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**Subject:** Weekly COVID-19 Update for Library Staff  
**Date:** Wednesday, March 11, 2020 3:20:41 PM  
**Attachments:** [image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[CMS Coronavirus Memo.pdf](#)  
[COVID-19 Academic Library.pdf](#)

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This message provides an update regarding COVID-19 contingency planning that is taking place in the Library.

A small group (Cherie' Weible, Chris Prom, William Mischo, Tim Newman, and Heather Murphy) has been asked to develop contingency plans, should campus decide to suspend campus instruction. We are developing these contingency plans in close consultation with people in various units of the Library. At this time we do not have specific information.

At the same time, we realize that many of you have questions regarding COVID-19 planning.

Please note:

- Decisions, policies, or actions will be released by campus officials just as soon as possible. Please watch MASSMAIL carefully.
- Once campus decisions are announced, the Library will provide additional information specific to the Library.
- We cannot speculate as to what specific actions will be required until we are provided campus directions regarding Library services.
- In the meantime, please be prudent and cautious in scheduling events and travel, realizing the campus policies will determine what is possible, and may require cancellations.

Here is additional information we'd like to share:

- **From the Illinois State Library**

Please see the attached Illinois Department of Central Management Service memo and a letter from Secretary of State and State Librarian Jesse White. Of particular note, the CDC's best practices change as more information becomes known about this virus. For the CDC's most up-to-date practices, visit <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>. Building Service Workers (BSWs) have already been instructed to do extra cleaning and that is taking place.

- **From Illinois Human Resources (IHR)**

Any faculty, staff, post-doc or visiting scholar either returning from or arriving for the first time from a CDC COVID-19 [Level 2 or 3 country](#) must be out of that country for 14 days before coming on to campus. If the traveler has any of the 14 days remaining, they must self-quarantine at an off-campus location. We anticipate that the CDC COVID-19 list of countries will continue to evolve and travelers should refer to the [CDC Travel Notices](#) regularly. As soon as you know of someone who is arriving from a CDC COVID-19 Level 2 or 3 location, please email the following information to [ihr@illinois.edu](mailto:ihr@illinois.edu). IHR will reach out to the

traveler.

- Name
- UIN/netid (if available)
- Email
- Country they departed from causing the quarantine.
- When they departed that country (if known, we will confirm with the traveler).
- Unit and Unit contact
- **Coronavirus LibGuide**  
<https://guides.library.illinois.edu/covid19>  
This LibGuide will be updated with new and relevant information.
- **From McKinley Health Center**  
<https://uofi.box.com/s/5hynyI5csldbin0vfztb02ax22d0r9ig>  
This Box folder includes an Illness Prevention Flyer and other COVID-19 collaterals for posting in your areas if you deem appropriate.
- **Campus COVID-19 Website**  
<https://covid19.illinois.edu/>  
This is the central web resource provided by campus for the most current information about COVID-19 issues and campus operations.

## **HEATHER MURPHY**

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