

Falk Library of the Health Sciences Activity Area Plan

Overview

1. Activity Area: Falk Library of the Health Sciences; Health Sciences Library System (HSLs)
2. Lead: Barbara Epstein, Director
3. Submitter of Area Activity Plan: Fran Yarger, Associate Director for Digital Library Services
4. Date of submission: 8/17/2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan:

With limited exceptions highlighted below, the majority of library employees, including classified staff and faculty librarians, will work from home for the duration of the COVID-19 pandemic, regardless of the University's operating posture.

During the University's Elevated and Guarded Risk operating postures, Falk Library of the Health Sciences will be open Monday-Friday 7am-6pm to provide Health Sciences students, faculty and staff limited onsite services, study space and technology. Staff responsible for providing these services at the library's Main Desk on Scaife Hall 2nd floor and Technology Help Desk on Scaife Hall mezzanine floor will work onsite in the library.

Library staff working on campus will complete all mandatory COVID 19 training for employees and supervisors and participate in the Daily COVID-19 Health Check.

During the University's Elevated and Guarded Risk operating postures, staff responsible for scanning requested library items housed at the Thomas Blvd storage facility will work onsite at the storage facility two days a week.

Adequate cleaning supplies along with guidance on proper use will be provided at each library work space. Library visitors will be instructed to clean their study and technology spaces both before and after use.

Pending arrangements with Scaife Hall's housekeeping staff, the library's Main and Technology Help desks, public spaces and stair hand rails will be cleaned prior to the library opening, again in the early afternoon and in the evening after closing.

7. As the lead of this activity area, I hereby confirm that HSLs will commit to following the University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines. While on campus, Falk Library employees will:

- a. Follow all University COVID19 policies, guidelines and procedures
- b. Wear face coverings in the presence of any other individual, as they work within the library and as they enter and leave the building
- c. Adhere to all physical distancing, safety, and hygiene signage
- d. Wear gloves when handling library items and materials
- e. Use physical barriers or maintain six feet of physical distance while engaging with others

- f. Clean their personal and office spaces and Main and Help Desk surfaces at the beginning and end of work periods
- g. Clean tables used for borrowing and return of library items after each use
- h. Clean shared print stations hourly
- i. Follow guidelines as specified by the University EH&S in relation to isolation and cleaning of library books and other materials being lent or returned to the library
- j. Enforce face covering for visitors entering the Library and utilizing library study or technology space pursuant to University requirements.

Functions in Each Operational Posture

1. High Risk Posture

a. Function 1

i. What: Access to building to obtain supplies, maintain computer equipment, collection of mail and packages, the processing of returned library items, lending requested library items, space oversight during ongoing construction work and address other needs that may arise

ii. How: On-site, physical handling of supplies and equipment.

iii. Number of people/positions required on campus: 1-3 people identified as essential personal per instance of need; physical presence required semi-frequently; permission for access must be granted by Library Director, facilitated in cooperation with Scaife Hall Facilities Management. The conditions/criteria for granting requests include essential personnel clearly identifying technology maintenance, support tasks and other work which is unable to be adequately completed via remote technology; issues related to the ongoing Falk Library and Scaife Hall construction which may require a physical presence within the library.

iv. Building: Scaife Hall; Falk Library of the Health Sciences

a. Function 2

i. What: Provision of all Library services provided to the schools of the Health Sciences. By functional area, this encompasses: Research, Instruction and Clinical Information Services, Molecular Biology Information Services, Digital Library Services, the National Library of Medicine's Network of the National Library of Medicine Middle Atlantic Region Office, the National Web Technology Office and the Training and Education Center.

ii. How: Remote work

iii. Number of people/positions required on campus: 0

iv. Building: NA

Elevated Risk Postures

a. Function 1

- i. What: Access to building to obtain supplies, maintain computer equipment, space oversight during ongoing construction work, and address other needs that may arise
- ii. How: On-site, physical handling of supplies and equipment.
- iii. Number of people/positions required on campus: 1-3 people identified as essential personnel per instance of need; physical presence required semi-frequently; permission for access must be granted by Library Director, facilitated in cooperation with Scaife Hall Facilities Management. The conditions/criteria for granting requests include essential personnel clearly identifying technology maintenance, support tasks and other work which is unable to be adequately completed via remote technology; issues related to the ongoing Falk Library and Scaife Hall construction which may require a physical presence within the library.
- iv. Building: Scaife Hall; Falk Library of the Health Sciences

Function 2:

- i. What: Providing Main and Technology Desk library services to students, staff and faculty of the Health Sciences; providing library-based study and technology space for students
- ii. How: On-site. Physical handling of library materials lent or returned, 1st level support in finding physical or online library items and triaging requests for library services, providing physical library items, Pitt Printing services, technology and study space for students.

Falk Library's ventilation and exhaust systems have been thoroughly cleaned and tested by UPMC's Engineering Department to ensure operation meets standards set forth by the University.

Staff supporting library services will be notified one week in advance of the prospective need to return to campus, and will be informed of the time slot their presence is required on any given day with 5 days' notice. Library employees returning to campus will be required to complete the mandatory COVID 19 training for employees and supervisors returning to campus in addition to Daily COVID-19 Health Check. Library staff are responsible for cleaning/disinfecting their own desk and chair, high-touch surfaces in their assigned work areas, shared spaces and disinfecting and sanitizing high volume areas multiple times per day.

Library visitors will be limited to University members only and library visitors will be informed of and required to adhere to the University's Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, cleaning and hygiene signage, and maintain six feet of physical distancing.

The library will support up to 50 library visitors and staff by utilizing both the upper and lower floors of the library. Spaces will be equipped with signage, hand sanitizers, cleaning supplies and



physical barriers to support adherence to the University's Health Standards and Guidelines. The library's Main Desk will oversee study area density and enforce the 50 person limit.

Falk Library's main floor will accommodate 25 single study seats in 3 distinct areas all utilizing 6 feet of physical distancing, the library's upper floor will accommodate 20 single study seats in four distinct areas all utilizing 6 feet of physical distancing. For correct queue positioning for shared Pitt Print technology, visuals will be placed on the floor to create 6 feet of physical distancing between users. Library visitors utilizing the study space will be required to swipe their ID before entry to the study space and again at the time of departure to assist in the monitoring and enforcement of the 50 person limit.

iii. Number of people/positions required on campus: 4-5 people per library's hours of service spaced over two work shifts and two physical locations within the library; physical presence required Monday- Friday during library's hours of service; access granted for specific personnel by Library Director, facilitated in cooperation with Scaife Hall Facilities Management

iv. Building: Scaife Hall; Falk Library of the Health Sciences on S2 and S2M (mezzanine floors). As noted, spaces will be equipped with signage, hand sanitizers, cleaning supplies, physical barriers and appropriately distanced study space to support adherence to the University's Health Standards and Guidelines

Function 3

i. What: Access to University Library System's (ULS) Thomas Blvd. storage facility to pull and scan HSLs stored library materials to provide requested information to Pitt's Health Sciences community.

ii. How: On-site, physical handling of library materials and use of scanning equipment. In accordance with the University's Facilities Standards and Guidelines, the work space will be equipped with hand sanitizer and cleaning supplies. Employees working at Thomas Blvd. will complete training modules and comply with the University's Health and Personnel Standards and Guidelines.

iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required two days a week; permission for access granted by University Library System facilitated in cooperation with Thomas Blvd. Facilities Management

iv. Building: Thomas Blvd. ULS storage facility. HSLs workspace

Function 4

i. What: Limited availability for library employees working remotely to access their on-site Falk Library offices/work space to obtain supplies, retrieve books or other materials, utilize technology not available remotely, complete select tasks.



ii. How: Via a request from the employee to be evaluated by Library Director and/or area Associate Director. Falk Library's employees returning to campus on an ad-hoc basis will be required to complete the mandatory COVID 19 training for employees and supervisors returning to campus in addition to Daily COVID-19 Health Check. Library staff are responsible for cleaning/disinfecting their own desk and chair, high-touch surfaces in their assigned work areas, and shared spaces.

iii. Number of people/positions required on campus: None required. No more than 3 visiting staff at any given time.

iv. Building: Scaife Hall. Falk Library of the Health Sciences.

Function 5

i. What: Provision of all other services to Health Sciences clients. By functional area, this encompasses: Research, Instruction and Clinical Information Services, Molecular Biology Information Services, Digital Library Services, the National Library of Medicine's Network of the National Library of Medicine Middle Atlantic Region Office, the National Web Technology Office and the Training and Education Center.

ii. How: Remote work

iii. Number of people/positions required on campus: 0

iv. Building: NA

Guarded Risk Postures

Function 1

i. What: Access to building to obtain supplies, maintain computer equipment, space oversight during ongoing construction work, and address other needs that may arise

ii. How: On-site, physical handling of supplies and equipment

iii. Number of people/positions required on campus: 1-3 people identified as essential personal per instance of need; physical presence required semi-frequently; permission for access must be granted by Library Director, facilitated in cooperation with Scaife Hall Facilities Management. The conditions/criteria for granting requests include essential personnel clearly identifying technology maintenance, support tasks and other work which is unable to be adequately completed via remote technology; issues related to the ongoing Falk Library and Scaife Hall construction which may require a physical presence within the library.

iv. Building: Scaife Hall; Falk Library of the Health Sciences

Function 2:



i. What: Providing Main and Technology Desk library services to students, staff and faculty of the Health Sciences; providing library-based study and technology space for students

ii. How: On-site. Physical handling of library materials lent or returned, 1st level support in finding physical or online library items and triaging requests for library services, providing physical library items, Pitt Printing services, technology and study space for students.

Library visitors will be informed of and required to adhere to the University's Health Standards and Guidelines, including the need to wear face coverings, adhere to all physical distancing, safety, cleaning and hygiene signage, and maintain six feet of physical distancing.

The library will support up to 250 visitors by utilizing both the upper and lower floors of the library. Spaces will be equipped with signage, hand sanitizers, cleaning supplies and physical barriers to support adherence to the University's Health Standards and Guidelines. The library's Main Desk will oversee study area density and enforce Guarded Risk Posture limit.

Falk Library's main floor will continue to offer study seats in 3 distinct areas of the library's upper and lower floor, all utilizing 6 feet of physical distancing. For correct queue positioning for shared Pitt Print technology, visuals will remain on the floor to create 6 feet of physical distancing between users.

iii. Number of people/positions required on campus: 4-5 people per library's hours of service spaced over two work shifts and two physical locations within the library; physical presence required Monday- Friday during library's hours of service; access granted for specific personnel with onsite responsibilities by Library Director, facilitated in cooperation with Scaife Hall Facilities Management

iv. Building: Scaife Hall; Falk Library of the Health Sciences on S2 and S2M (mezzanine floors). As noted,

Function 3

i. What: Access to University Library System's (ULS) Thomas Blvd. storage facility to pull and scan HSLs stored library materials to provide requested information to Pitt's Health Sciences community.

ii. How: On-site, physical handling of library materials and use of scanning equipment. In accordance with the University's Facilities Standards and Guidelines, the work space will be equipped with hand sanitizer and cleaning supplies.

iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required two days a week; permission for access granted by University Library System facilitated in cooperation with Thomas Blvd. Facilities Management

iv. Building: Thomas Blvd. ULS storage facility. HSLs workspace

Function 4

- i. What: Limited availability for library employees working remotely to access their on-site Falk Library offices/work space to obtain supplies, retrieve books or other materials, utilize technology not available remotely, complete select tasks.
- ii. How: Via a request from the employee to be evaluated by Library Director and/or area Associate Director. Falk Library's employees returning to campus on an ad-hoc basis will be required to complete the mandatory COVID 19 training for employees and supervisors returning to campus in addition to Daily COVID-19 Health Check. Library staff are responsible for cleaning/disinfecting their own desk and chair, high-touch surfaces in their assigned work areas, and shared spaces.
- iii. Number of people/positions required on campus: None required. No more than 9 visiting staff at any given time.
- iv. Building: Scaife Hall. Falk Library of the Health Sciences.

Function 5

- i. What: Provision of all other services to Health Sciences clients. By functional area, this encompasses: Research, Instruction and Clinical Information Services, Molecular Biology Information Services, Digital Library Services, the National Library of Medicine's Network of the National Library of Medicine Middle Atlantic Region Office, the National Web Technology Office and the Training and Education Center.
- ii. How: Remote work
- iii. Number of people/positions required on campus: 0
- iv. Building: NA

III. Transitions between Operational Postures

As the environment shifts, the University's Senior Leadership Team will make determinations about when the University's operational posture must also shift to either more or less restricted.

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture

The library will reopen to provide Main and Technology Help Desk library services to students, staff and faculty of the Health Sciences as well as providing study and technology space to support up to 50 visitors and staff in the library.



Staff will return to ULS's Thomas Blvd. storage facility to pull and scan HSLs library materials housed in storage to provide requested information to Pitt's Health Sciences community.

Staff supporting these services will be notified one week in advance of the prospective need to return to campus, and will be informed of the time slot their presence is required on any given day with 5 days' notice.

Employees returning to campus will complete training modules, the Daily Covid-19 Health Check and will comply with the University's Standards and Guidelines.

2. Shift from Elevated Risk Posture to Guarded Risk Posture

Additional study and technology seats will be made available as the number of people allowed in the library increases. Additional library staff may be able to return to on-site work and an increase in the number of library employees working remotely given permission to access their on-site Falk Library offices/work space to obtain supplies, retrieve books or other materials, utilize technology not available remotely, complete select tasks.

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture-

The library will provide Main and Technology Help Desk library services to students, staff and faculty of the Health Sciences but limit the number of people in the library to 50.

To facilitate the change in number of library visitors, broad messaging across various Library, Health Sciences and University communication mechanisms will be utilized to notify library visitors of the change in the Library's operating status.

4. Shift from Elevated Risk Posture to High Risk Posture

A shift from the Elevated Risk to High Risk posture will trigger a pivot to Falk Library moving to 100% remote services with only essential personnel onsite (High Risk Posture, function 1)

To facilitate the pivot, broad messaging across various Library, Health Sciences and University communication mechanisms will be utilized to notify library visitors of the change in the Library's operating status.

IV. Stakeholder Outreach

Stakeholders of Falk Library of the Health Sciences include all library employees and the students, staff and faculty of the 6 Schools of the Health Sciences. Notification of Falk Library's remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site: <https://www.hsls.pitt.edu>.

V. Monitoring and Amendment



Any revisions to this plan must be reviewed and approved by the Senior Vice Chancellor Health Sciences.