

## RULES GOVERNING Library Access and Student/Patron Behavior

### 1. Access to Library Spaces and Resources is Limited

To protect the health and safety of the QVCC community and in keeping with the July 1 building access directives of Interim CEO Dr. Rose Ellis, access to QVCC Library spaces will, until further notice,

- be limited to QVCC students, prospective students, faculty, and staff
- be available only for the purposes of academic research and study; course-related printing, copying, borrowing or returning of resources; or engagement with socially distant reference or instructional services provided by library staff.

### 2. Library Access Requires Signing-In and Signing-Out at the Main Library Service Desk

In order to assure social distancing, to limit the number of persons in the library to new capacity caps, and to maintain necessary enhanced cleaning and sanitizing protocols, every person entering the library shall first sign-in with library staff at the main library service desk.

All library users will sign-out at the main library service desk when exiting to assure that library staff know that the vacated work area is now quarantined until cleaning and sanitizing procedures can be completed.

### 3. Library Access Requires Adherence to the Following Health and Safety Guidelines

Students and other library users who violate these policies will lose access to library spaces.

#### 3.1 Students are Required to Wear Masks

Pursuant to the [CSCU COVID-19 Mask and Social Distancing Guidelines](#) issued on July 3, 2020 and effective until rescinded, "All students MUST wear masks or face coverings on campus, covering their mouth and nose. [original emphasis] Students must wear a mask or face covering to enter and while present in any academic, administrative, residential, food service, or recreational building." The Guidelines go on to state that, "All traditional in-person/on-ground classes will be off-limits to students who refuse to wear face coverings or masks." And, "Students who do not want to wear a mask or face covering may only participate in remote learning and online classes."

The Guidelines provide a single, narrow exception: "If a student is not able to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from Disability/AccessAbility Office *prior* to arriving on campus." [original emphasis]. For these students, the library will provide the following accommodation: if the student does not have a suitable device for academic work, the library will loan the student a laptop; if the student does not have adequate Internet access from home, the library will loan the student a hotspot; if the student seeks reference support, a guide-on-the-side tutorial, or instruction, library staff will provide these services virtually.

#### All Library Patrons are Required to Bring and Wear Masks

According to [Reopen Connecticut: Sector Rules for June 17<sup>th</sup> Reopen](#), issued by the Office of Governor Lamont, drafted in collaboration with the Connecticut State Library, and applicable to all

Connecticut libraries, including CSCU academic libraries, "[p]atrons *are required to bring and wear masks or cloth face coverings*" to access library spaces (with a similar ADA accommodation exception noted) [emphasis added].

**Enforcement of Mask Guidelines:** Pursuant to the [CSCU COVID-19 Mask and Social Distancing Guidelines](#) issued on July 3, 2020 and effective until rescinded, "All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation."

### 3.2 Students Are Required to Abide by 6-Foot Social Distance Guidelines

Pursuant to the [CSCU COVID-19 Mask and Social Distancing Guidelines](#) issued on July 3, 2020 and effective until rescinded, "Students must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors."

**Enforcement of Social Distancing Guidelines:** Pursuant to the [CSCU COVID-19 Mask and Social Distancing Guidelines](#) issued on July 3, 2020 and effective until rescinded, "All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation."

### 3.3 Library Users will be Assigned Work Spaces – Do Not Change Location

Each library user will be assigned a specific work area based upon their plans for academic study or research (e.g. a desktop PC, a study carrel, a table). Once assigned, moving study location is prohibited. This policy is essential to assure that cleaning and sanitizing of surfaces and equipment takes place between users.

### 3.4 Do not move any furniture.

Distances between all work spaces in the library have been carefully measured to provide 6-feet of social distance between library users.

### 3.5 No food or drink is allowed anywhere in the Library. No exceptions.

Drinking and eating require mask removal and masks must be worn at all times in the library. Beverages spill, foods leave crumbs, and the library cannot provide the additional cleaning and sanitizing this requires.

### 3.6 Do not share equipment or devices.

Sharing spreads germs.

### 3.7 Sign-out required at the library service desk before leaving.

This procedure is essential so that staff may quarantine, clean and sanitize the vacated work area for the next student.