circulated in due course;
10. Furniture should not be moved as it has been placed to achieve the maximum number of seats while still maintaining social distancing;
11. Hand sanitizers will be located throughout the building for use before handling library materials. If you have touched items that you do not wish to check out, please leave them on one of the trolleys located in the library. These materials will also be quarantined for three days before being returned to the shelves;
12. Users in all queues for library services will be expected to observe the recommended physical distancing;
13. Any library user who fails to adhere to the set physical distancing rules and disregards the use of a face mask when in the library, will be asked to leave the building; and
14. Library opening hours will be determined by the face to face class hours.

### **c. Library use blocks for students on Campus**

The use of the library will be divided into blocks of 2 hours to provide access to as many people as possible

- 1. 8.15 am - 10.15 am**
- 2. 11.15 am - 1.15 pm**
- 3. 2.15 pm - 4.15pm**

The library will be evacuated after every block for sanitation procedures to be undertaken. The two-hour block will be reviewed depending on the demand for library use.

**Note:** The use of study carrels is restricted to graduate students and faculty and will be available for 4 hours per user.

### **d. Restricted or Limited services**

1. Limited access to open collections
2. Monitored access to computers
3. Limited access to printers
4. No holding of events within the library building
5. Limited access to the short loan collection
6. Group discussions are totally prohibited

### **e. Hygiene and Safety Guidelines**

#### **I. For Library Users:**

All library users are expected to observe the following hygiene regulations:

1. Mandatory sanitizing of hands at the library entrance;
2. Mandatory wearing of masks in the library building;
3. Evacuation of the library building every two hours to facilitate sanitation procedures

#### **II. For Staff:**

1. Cleaners to disinfect staff work area at the beginning and ending of their shift, particularly in shared work areas and hard, non-porous surfaces;
2. Wear masks when interacting with each other and with the public;
3. Wash hands frequently;
4. Work stations are set up to accommodate proper physical distancing between individuals –furniture should not be moved;
5. Wear gloves when emptying book trolleys, shelving or receiving any item Library staff handling library books (borrowing & returning) and/or have sanitizers at hand for use after serving every library user.

#### **III. For Public Areas:**

1. Rearrange library furniture and place stickers to establish proper physical distancing;
2. Increase rotations of cleaning and disinfecting, especially door handles, light switches, faucets, railings, elevator buttons, high-touch tables/counters;

3. Designate cleaners responsible for wiping down computer keyboards and work station surfaces after each patron use;
4. Quarantine returned materials in the Bookshop for seven days before re-shelving.

**f. Communication about COVID-19**

1. Library users will notify library staff in cases of breach of library COVID-19 regulations;
2. Library staff are required to regularly update themselves with COVID-19 protocols;
3. Library regulations and posters will be displayed/posted in appropriate places inside and around the library building.