RE: Library Protocol and Procedures

I. Purpose:

The purpose of this Protocol is to establish the necessary measures to mitigate the potential risks of exposure to contagion (Covid-19) of PHSU Library Students and Staff. It is important to make known to the Students and Faculty that the Library has been disinfected and physically reorganized so that there is a safe estrangement. It is a priority to ensure that Library Staff is healthy and safe in your workplace. This same security has an impact on the way students are going to feel when they are attended.

II. Scope:

These protocols would go into effect immediately once approved by the PHSU COVID 19 Task Force.

It will take half hour to assist people in the Library. The Library Staff is composed of 7 employees at the Main Campus and 1 employee in the East, every employee work in distance from each other and in private locations, so we understand that we work in a lower risk environment. However, once academic work begins, Library Staff will be encouraged to take their vacation, if they so wish.

Main Campus Library hours are as followed:

Monday to Friday: 7:00 am - 9:00 pm  
Saturday: 12:30 pm – 9:00 pm  
Sunday: Closed

Due to the Governor’s Executive Order, 24-hour Study Rooms are not available. As soon as they can be used, we will let you know.

East Campus Library hours are as followed:

Monday to Friday: 10:30 am - 7:00 pm  
Saturday: Closed  
Sunday: Closed

1. It will be compulsory for anyone who enters the Library to wear a mask at all times while inside the facilities for the duration of the Covid-19 emergency, outside visitors will NOT be allowed within the Library.
2. Hand washing with soap and water or using disinfectant when arriving at the Library will be required.

3. Avoid close contact and greeting (do not shake hands, no kisses) with your peers and/or students.

4. Do not use the phone, computers, staplers, equipment or materials of other than yours.

5. Computers, staplers, drills for students' exclusive use will be disinfected before and after each use.

6. It is PHSU's responsibility to provide the cleaning material.

7. Each student will be required to disinfect the work area to be used (tables, chairs, computers...)

8. A physical barrier (transparent acrylic) will be installed above the circulation area counter where the public is served.

9. The Circulation Desk and Public Catalogue Computer (OPAC) area will be disinfected by Library Staff hourly.

10. Reserved Staff will be responsible for disinfecting the books, letter books and CDs (before delivering them and upon receipt of them back) that they will lend for use within the Library.

11. The shelves containing the physical material of books and magazines will remain closed to the public, only the Librarian will be the person authorized to locate or relocate the resource used.

12. For the benefit of students and as has been done so far, the book loan period has been extended and the late delivery penalty charge has been eliminated.

13. The kitchen area can only be used by two employees at a time during lunchtime. The other alternative is to use your office for private lunch.

14. Maintenance personnel will disinfect the bathrooms, minimum every two hours. The Library only has a single lady’s bathroom and a men’s bathroom.

**Physical Reorganization of the Library**

To ensure physical space between students, the Library will be physically reorganized and operating at 25% of the capacity due to the Governor’s executive order.

The Learning Resources Center (201) has 40 computers that can be used for up to 10 people at a time.

We are currently in the process of maintenance and repair of the Main Campus Library, to open the facilities. The second floor of the Library (Quiet Study Area) will reopen for students Monday August 31st and the first floor will reopen on Thursday September 3rd.
The following rules will be implemented regarding Library usage on **Main Campus**:

Available number of study seats in the different areas at **25%** capacity:

**First floor:**
Lobby = 3 tables = 1 student per table  
Study Rooms (6) = 1 student per room  
Computers 24 hours (7) = 1 computer in use  
24-hour Cubicle Area = 28 cubicles = 7 students

**Second floor:**
154 seats = 38 students  
*Learning Resource Center* (Room 201) = 40 computers = 10 students  
Annex 201 = 12 computers = 3 students  
Fishbowl = 4 tables = 4 students  

Total available spaces - 72 (25%)

Available number of study seats in the different areas at **50%** capacity:

**First floor:**
Lobby = 3 tables = 2 student per table  
Study Rooms (6) = 2 students per room – 12 students  
Computers 24 hours (7) = 3 computers in use  
24-hour Cubicle Area = 28 cubicles – 14 students

**Second floor:**
154 seats – 77 Chairs  
*Learning Resource Center* (Room 201) = 40 computers = 20 students (We recommend 15 students)  
Annex 201 = 12 computers = 6 students (We recommend 5 students)  
Fishbowl = 4 tables = 8 students

Total available spaces – 146 (50%)

3 cubicles for physically disabled persons

1. Students will be required to make a reservation to use Library study room or carrels.
2. Library hours for students will be from 7:30AM-9:00PM. Students should arrive 30 minutes prior to their reservation.
3. Reservations and maintenance of designated areas will operate on the following schedule.
4. Students must make reservations with the library in advance by emailing the library at libraryreservation@psm.edu to reserve a room or study carrel. Please indicate whether would like to schedule a room or study carrel and which session (1, 2 or 3) you would like to reserve. Study rooms will be limited to one person per room and students will be designated a study carrel depending on availability. Once scheduled you will receive an email regarding your reservation. All reservations are on a first come first serve basis. If you reserve a session and are not able to attend, please notify the library immediately so we accommodate other students wanting to use the library.

5. Each reservation can be made for a maximum of 4 hours per day. It is important when your reservation has finished that you leave the area so the maintenance staff may disinfect and clean the areas.

6. Students and staff will park in the parking lot next to the library (Hospital Damas Parking Lot). The security guard will provide parking instructions.

7. Students must have temperature screened and complete the brief health questionnaire upon entering the library.

8. The library will only be operating at 25% capacity to ensure 100 sq. ft per student. Everyone must maintain all social distancing protocols established by the university.

9. Face masks must be worn at all times while utilizing the facility.
10. In order to ensure everyone’s safety and comply with Executive Order (Place Number) the following steps have been taken:

- Maintenance of the air-conditioning systems
- Electrostatic disinfection of all areas
- Cleaning of the ventilation systems
- Installation of more hand sanitizer stations

11. Students can bring personal water bottles and light snacks while utilizing the library.

The library in the East Campus will Open **Wednesday August 26th** and will operate under the same rules as the Main Campus Library.

For those students in our San Juan Center or interested in using the facilities in San Juan, please email Mariela Gonzalez at margonzalez@psm.edu for instructions on the reopening of the library at Sagrado Corazón.

**Printing Services:**

Printing services will be available on Main Campus beginning August 25th. Students should print their materials from home using the **Papercut** printing feature. Printing will be available on campus Monday thru Friday from 7:30 AM - 8:30PM.

**Note: once you print from home you have two hours (2 hrs.) to come to campus to retrieve your printed materials.**

The following rules will apply to printing on campus:

1. Students must always be adhered to all temperature screening, social distancing protocols and safety procedures established by the university.

2. All students must print on the following schedule in order to facilitate the volume of print inquiries:

   i. School of Medicine: 7:30AM - 11:30AM

   ii. Nursing 7:30AM - 11:30AM

   iii. School of Behavioral & Brain Sciences: 12:00PM - 4:00PM

   iv. Public Health: 4:30PM - 8:30PM
3. East Campus: Students will need to make arrangement according to the Library hours.:
   Monday to Friday = 10:30 am – 7:00 pm
   
i. School of Behavioral
      & Brain Sciences:    11:00AM - 3:00PM
   
ii. Nursing            3:30PM - 6:30PM

4. Upon arrival to the library you will be given instructions on which printer to use by the
   library staff.

5. Please print your materials and vacate campus immediately. There may be wait times
   depending on volume. We will appreciate your patience and collaboration.
III. **Definitions:**

**Aerosol:**
A tiny water-based particle with a diameter less than 5μm that is produced by breathing, speaking, coughing, or sneezing. Aerosols may remain suspended in the air for several hours after generation.

**Asymptomatic:**
Not showing any symptoms (signs of disease or illness). Some people without any symptoms still have and can spread the coronavirus. They’re asymptomatic, but contagious. Fever, cough, and shortness of breath are the main symptoms of COVID-19. Change or loss of sense of smell or taste has been reported among mild COVID-19 cases.

**Basic Reproduction Number**
This is an epidemiologic metric, also called R-Naught, used to describe the contagiousness or transmissibility of infectious agents. Higher numbers reflect greater infectiousness. Seasonal flu: R0=0.9-2.1; COVID-19: 2.2-2.7*; SARS: 2-4.

*https://doi.org/10.3201/eid2607.200282

**The Centers for Disease Control (CDC)**
The United States' federal health protection organization.

**Co-infections:**
Patients can be infected with more than one virus at a time.

**Communicable**
Similar in meaning as "contagious." Used to describe diseases that can be spread or transmitted from one person to another.

**Community spread**
The spread of an illness within a particular location, like a neighborhood or town. During community spread, there's no clear source of contact or infection.

**Confirmed case**
Someone tested and confirmed to have COVID-19.

**Congregate settings**
Public places that can get crowded and where contact with infected people can happen. This includes places like malls, theaters, and grocery stores.
Coronavirus
A family of related viruses. Many of them cause respiratory illnesses. Coronaviruses cause COVID-19, SARS, MERS, and some strains of influenza, or flu. The coronavirus that causes COVID-19 is officially called SARS-CoV-2, which stands for severe acute respiratory syndrome coronavirus 2.

COVID-19
The name of the illness caused by the coronavirus SARS-CoV-2. COVID-19 stands for "coronavirus disease 2019."

Diagnostic Test:
A reverse-transcriptase-PCR diagnostic test diagnoses active SARS-CoV-2 infection and requires a nasal swab or saliva sample. Diagnostic tests are highly accurate and sensitive but do not detect cleared infections.

Emergency Warning Signs
The CDC states that emergency warning signs for COVID-19 that warrant more immediate medical attention include difficulty breathing, significant shortness of breath or high fever.

Epidemic
A situation where more cases of disease than expected happen in a given area or to a group of people.

Epidemiology
The branch of medicine that studies how diseases happen and spread in communities of people. A person who studies epidemiology is called an epidemiologist.

Flattening the curve
Controlling the rate of new cases of COVID-19.

The "curve" refers to a graph showing the number of cases of COVID-19 that happen over a period of time. Many cases happening in a short period of time create a graph that looks like a tall spike.

By using protective measures, we can slow down how many new cases happen. This is the "flattening" of the curve – on the graph, the flattened curve winds up looking more like a gentle hill.

Too many new cases happening in a short time can create a serious problem. Hospital systems only have so many supplies, like beds and PPE. There are also only so many doctors, nurses and other healthcare workers. Too many patients at one time can overwhelm these resources. This means sick and injured people may not get needed treatment.
Flattening the curve reduces the numbers of people needing healthcare at one time. This allows hospitals to treat patients throughout the pandemic.

**Hand Hygiene**

The CDC recommends *frequently washing hands with soap and water for 20 seconds as well as the use of alcohol-based hand sanitizers* to prevent infection with the virus.

**High Risk**

Certain individuals are at higher risk for the COVID-19 than others, according to the CDC.

**Immunity**

Your body's ability to resist or fight off an infection. Your immune system is a network of cells throughout your body that help you avoid getting infected and help you get better when you are infected.

**Immunocompromised**

Also called immune-compromised or immunodeficient. This describes someone who has an immune system that can't resist or fight off infections as well as most people. This can be caused by several illnesses. Some treatments for illnesses can also cause someone to be immunocompromised.

**Incubation period**

The time it takes for someone with an infection to start showing symptoms. For COVID-19, symptoms appear 2-14 days after infection.

**N95 Respiratory Mask:**

A disposable, close fitting facial mask that when properly worn filters out 95% of particles down to 0.3um. The N indicates not oil resistant.

**Outbreak**

A sudden increase of a specific illness in a small area.

**Pandemic**

When a new disease spreads to many countries around the world.

**PPE**

PPE Stands for personal protective equipment. This includes masks, face shields, gloves, gowns and other coverings that healthcare workers use to prevent the spread of infection to themselves and other patients.
**Person under investigation (PUI)**
When a health provider suspects a person has the coronavirus. But, no test has confirmed the infection.

**Presumptive positive case**
When a person tests positive for the coronavirus, but the CDC hasn't confirmed the case.

**Positive vs. Presumptive Positive COVID-19 Test**
A positive COVID-19 test means that the test has lab confirmation, either from a state or local laboratory or the CDC. A presumptive positive COVID-19 test means that a local test has been positive but that the CDC or a state or local laboratory has not confirmed it.

**Quarantine**
Quarantines keep people away from each other to prevent the spread of disease. Stay-at-home orders are a type of quarantine.

Governments sometimes order quarantines to keep healthy people from exposure to infected people. They give rules to behavior and boundaries to movement.

**Respiratory Droplet:**
a water-based droplet with a diameter larger than 5um that is produced by breathing, speaking, coughing, or sneezing. Droplets fall to the ground or settle on a surface quickly after release.

**SARS-CoV-2:** The coronavirus that causes COVID-19 infection. According to the WHO, SARS-CoV2 is primarily transmitted between people through respiratory droplets and contact routes.

**Screening**
This is not the same as a coronavirus test. This step helps healthcare workers to decide if you actually need a coronavirus test. It’s a series of basic questions about your health condition and recent history. Screening may also include other common healthcare procedures, like taking your temperature.

**Self-isolation**
Also called self-quarantine. Separating yourself when you’re sick from healthy individuals to prevent spreading illness.

**Self-Observation, Self-Monitoring**
The CDC suggests people remain alert to possible symptoms, take their temperatures, seek advice during self-observation periods and be prepared to engage in several types of self-monitoring, with and without delegated supervision.
**Serology test:** This is a blood test to detect antibodies to SARS-CoV-2. These tests have variable specificity and sensitivity and can detect both active and cleared infection.

**Social distancing**
Also called physical distancing. It means putting space between yourself and other people at all times. The goal is to slow down how fast an infection spread. Stay-at-home orders are a way that the government can enforce social distancing.

The CDC recommends keeping at least six feet between you and others around you in public. Social distancing also includes avoiding crowds and groups in public.

**Sensitivity:**
The probability of detection; high sensitivity allows detection of rare events

**Specificity:**
The probability that true negatives are detected; high specificity reduces frequency of false positives.

**Surgical Mask:**
Disposable, fluid resistant mask that provides wearer with protection against droplets.

**Symptomatic**
When a person shows signs of illness. For COVID-19, that includes cough, fever or shortness of breath.

**Ventilator**
A machine that supplies oxygen to a patient with severe lung issues. People with severe cases of COVID-19 can't provide enough oxygen to their body. Their lungs are too limited.

A ventilator machine requires a specialist or respiratory therapist. It is more invasive than an oxygen mask. Many hospitals don't have a supply of ventilators big enough for the COVID-19 outbreak.

**World Health Organization (WHO)**
This United Nations organization monitors and protects public health around the world.

**Zoonotic**
This means that a disease was originally was detected in animal but is now infecting people also.
IV. Overview:

- Any PHSU personnel, staff and those visiting campus *must adhere* to all safety protocols and procedures established by the university. Those who do not comply with these standards will be asked to leave campus until further notice.

- All personnel, staff and visitors will be subject to mandatory screening before entering campus. Please refer to the questionnaire distributed by human resources.

- Everyone will be responsible for maintaining strict hygiene and those feeling ill or symptomatic should not come to campus.

- Symptoms must be reported to supervisor and/or HR immediately.

- The campus will be keeping daily logs of contacts ($R_0$ for COVID-19 is between 2.5-3)

- The Library Division will adhere to all social distancing and other protocols outlined within this document and institutional policies.

- Student events will continue to be cancelled until further notice. This includes social activities, group gatherings, etc. Online formats will be used for mandatory and/or official activities.

V. Procedures:

A) Arriving to Campus:

1. Parking:
   a. Main Campus
      i. The Library staff **MUST** park in the administration parking lot or in the Wellness Center parking lot. **NO ONE** will be allowed to park on the academic side of campus.
      
      ii. Staff must carry PHSU’s official identification (University ID) and must instruct students and guest to do the same at all times. Visitors will not be allowed on campus without being cleared by security.
      
      iii. Visitors will receive instructions about bringing proper identification and protective materials.

   b. East Campus
iv. The Library staff **MUST** park in the assigned parking lot, either on the back of Building 2 or in front of Building 1.

v. Staff must carry PHSU’s official identification (University ID) and must instruct students and guest to do the same at all times. Visitors will not be allowed on campus without being cleared by security.

vi. Visitors will receive instructions about bringing proper identification and protective materials.

2. **Daily Health Screenings at Entrance**

   a. **Main Campus**

   i. A nurse will be posted at the pedestrian entrance of the Research Building I (F) from 7:00AM-noon each day. All staff, students, faculty and visitors (even those with afternoon shifts), must make sure they get screened by the nurse before 12:00 noon every day. **NO EXCEPTIONS**

   ii. If you enter/exit multiple times per day, you will not get screened each time.

   iii. There will be temperature monitoring, as well as a brief health questionnaire that all employees must fill out.

   iv. Staff arriving before 7:45 AM will be screened by an official designated by their respective supervisor. There will be several screening posts on campus, please contact human resources if you are unaware of screening post locations. All employees must be screened before commencing activities or tasks on campus.

   v. Everyone will have to stand in line adhering to social distancing (6 ft distance) prior to entering the Research building parking lot to be screened. PHSU security will oversee this effort.

   vi. All masks and other protective gear must be worn while waiting to be screened

   vii. Please bear with us as this is necessary to ensure everyone’s safety.

   b. **East Campus**

   viii. A nurse will be posted at the back entrance of Building 2 (Main Classroom Building) from 7:00AM-noon each day. All staff, students and visitors of the East Campus, must make sure they get screened by the nurse before entering the Building. This means
in-office work will have to start in the morning shift, any in-office appointments for students must be made from 8:00 AM to 12:00 PM so the student can go through the screening process.

ix. If you enter/exit multiple times per day, you will not get screened each time.

x. There will be temperature monitoring, as well as a brief health questionnaire that all employees must fill out.

xi. All Staff must be at the screening site at least 15 minutes before his/her shift starts.

xii. Everyone will have to stand in line adhering to social distancing (6 ft distance) prior to entering the screening process. PHSU security will oversee this effort.

xiii. Everyone will wear all masks and other protective gear while waiting to be screened.

a. **Self-monitoring of symptoms and immediate notification to supervisor/HR**

i. All employees, staff and visitors should self-monitor symptoms and under no circumstances should anyone come to campus if they are feeling sick in anyway.

ii. It is imperative for the safety of others that all employees, staff and visitors who feel symptoms and were on campus report this to their respective supervisors or human resources.

b. **Screening Process:**

**Main and East Campus**

i. Nurse or other authorized personnel will proceed to take your temperature and ask screening questions to all employee/students or visitors.

ii. Every employee and visitor must perform this procedure on a daily basis; failure to do so will result in disciplinary actions.

iii. A color seal will be changed daily to identify employees who have been tested. This seal should be worn at all times on campus.

iv. A security guard will be performing rounds on campus to verify that employees are displaying the appropriate color seal assigned to that day.
3. **COVID-19 Testing:**

   i. Everyone coming back to campus must be tested and cleared to be on campus for consecutive days. All test results (Positive & Negative) should be reported to HR to be placed in the employees file.

   ii. Only those who have a negative COVID-19 molecular test result will be allowed on campus. Please wait until you have received lab clearance before you come in. For questions regarding your results, please email karroyo@psm.edu.

   iii. If a staff member has a fever or answers affirmatively to the screening questions or tests positive for COVID 19, the staff member tasked with screening employees is instructed to report positive results or fever to Human Resources and the employee will be sent for further medical evaluation. In order to return to campus after positive testing or results, all employees must bring a medical certificate to HR confirming negative results. HR will then notify the immediate supervisor that the employee has complied with all protocols and only then will an employee be allowed to return to campus.

4. **Cleaning:**

   i. Prime Janitorial staff is on call during the day, and have increased their cleaning rounds in the building.

   ii. AGORAS has also been engaged to do disinfection throughout the building, including the AC ducts. They have been performing these cleanings during the past week and will continue to assist with disinfection as needed.

   iii. Prior to activate in-office duty, each office will notify their supervisor and General Services and request the offices to be cleaned. The office supervisor must make sure the notification is given at least 72 hours before the start of in-office duty.

5. **Bathroom Etiquette:**

   i. PRIME Janitorial staff is doing multiple cleanings a day in the building, but it is up to the employees to help keep it that way.
ii. Employees are expected to wash their hands thoroughly multiple times a day

iii. Employees are advised to not use their bare hands to touch faucets, flush toilets, open door knobs, etc... Please use paper for these purposes and discard in the trash afterwards.

6. **Elevator Etiquette:**

   i. One (1) person should be in the elevator at a time.

   ii. Use of the stairs is preferred.

7. **Protocol for Offices**

   a) During the exercises all PPE (IE, Masks, Shields) must be worn at all times.

   b) All social distancing protocols must be adhered to and all participants should maintain a minimum of 6 feet distance from each other at all times.

   c) Wash hands and use sanitizer frequently.

   d) Only authorized personnel will be allowed on the premises.

   e) No lingering or loitering will be permitted in hallways.

   f) No eating in the offices or classroom spaces.

   g) Amount of people allowed in the offices are dependent of each area. Recommendation is to allow the maximum amount that permits to keep 6 feet distance between employees at all times.

   h) All work schedules and lists of personnel (including visitors) must be shared with Rossane West ([rwest@psm.edu](mailto:rwest@psm.edu)) on a weekly basis and at least 24 hours prior to first week shift. This will ensure that the proper janitorial staff is ready to clean the areas in use.
i) All equipment must be cleaned and sanitized with the proper cleaning materials before and after use. PRIME Janitorial will clean after each in-office work day.

j) All activities must end by 5PM unless prior written consent given by the administration.

k) Once done with your activity on campus all parties must vacate immediately.
By reading and singing below I ______________ acknowledge that I have fully read and understand the contents of these protocols and will utilize my best efforts to adhere to the protocol on campus and use sound judgment while on campus. Non-compliance with this protocol can lead to certain disciplinary action by your supervisor.

______________________________                              ______________________________
Staff Member Signature & Date                                       Supervisor Signature & Date