



Plan for Reopening of Administrative and Student Services Offices

July 8, 2020



Southern Connecticut
State University

Contents

- Overview | 2
- Timeline for each office/service to be opened | 3-4
- Daily schedule for each office on campus/
Total number of staff to be on campus each day | 5-7
- Plan to maintain masking and 6 feet of social distance in offices,
in lines for services and other common areas | 8
- Plan to provide additional safety measures for student facing staff
when social distance cannot be maintained | 8
- Plan for cleaning regime in accordance with relevant State and CDC guidelines | 8-9
- Plan for communication to staff, students and community
on the hours of on-ground and remote operations | 9
- Appendix: Detailed Office Rotations by Individual College/School | 10
- College of Arts & Sciences | 10
- School of Business | 10
- College of Education | 11
- College of Health and Human Services | 11
- School of Graduate and Professional Studies | 12
- Library and Library Services Schedules | 13
- Library Administration | 13
- Research and Information Desk | 13
- Access Services Fall 2020 Office Rotation | 14
- Technical Services | 14
- Hilton C. Buley Library Reopening Plan – Abridged | 15-17
- Mask Policy | 17

Overview

As we manage in the COVID-19 pandemic crisis, we must analyze and respond to each decision within a structured framework that is also, by necessity, flexible. This requires deliberately being mindful of equity, access, and inclusive challenges facing our campus community.

Southern is taking a phased in approach to reopening administrative and student services offices on campus. This plan is designed to provide a safe and smooth transition to the workplace, which will in turn promote better productivity and enhanced service for students. Staff will be called back to work on a rotating basis to provide direct, in-person services to students and to help prepare the campus for students' arrival in August.

The executive leadership team, in consultation with supervisors, has determined a schedule of which employees will return to campus and when, along with the capacity for each area (50 percent and below, dependent on the function and services offered). This approach allows for the early return of individuals who are essential for reopening preparations, with other staff returning gradually during the next several weeks before on-ground student services commence August 3.

In the intervening period, health and safety preparations for opening will continue, with the installation of plexiglass dividers, automated hand sanitizers, ultra-violet lamps, disinfectant spray stations, air handlers, and other health and safety measures).

Below is a timeline and daily schedule for the reopening of administrative and student services offices on campus, including:

- Administrative offices, including but not limited to:
 - Academic and Student affairs
 - Finance/Bursar
 - Human Resources
 - Information Technology
 - Diversity, Equity, Inclusion
- Libraries
- Enrollment management services including admissions, financial aid, registrar
- Advising/tutoring centers
- Disability services
- Food pantries

- Student activities/life
- Computer labs
- Counseling/health service
- On-campus transportation services

This plan anticipates staff returning to on-campus work on July 13, 2020, and students being allowed to access on-ground services beginning on August 3, 2020. However, these dates are subject to change if public health concerns warrant.

Beginning on 7/13, staff will be permitted to return to work (on campus) on an as-needed basis or based on a pre-determined, limited schedule, already approved within their respective divisions. A FULL return to work schedule will begin on 8/3/2020. In preparation for this Full opening, services areas intend to perform a "dry-run" of staff returning to work beginning 7/27/2020, so that staff can acclimate with flexibility and make necessary final preparations.

The reopening of SCSU offices/student services will limit capacity to 50% occupancy with rotating staff schedules and the creation of staff "teams" to control the number of people working together at any one time. This capacity may be increased or decreased as public health guidance warrants. Employees will be provided a reasonable recall notice of no less than three but preferably five working days.

Additionally, SCSU will work to limit each office schedule to 3 days per week with remote services offered daily. Services with short durations may be available on a first-come-first-serve basis, while others such as advising may be offered by appointment. Web-based appointment scheduling will be made available to ease student access, wherever applicable.

SCSU will follow DAS recommendation that in-person meetings be limited to 33% of the normal room occupancy with at least 6 feet separation of those in attendance.

This plan has been developed in coordination with the campus HR staff to determine the process for any staff who indicate they are unable to return to work on campus, based on medical needs or telecommuting arrangements (if applicable consistent with any collective bargaining agreement).

Timeline for Reopening

Administrative/Student Service Office Name	Targeted Opening Date
--	-----------------------

Academic Affairs | Vice President: Bob Prezant

8/3/2020

Finance & Administration | Vice President: Mark Rozewski

Finance & Accounting

8/3/2020

Facilities

7/13/2020

Procurement Services

8/3/2020

Human Resources

8/3/2020

Student Affairs | Vice President: Tracy Tyree

Advising

8/3/2020

Academic Success Center

8/3/2020

Orientation, Transition and Family Engagement

8/3/2020

Career and Professional Development

8/3/2020

Residence Life

8/3/2020

Athletics

8/3/2020

Veteran and Military Affairs

8/17/2020 *

Dean of Students Office

8/3/2020

Student Health Services

8/3/2020

Violence Prevention, Victim Advocacy and Support Center

8/3/2020

Disability Resource Center

8/3/2020

Student Conduct and Civic Responsibility

8/3/2020

Wellness Center

8/3/2020

Recreation and Fitness

8/3/2020

Counseling Services

8/3/2020

Sexuality and Gender Expression Center

8/3/2020

Multicultural Center

8/3/2020

Student Involvement and Leadership Development

8/3/2020

University Access Programs

8/3/2020

Adanti Student Center

8/3/2020

John Lyman Center for the Performing Arts

8/3/2020

**Must await the return of student staff to open campus center; the coordinator will be available remotely.*

Timeline for Reopening

Administrative/Student Service Office Name	Targeted Opening Date
Information Technology Vice President: Dennis Reiman	
Support Services (<i>Buley 1st Floor</i>)	8/3/2020 *
Support/User Services (<i>Buley 4th Floor/Appointment only</i>)	7/27/2020 *
Classroom A/V Technology Support	8/17/2020
Network & Telecom	8/3/2020
Libraries Vice President: Bob Prezant	8/3/2020
Enrollment Management Services Vice President: Julie Edstrom	
Admissions	8/3/2020
Financial Aid	8/3/2020
Transfer Student Services	8/3/2020
Registrar	8/3/2020
Wintergreen Reception	8/3/2020
EM Administration	8/3/2020
Community Engagement	8/3/2020
Computer Labs	8/17/2020 **
Diversity, Equity, and Inclusion Vice President: Diane Ariza	8/3/2020
Institutional Advancement Vice President: Michael Kingan	
Advancement Development Alumni Relations	8/3/2020
Communications and Marketing	8/3/2020
Donor Relations	8/3/2020
Annual Giving	8/3/2020
Foundation Management, Investment, and Finance	8/3/2020

* Will be adjusted based on Buley opening plan and on-campus activity.

** Determined by building openings and technology need.

Daily Office Schedule

TOTAL NUMBER OF STAFF TO BE ON CAMPUS EACH DAY

Daily log will be kept of all individuals on campus for contact tracing if needed

Administrative/ Student Service Office Name	Schedule/ Modes of Operation	Total Headcount	Staff on Campus Per Day	% of Headcount On-Site
Academic Affairs				
Provost and VPAA	MTW 8 AM - 5 PM	3	2-3	33-50%
AVP Academic Affairs	TR 8 AM - 5 PM	3	3	50%
AVP Strategic Initiatives	MR 8 AM - 5 PM	3	3	50%
Administrative Assistant	WF 8 AM - 5 PM	2	2	33%
Coordinator of Academic Resources	MR 8 AM - 5 PM	3	3	50%
Administrative Operations Assistant	T-F 8 AM - 5 PM	3	2-3	33-50%
Finance & Administration				
Finance & Accounting <i>Mixture of online and on ground</i>	MTW 8 AM - 4 PM	32	16	50%
Facilities <i>Includes 4 positions classified as essential</i>	M-F 8:30 AM - 4:30 PM	4	9 **	64%
Procurement Services <i>On ground 4 days a week</i>	M-F 8 AM - 4 PM	6	3	50%
Human Resources	M-F 8 AM - 4 PM	7	2-4	28-57%
Student Affairs				
VP for Student Affairs <i>Closed 8/3-8/7</i>	M-F 8:30 AM - 4:30 PM	1	0-1	0-100%
Academic Advising	M-F 8:30 AM - 4:30 PM	11	2-3	18-27%
Academic Success Center	M-F 8:30 AM - 4:30 PM	4	1-2	25-50%
Orientation, Transition and Family Engagement	M-F 8:30 AM - 4:30 PM	6	3	50%
Career and Professional Development	M-F 8:30 AM - 4:30 PM	4	2	50%
Residence Life	M-F 8:30 AM - 4:30 PM	16	9-10 *	56-63%
Athletics	M-F 8:30 AM - 4:30 PM	6	3	50%
Veteran and Military Affairs <i>This office will likely not be staffed until student staff returns</i>		1	0	0
Dean of Students Office	M-F 8:30 AM - 4:30 PM	5	3	50%
Student Health Services	M-F 8:30 AM - 4:30 PM	3	2 **	67%
Violence Prevention, Victim Advocacy and Support Center	M-F 8:30 AM - 4:30 PM	2	1	50%

* Mixture of online and on ground (on ground determined/adjusted by Buley opening plan and on-campus activity).

** Mixture of online and on ground. Adjusted as class schedules demand.

Daily Office Schedule

TOTAL NUMBER OF STAFF TO BE ON CAMPUS EACH DAY

Daily log will be kept of all individuals on campus for contact tracing if needed

Administrative/ Student Service Office Name	Schedule/ Modes of Operation	Total Headcount	Staff on Campus Per Day	% of Headcount On-Site
Student Affairs				
Disability Resource Center	M-F 8:30 AM - 4:30 PM	6	3	50%
Student Conduct and Civic Responsibility	M-F 8:30 AM - 4:30 PM	3	1-2 *	33-66%
Wellness Center	M-F 8:30 AM - 4:30 PM	3	1	33%
Recreation and Fitness	M-F 8:30 AM - 4:30 PM	3	1-2	33-66%
Counseling Services <i>Closed 8/3-8/7</i>	M-F 8:30 AM - 4:30 PM	10	3-7 *	30-70%
Sexuality and Gender Expression Center	M-F 8:30 AM - 4:30 PM	1	1	100%
Multicultural Center	M-F 8:30 AM - 4:30 PM	2	1-2	50-100%
Student Involvement and Leadership Development	M-W 8:15 AM - 5:15 PM TH 8:30 AM - 5 PM F 8:30 AM - 6 PM	8	4-5 *	50-63%
University Access Programs	M-F 8:30 AM - 4:30 PM	9	4-5 *	44-55%
Adanti Student Center	M-F 8:30 AM - 4:30 PM	8	3-4	38-50%
John Lyman Center for the Performing Arts	M-F 8:30 AM - 4:30 PM	8	4	50%
Information Technology				
Support Services (<i>Call Center</i>)	24/7	N/A	0	0%
Support Services (<i>Buley 1st Floor</i>) *	M-TH 7:30 AM - 8 PM F, SA 7:30 AM - 5 PM	8 PT	<2	25%
Support/User Services (<i>Buley 4th Floor/Appointment only</i>) *	M-F 7:30 AM - 5 PM	7 FT 16 PT	<6	25%
Classroom A/V Technology Support ** <i>Assigned to satellite locations</i>	M-TH 7:30 AM - 9 PM F, SA 7:30 AM - 4 PM	1 FT, 9 PT	<4	50%
VP, Tech & CIO / Technology Administration	M-F 7:30 AM - 4 PM	3	<1	33%
Academic Technology	M-F 7:30 AM - 4 PM	4	0	0%
Network & Telecom *	M-TH 7:30 AM - 5 PM F 7:30 AM - 4 PM	6	<3	50%
Systems and Applications	M-F 7:30 AM - 4:30 PM	12	0	0%
IT Strategic Initiatives & Special Projects	M-F 7:30 AM - 4:30 PM	2	0	0%

* Mixture of online and on ground (on ground determined/adjusted by Buley opening plan and on-campus activity).

** Mixture of online and on ground. Adjusted as class schedules demand.

Daily Office Schedule

TOTAL NUMBER OF STAFF TO BE ON CAMPUS EACH DAY

Daily log will be kept of all individuals on campus for contact tracing if needed

Administrative/ Student Service Office Name	Schedule/ Modes of Operation	Total Headcount	Staff on Campus Per Day	% of Headcount On-Site
Libraries				
See Appendix for Detailed Library Schedule				50%
Enrollment Management Services <i>Online and on ground daily. Staffing on ground may increase during the week before and 2 weeks after the start of the semester.</i>				
Admissions	M-F 8 AM - 4:30 PM	14	4	29%
Financial Aid	M-F 8 AM - 4:30 PM	12	4	33%
Transfer Student Services	M-F 8 AM - 4:30 PM	5	2	40%
Registrar	M-F 8 AM - 4:30 PM	16	2	13%
Wintergreen Reception	M-F 8 AM - 4:30 PM	4	2-3 *	50-75%
EM Administration	M-F 8 AM - 4:30 PM	3	1	33%
Community Engagement	On campus, M-F, by appointment	1	TBD	TBD
Computer Labs <i>As determined by building hours</i>	M-F 8 AM - 11 PM SU 8 AM - 5 PM	<i>Varies by department/ building</i>	<i>Varies by department/ building</i>	50%
Diversity, Equity, and Inclusion <i>Online and on ground daily.</i>	M-F 8 AM - 4:30 PM	4	1-2	33-50%
Institutional Advancement				
Alumni House, OB1	M-TH 8:30 AM - 4 PM <i>and by appointment</i>	29 qualified FTE	M-TU: 16 W: 12 TH, F: 11	38-55%

**Departments that have multiple office locations and/or large enough suite areas and internal offices that allow for more than 50% occupancy with ample distancing.*

SEE APPENDIX FOR DETAILED OFFICE ROTATION PER INDIVIDUAL COLLEGE/DEAN.

Plan to maintain masking and six feet of social distance in offices, in lines for services and other common areas

- Masks distributed to all students/faculty/staff.
Note: A key element of health and safety is the wearing of face masks in offices, service lines and other common spaces. The wearing of masks is a requirement per the Governor's Executive order and will be treated as a work rule. The university will take immediate action if employees do not comply with this requirement. Repeated instances of non-compliance will result in discipline up to and including discharge, in accordance with collective agreement, if the non-compliant employee is represented by a union.
- A face mask or face covering shall be worn at all times inside buildings except when staff is working privately at their desk. (cubicle with partitions and six feet social distancing or private office) If approached by others while in your work area you are to put a mask on.
- Please remember that a cloth face cover is not a substitute for social distancing.
- Measurements are taken to ensure six feet distancing met. If unable to meet six feet, identified other meeting space or suggested virtual meeting via a web-based platform.
- Various strategies are taken for waiting areas:
 - Appointments scheduled for meetings, no drop-ins
 - "Stand Here" signage on the floor, allowing for distancing and limiting capacity
 - A specified waiting room for individuals with an appointment will be provided; the greeter will escort to the person to the appointment when ready
 - Social distancing signage on floors in service areas/common areas
 - Directional signage in service areas/common areas
 - Barriers in place in service areas
 - Exit/Entrance signage in service areas/common areas
- Reception desk to be set up in Wintergreen lobby; visitors greeted upon entry to the building and provided with a mask if needed.
- Reception seating spaced six feet apart.
- Floors will be marked or cordoned for student service lines.
- Info desk will be staffed for triage and referral. Numbers may be provided for those in the queue.

Plan to provide additional safety measures for student-facing staff when social distance cannot be maintained *(plexiglass shields, remote services, appointments, etc.)*

- Appointments scheduled for meetings; no drop-ins
- Virtual meeting via a web-based platform
- Plexiglass shields installed at student service counters
- Forms and most transactions available through self-service online
- Online appointments are available for all service areas
- Hand sanitizer and gloves available for staff exchanging paper, cash, cards, and the like with students
- Increased air refresh rate in all buildings

Plan for cleaning regime in accordance with relevant State and CDC guidelines

- Bathroom disinfecting will be twice a day daily on all shifts with an electrostatic sprayer using an EPA approved disinfectant for electrostatic sprayers.
- Bathrooms will frequently be cleaned using an EPA approved disinfectant.
- There will be a log for every time custodian cleans and disinfects the bathrooms, and the log is given to the custodial supervisor daily per shift to maintain daily records.
- All shifts will wipe down frequent touchpoints
 - Doorknobs/Handles
 - Main lobbies
 - Stairwells
 - Elevators
 - Railings
 - Light Switches
- The electrostatic sprayer will be used at the end of the day to disinfect all Computer labs, lecture halls, science labs, classrooms, bathrooms. This system is going to be used mainly on the 2nd & 3rd shifts, but all will be trained.
- Training will be provided by Richard Cogswell and Jeffrey Payne on the use of electrostatic sprayers.
- Custodial staff will not be wiping down any monitors, keyboards or any electronics.
- The focus will be placed on horizontal surfaces in building the common area etc. once a day on all shifts.

- continued -

Plan for cleaning regime in accordance with relevant State and CDC guidelines

- continued -

• Self-service Cleaning Expectation:

Custodians will not be responsible for cleaning offices, just removing the trash daily and wiping off door handles. Disinfectant wipes will be available in all office suites for disinfecting personal spaces. These wipes will enable staff member to supplement cleaning by custodial staff. This approach applies to both staff offices and breakroom spaces.

- A cleaning protocol will be used for supplies for shared workstations.
- No shared microwaves, coffeemakers, refrigerators, etc. for employees.
- Computer labs/classroom technology
 - Dedicated staff assigned for cleaning computer lab devices and instructor stations in the classroom on a continuous basis.

** These cleaning levels can change based on the situation **

Below is the disinfectant that we will be using:

Hypochlorous Acid (HOCl)

Concentration – 200 ppm (pH 5-6)

Dwell Time – 10 minutes

CAS# - 7790-92-3

EINICS# - 232-232-5

Symbols of Hazardousness – None

- CDC Approved. 100 percent safe for humans, nontoxic and all-natural.
- When saltwater is electrolyzed, it produces an anolyte solution that consists of >99.3%water, chloride salt and Hypochlorous Acid.
- HOCl is a naturally occurring chemical that is produced by our neutrophils, or white blood cells, to fight bacteria and inflammation after an infection or trauma.
- HOCl provides a unique power to eradicate dangerous organisms while not causing harm to our cells.
- HOCl is one of the only agents that are both nontoxic to the delicate cells that can heal our wounds while being lethal to almost all known dangerous bacteria and viruses that threaten our health.

Plan for communication to staff, students and community on the hours of on-ground and remote operations

- University Reopen 2020 website (with FAQs and Q and A jot form), departmental websites and Inside Southern webpage.
- Overview letter from the President linking to the site above, followed by online video Q and A session with employees.
- Posted hours on building entrances and on electronic signage around campus.
- Posted hours in each service area.
- Email at the start of the semester to enrolled students, reinforced by social media messaging.
- Phone greeting message on departmental phone lines (where available).
- Reference sheet for University switchboard
- Communication on Equity, Inclusiveness, and Access excellence for students, staff, and faculty (*see appendix*).

Appendix

DETAILED OFFICE ROTATIONS BY INDIVIDUAL COLLEGE/SCHOOL

Service	Hours of Operation
College of Arts & Sciences	
Dean, Arts & Sciences	M, W Noon - 4:30 PM
Associate Dean, STEM	M, W 8:30 AM - 12:30 PM
Associate Dean, Liberal Arts	T, TR Noon - 4:30 PM
Administrative Assistant	T, TR 8:30 AM - 12:30 PM

While we plan to close the physical office on Fridays between July 13-Aug. 14, the Dean will have virtual office hours each Friday between 12-4:30.

Service	Hours of Operation	Days in Office
School of Business		
Dean	M, W 10 AM - 2 PM F 9 AM - NOON (<i>virtual</i>)	2
Accounting/Marketing	M, T, TR 10 AM - 2 PM	3
Economics/Finance	M, T, TR 10 AM - 2 PM	3
Business Management/ International Business	M, W 10 AM - 2 PM	2
MBA	M, T, TR 8 AM - Noon	3
Assistant to Dean	M, W 8:30 AM - Noon	2
Accreditation Coordinator	M, W 12:30 - 4 PM	2
MBA Director	M, T, W 10 AM - 1:30 PM	3
Business Success Center	T, W 10 AM - 2:30 PM TR 10 AM - 2 PM	2 2
IT UA	M, W, TR 10:30 AM - 1:30 PM	3

Total # Staff per Day: M, T, W - 8 • TH - 7 • F - 0

Appendix

DETAILED OFFICE ROTATIONS BY INDIVIDUAL COLLEGE/SCHOOL

Service	Hours of Operation	Max Occupants	Total # Staff per Day	% of Headcount On-site
College of Education				
Dean	TR 8:30 AM - 4:30 PM	4	3-4	37-50%
Associate Dean	M, TR 8:30 AM - 4:30 PM	4	4	50%
Assistant Dean	T, W 8:30 AM - 4:30 PM	4	3-4	37-50%
Administrative Assistant	M, T, F 8:30 AM - 4:30 PM OR Noon - 4:30 PM	4	4	50%
UA	M, T 8:30 AM - Noon	4	4	50%
UA	TR Noon - 4:30 PM	4	3-4	37-50%
UA	W, F Noon - 4:30 PM	3	2-3	25-37%
Student Worker (Fall)	M, W, TR Noon - 5 PM	4	3-4	37-50%

Service	Hours of Operation (thru 8/21/2020)	Max Occupants	Total # Staff per Day	% of Headcount On-site
College of Health & Human Services				
Dean	T, TR 10 AM - 2 PM	5	2	33%
Associate Dean	W, TR 10 AM - 2 PM	5	2	33%
Administrative Assistant	T, W 10 AM - 2 PM	5	2	33%
CARE Director	M, W	5	3	50%
CARE Coordinator of Communications	M, W	5	3	50%
CARE REACH Coordinator	M, W	5	3	50%

Appendix

DETAILED OFFICE ROTATIONS BY INDIVIDUAL COLLEGE/SCHOOL

Service	Hours of Operation	Max Occupants	Total # Staff per Day	% of Headcount On-site
School of Graduate & Professional Studies				
Dean	T, W, TR 9 AM - 4:30 PM	3	3	30%
Administrative Assistant	T, W, F 8 AM - 4:30 PM	3	3	30%
Office Assistant	M, W, TR 8 AM - 4:30 PM	3	3	30%
UA	M, TR 9 AM - 3 PM	3	3	30%
UA	T, TR 10 AM - 2:30 PM	3	3	30%
SW	M, T 10 AM - 3 PM	3	3	30%
SW/GA	T, F 10 AM - 3 PM	3	3	30%
SW/GA	TBD	TBD	TBD	TBD
SW (fall)	TBD	TBD	TBD	TBD
Registrar OA	TBD	TBD	TBD	TBD
School of Graduate & Professional Studies Admissions Office				
Director	M, T, W 8 AM - 4 PM	3	3	42%
Assistant Director	M, W, F 8:30 AM - 4:30 PM	3	3	42%
Office Assistant	M, T, W 8 AM - 4:30 PM	3	3	42%
UA (<i>shared</i>)	TR, F (<i>begins 9/2</i>)	2	2	28%
UA (<i>to be filled</i>)	W, TR, F 9 AM - 1 PM	3	3	42%
SW	M 8 AM - 11 AM NOON-1:30 PM 2:30 PM - 4:30 PM TR 8 AM - 12:30 PM	3	3	42%
SW	T 8 AM - 1:30 PM 3:30 PM - 4:30 PM TR 8 AM - 1:30 PM 3:30 PM - 4:30 PM	3	3	42%

Appendix

DETAILED OFFICE ROTATIONS BY INDIVIDUAL COLLEGE/SCHOOL

Service	Hours of Operation	Max Occupants	Total # Staff per Day	% of Headcount On-site
Library Administration				
Director, Library Services	M, W, F 9 AM - 5 PM	1	1	50%
Administrative Assistant	M 8:30 AM - 1 PM TR 8 AM - 4:30 PM	2 1	2 1	50%
Research & Information Desk				
Research & Instruction Suite 122 (13 staff)	M 2:30 PM-10 PM T, TR, F 11 AM-6:30 PM <i>and by appointment</i>	3	TR - 2	14%
	M-F 8 AM-3:30 PM, TR 11 AM-6:30 PM	3	M - 3	21%
	M, W, F 8 AM-3:30 PM T 8 AM-3:30 PM, 2:30 PM-10 PM, 12:30 PM-8 PM	3		21%
	M 9:30 AM-5 PM, T 9:30 AM-5 PM • 3 PM-10 PM W 8 AM-3:30 PM, TR 9:30 AM-5 PM, F 9 AM-4:30 PM	3	F - 1	7%
	M 9 AM-5 PM • 12-8 PM, W-F 9 AM-5 PM <i>(exact hours may vary depending on chat schedule)</i>	3	W - 2	14%
	M, W, TR 9 AM-5 PM, T 1 PM-8 PM F 9 AM-4:30 PM	3		21%
	M 8 AM-4:30 PM, T 8 AM- 4:30 PM W 12 noon-6 PM, TH 12 noon-6 PM • 2-8 PM F 8 AM-3:30 PM T, W 8 AM-11:30 <i>and by appointment</i>	3	T - 4-5	30-38%
	M, T 8:30 AM-5 PM W 12 noon- 8 PM • 2 PM- 10 PM TR 8:30 AM-4:30 PM F 8 AM-12noon	3		30-38%
Adjunct	SA Noon - 5 PM <i>Remote</i>			7%
Adjunct	SU 3 PM - 8 PM <i>Remote</i>			7%
Student	TBD			TBD
Student	TBD			TBD
Systems	TR			7%

Appendix

DETAILED OFFICE ROTATIONS BY INDIVIDUAL COLLEGE/SCHOOL

Service	Hours of Operation	Max Occupants	Total # Staff per Day	% of Headcount On-site
Library Access Services				
Head of Access Services	M, T, W, TR 12:30 PM - 6 PM	3	3 staff, 10 students *	30%
	F 11:30 AM - 4:30 PM	3	6	60%
LTA – Stacks Maintenance, Student Supervisor	M, T, W, TR 7:30 AM - 12:30 PM	3	3 staff, 10 students *	30-60%
	F 7:30 AM - 11:30 PM	3	6	60%
LTA – Course Reserves, ILL, Student Supervisor	M, T, W, TR 6 PM - 11 PM	3	3 staff, 10 students *	30-60%
	SU 3 PM - 11 PM	3	5	50%
Student Workers	M, T, W, TR 8 AM - 11 PM	3	3 staff, 10 students *	30-60%
	F 8 AM - 4:30 PM	3	6	60%
	SU 3 PM - 11 PM	3	5	50%

* 3-4 hour shifts

Service	Hours of Operation	% of Headcount On-site
Library Technical Services		
Head of Technical Services	T, W, F 8 AM - 4 PM	11%
Serials & E-Resources Librarian	Telecommuting until 8/24	N/A
Cataloging and Digitization Librarian	M 8:30 AM - 4:30 PM	11%
Acquisitions & Collection Development Coordinator Librarian	Telecommuting until 8/24	N/A
Library Technician Acquisitions	T, W, F 8:30 AM - 4 PM	11%
Library Technical Assistant TS	M, W, TR 8:30 AM - 5 PM	11%
Clerk	M, TR, F 7:30 AM - 4 PM	11%
Library Technician Serials	T, TR 7:30 AM - 4 PM	11%
Library Technician Metadata	M, T, TR 8 AM - 4:30 PM	11%
Student Workers (3)	Returning in August	N/A

Maximum # Staff per Day: M, T, TR - 4 • W, F - 3

Hilton C. Buley Library Reopening Plan - *Abridged*

Before Library Building Opens

Library services will remain online during this time, and some full-time Library employees will go into the library to complete tasks needed for reopening with social distancing and safety measures in place including handling returned items, and processing of new acquisitions.

Tasks:

- Deep cleaning of the Library in accordance with CDC's guideline on **"Cleaning and Disinfection for Community Facilities"** and overall cleaning/disinfecting
- Create and print signs on COVID rules
- Plexiglas (or other appropriate material) dividers need to be installed at public service desks, Research/Information and Check Out desks for social distancing
- Mark areas to show 6-foot distance, enter/exit directions, etc.
- Caution-tape off areas of the library that will not be opened to patrons to contamination
- Move chairs that will not be used into taped off areas of the library or to a storage
- Prepare for curbside (Grab and Go) pickup for print materials in mid-July
- Returned materials will be quarantined for 3 days before being re-shelved or made available to patrons
- **PPE:** Adequate supplies of masks, gloves, and sanitizer must be available for staff and for distribution to patrons
- **Use of ID swipe:** If contact tracing is implemented widely, a swipe entrance may be necessary. Additionally, this will help limit entry to students, faculty, and staff only and for contact tracing.
- **Monitoring:** Need determine who will monitor compliance with mask wearing, social distancing, time spent, and other safety behaviors in the library
- **Computers,** desks, chairs will be positioned to ensure appropriate physical distancing and workstations and surfaces after each use

Fall 2020 Buley Library-Hyflex/Hybrid Library Services

New Temporary Hours: Library opens to SCSU faculty, students and staff with full safety and precautionary measures in place. Library staff will be rotating schedules in person and remotely for social distancing:

- Monday-Thursday: 7:30 AM – 10 PM
- Friday: 7:30 AM – 4:30 PM
- Saturday: 9 AM – 5 PM
- Sunday: 3 PM – 8 PM

- continued -

Fall 2020 Buley Library-Hyflex/Hybrid Library Services

- continued -

Patrons – Number patrons allowed in the Library will be limited to no more than 50% capacity and the total occupancy of the Library will be 150 patrons plus onsite staff.

- Patrons will be urged to practice social distancing of 6 feet whenever possible
- Patrons will be greeted at the door. If the library is at capacity, they will be asked to wait or return
- Signs and markers will be posted to direct traffic flow and encourage social distancing
- **Face coverings are required** for all library employees and all patrons, and masks will be available at no charge. Hand sanitizers are provided in the library, and gloves will be available upon request.
- Signage outside and in the building to indicate IN & OUT doors, rules, reopening date, new hours will be posted on the website page
- In anticipation of potential future closures, policies and procedures will be updated as needed

Areas that will be available to patrons:

- Learning Commons area, and the use of common areas will be regulated with clear signage (including maximum occupancy) and physical distancing measures
- Study rooms limited to 1–2 chairs depending on the size of room
- Study table areas – limit 1–2 chairs per table. Tables near main stacks – limit to 1 chair per table
- Areas in front reference desk (while patron is utilizing those services)
- Headphones and office supplies will not be available; patrons should bring their own

Services that will be available:

- Reference, holds, and interlibrary loan reinstated, and materials will be checked out and in at the circulation desk
- In person reference (6 ft apart); including Chat, ticket, and text reference:
M-TR: 8:30 AM–8 PM • F: 8:30 AM–4:30 PM • SA: 9 AM–5 PM • SU: 3 PM–8 PM
- Access to New Books and DVDs in new materials area
- Closed access to materials (item requested at Reference and Staff will retrieve from stacks)
- The first and ground floors will be open to SCSU faculty, staff, and students in accordance with public health rules and guidelines
- The stacks and upper levels are closed to all but Library faculty and staff retrieving materials by appointments
- Use of elevators will be restricted to (two at a time, masks required) staff only elevators will be restricted to four persons at a time to transport book trucks and other oversized items

Final note – the library and library faculty & staff will be ready to shut down the physical library and its services and return to being fully online, if necessary.

COVID-19 Mask & Social Distancing Guidelines

Effective for the 2020-2021 AY or until rescinded

The COVID-19 Mask & Social Distancing Guidelines are in effect to foster a safe learning environment during the coronavirus (COVID-19) pandemic. Although the Connecticut State Colleges and Universities (CSCU) cannot guarantee a disease free environment, it is important for everyone to understand that we are in this together and it is required that everyone do their part to protect the health and personal well-being of others within our communities.

Therefore, the following rules are in effect:

1. Masks and Face Coverings

All students **MUST** wear masks or face coverings on campus, covering their mouth and nose. Students must wear a mask or face covering to enter and while present in any academic, administrative, residential, food service, or recreational building. Additionally, students must wear masks or face coverings in any outdoor location on campus (including walking to and from class), where six (6) feet of physical (social) distancing is not possible. All traditional in-person/on-ground classes will be off-limits to students who refuse to wear face coverings or masks. Students are permitted to remove their mask or face covering to eat and drink. Students who do not want to wear a mask or face covering may only participate in remote learning and online classes. If a student is not able to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from Disability/AccessAbility Office prior to arriving on campus.

2. Social Distancing Requirement

Students must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors. Residential students should refer to their Residence Hall Contract for further guidance on common areas and living spaces within the residence halls.

3. Enforcement

All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation.

Students who fail to comply with the above rules are subject to immediate removal from the campus and the disciplinary procedures stated in the CSCU Student Code of Conduct. Possible sanctions for disciplinary violations range from a warning to expulsion from the institution.