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**Subject:** Weekly Update #16.1: Follow Up to Chancellor's Nov 10 Massmail  
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Colleagues,

We are sure you have seen yesterday's [Massmail](#) from Chancellor Jones by now, and you may have some questions about how this impacts the Library's work.

We know that "no news" is sometimes frustrating, but please know that we are monitoring the situation closely. That said, we would like to reiterate that everyone should take precautions, such as the following, to help ensure your safety as well as that of other staff, students, and loved ones. Specifically, we ask that you:

- Please work with your supervisor to identify at-home work projects, either that can be started now, or at a later date should work-from-home become more broadly necessary.
- All faculty and staff should work in a Library building **ONLY** if the work you are doing requires access to Library facilities and collections and if it cannot be postponed (e.g., to complete steps in our fulfillment process and support critical research).
- Test twice per week.
- Be vigilant and fully follow campus guidance regarding social distancing, facial covering, and personal hygiene/handwashing.
- Minimize non-work related travel and trips around town, other than for essentials such as groceries and health care. If you must travel out of town, or are somehow placed in a situation where you feel uncomfortable or possibly exposed to COVID, please ensure that you test and receive a negative result before resuming on-campus work.

We are keeping a close eye on both the campus situation and activities here in the Library. At this time, our back-to-work planning team reviewed our processes, and determined that the Library should continue the current and limited services provided to our patrons. This model was deliberately chosen to forefront staff safety and be adaptable to a situation such as this. Additional tightening may be considered should the situation worsen. For example, we may consider limiting in-person appointment hours, which have thus far been lightly used in the Main Library. Such a decision will be announced with as much notice as the situation allows.

We realize these are stress-filled times for everyone. We encourage you to reach out to each other in your work teams and groups, to offer support, empathy, and understanding. If you have any questions or concerns, or just need someone to connect with, please know that you can reach out to any of us on the Admin team here in the Library as well.

Best,

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