**Fall Phase-In Plan, LASS Division**

**Revised July 9, 2020**

The LASS Division was not slated to offer any classes on the campus in the Fall, 2020, semester. All classes have been migrated to online delivery, including synchronous and asynchronous formats. When the campus is approved to move to Phase 3 or Phase 4 of the “Campus Re-Entry Phase In Plan” we will work with faculty to adapt the schedule of courses to accommodate social distancing, sanitizing, and isolation of any staff or students who might become ill with COVID – 19 using protocols that have been established by college and district leadership and public health guidelines.

Some of the initial ideas on the Phase 3 re-entry plan that have emerged from faculty to support reopening of classrooms and on-campus face to face delivery of instruction include the following:

* Utilization of large group instruction classrooms, blocking seats to create social distancing. The ability to accommodate social distancing is one of the primary indicators of readiness to open “Higher Risk Departments” including classrooms.
* Creation of a schedule that spaces out end times for classes and start times for the next classes in the block, in order to allow for sanitization of the rooms in between classes. For example, if current schedule block has 50-minute classes starting on the hour (e.g 8:00, 9:00, 10:00) new blocks of classes could be scheduled with an extra 15 minutes in between, to accommodate sanitization (eg. 8:00, 9:15, 10:30).
* Implementing a system of assigned seating, to readily identify students who are sitting near each other, in the eventuality that a student becomes infected with COVID 19 and contact tracing protocols have to be followed.

In addition, the LASS division is responsible for resumption of library services, which is identified as a Phase 3 component. The following draft plan was developed with library staff, and is evolving as new “best practices” for managing library access during the COVID pandemic are published.

The library consists of two sections:

* A 45 -station computer lab, which is the only open computer lab on campus for students to use for research and homework. The computer lab is also used for library research workshops and classes.
* The reference section and book stacks, which includes study tables, individual study carrels, access to microfiche and document copying, and printing services for students.

Working with library staff, we have developed the following plan for phasing in of services in both sections of the library.

1. ***Computer lab setup for Fall, 2020***
   1. **Hours of operation:** 
      1. Computer lab will be opened in the Fall 2020 semester Monday – Thursday from 10 a.m. to 4:45 p.m. (total of 4 appointment sessions per day).
   2. All students will be required to schedule appointments during the pre-determined time slots. Appointment times will be 90 minutes, with 15 minutes between the end of one appointment time and the start of the next to accommodate students exiting the lab, sanitation of keyboards and other services, and check in of the next group of students. (if there is significant demand, appointment times can be shortened to accommodate more time slots.)
   3. **Seating:** 
      1. Seating in the computer lab will be modified to accommodate social distancing, with 3 people in each cluster of tables, accommodating 21 students.
      2. All work stations will be numbered and assigned to students as they arrive.
   4. **Check in, access points:** 
      1. Students will check into the AM building at the centralized location and will be directed to the computer lab.
      2. Students will enter the lab through the hall way door into the computer lab. Student Aides will be stationed at the front desk to check in students and assign them a work station.
      3. After they finish using the computers, or at the end of each time slot, all students will exit the computer lab through the door in front of AM 120, and will exit the building through the exterior door to the left.
      4. Signage will be placed on the exterior and interior of each door and signage will be placed on the floor to indicate flow pattern.
   5. **Sanitization:** 
      1. After each appointment session, the lab will be vacated so student workers can sanitize keyboards and sanitize high touch surfaces.
      2. Hand sanitizing stations will be set up – all students need to use hand sanitizer prior to touching keyboards or computer lab equipment.
   6. **Services:** 
      1. Until a cashless system can be implemented, students will be able to print for free, with limitations (per President Reyna).
      2. A student worker will monitor the printer in the lab to prevent any student from using the service excessively.
      3. To reduce contact with printer equipment, students will send documents to print. Documents will be collected from the printer by the student worker and placed on the counter for students to retrieve.
2. ***Library Circulation Area Book Stacks*** 
   1. **Hours**
      1. The library will be open for services in the Fall from M-Th from 9:30 am to 4:15 p.m. Opening and closing times are designed to eliminate overlap with the computer lab (ie. Appointment slots are staggered with the times for the computer lab).
   2. **Appointments:**

All students will be required to schedule appointments during the pre-determined time slots. Appointment times will be 90 minutes, with 15 minutes between the end of one appointment time and the start of the next to accommodate students exiting the lab, sanitation of keyboards and other services, and check in of the next group of students. (if there is significant demand, appointment times can be shortened to accommodate more time slots.)

* 1. **Seating:** 
     1. Individual study tables will be available. Study carrels will also be available. Seating will be spaced to accommodate 6 feet of distancing. No group study tables will be allowed. Individual study carrel desks are already separated by wooden barriers so no additional plexiglass should be needed. Study tables will be numbered so students can be assigned to them.
     2. Computer work stations are modified to accommodate distancing. Computer stations will be numbered so that students can be assigned to them.
     3. No students will be permitted to enter the books stacks. Students can check out books online. Books will be retrieved by staff, checked out to students, and placed in a designated pick-up area *(we need to figure out where this will be placed) .* Returned books will be sanitized and isolated prior to re-shelving.
  2. **Check-in/access points:** 
     1. Students will check in at the centralized check in station for the AM Building and will be directed to the entry for the library.
     2. Students will enter the lab through the hall way door into the library. Student Aides will be stationed at a small table inside the library, with space for distancing, to check in students and assign them a work station based on their needs.
     3. At the end of each appointment time slot, all students will exit the circulation area through the door that opens into the lobby on the southwest side of the AM building and will exit the AM building through the exterior door directly in front of them.
     4. Signage will be placed on the exterior and interior of each door and signage will be placed on the floor to indicate flow pattern.
  3. **Sanitation:** 
     1. Hand sanitation stations will be throughout the library. Students will be required to sanitize hands before touching surfaces including books and keyboards.
     2. After each session, student workers will sanitize surfaces including keyboards before the next group of students enters.
  4. **Services:** 
     1. Students will be able to print, at no cost. Students can send documents to the printer and student workers will collect documents from the printer and place them in a designated location for students to retrieve.
     2. A student worker will monitor the printer in the lab to prevent any student from using the service excessively.
     3. Students will be able to use the scanner. They must sign in, to avoid a line, and they must sanitize hands before touching the scanner.

1. ***Staffing:*** 
   1. MCC employs one full-time librarian, one full-time library technician and one part-time library technician. There is no redundancy in staffing, so if all three staff members are exposed to COVID 19 and have to quarantine, the library services would need to be shut down. For that reason, we are proposing that two of the three staff members are present at all times – one in the circulation area and one in the computer lab, while one works remotely, on a rotating basis. In that way, when there is exposure in the library and/or computer lab, there will be one staff member who is not exposed, who would be able to keep limited services open.
   2. Staffing will be supplemented by student workers who will be responsible for checking students in and assigning work stations, monitoring use of equipment, helping with sanitizing, monitoring and assisting with printing, etc. There will need to be at least 1 student in the circulation area and 1 student in the computer lab at all times – 2 each during peak times. At this point the library has been approved for a total of 6 student workers. This should be sufficient for coverage.
2. ***Scheduling***
   1. Student access will be by appointment only. No walk-ins or drop ins will be allowed.
      1. Computer lab appointments will be for 1 hour, 30 minutes each, in groups of no more than 20. Students may enter or leave the library at any point during their scheduled time, but no walk-ins will be allowed if students do not show up at their scheduled time.
      2. Library study sessions will also need be scheduled in 1 hour, 30 minute time blocks. No more than 20 students will be allowed into the library reference section at one time. During their scheduled time block, students may schedule reference assistance appointments with the librarian, sign up to use the printer and scanner, study at a table or carrel or use a printer. All services will require sign in.
   2. Students will not be permitted to move between the circulation area and the computer lab.
   3. For Fall, 2020, given that most classes have migrated to online delivery, it is expected that the majority of library services will continue to be delivered online.
   4. Library services should start at the third week of instruction in the fall semester, as outlined above. First two weeks will be focused on return of checked out items and the checkout of lap tops and calculators.
3. ***PPE Needed***
   1. Plexi-glass will be needed around the reference desk.
   2. Hand sanitizing stations will be needed int eh computer lab (3 stations – two at the entrance and one by the printer) and in the circulation area (4 stations – one at the entrance, one by the scanner/printer, one at the circulation desk, one near the study carrels)
   3. Sanitizing cleaners and disposable towels will be needed to clean surfaces and computer keyboards, printers, and other equipment.
   4. Gloves will be needed for employees to wear when cleaning surfaces and at other times.
   5. A backup supply for face masks is needed for anyone who requires one.
4. ***Area Supervisor***
   1. Dean of Instruction Shelly Conner will be the area supervisor for the library.