

Shelter in Place Declared:

In the case of a declaration of Shelter in Place, the Ernest J. Gaines Center will follow the lead of the Edith Garland Dupre' Library administration, the University of Louisiana at Lafayette, and the UL System administrations.

Phase 1:

The Ernest J. Gaines Center will follow the outlined procedures determined by the Edith Garland Dupre' Library for an opening during "Phase 1". In addition to following the library's "Phase 1" plan, the Ernest J. Gaines Center will also require all faculty and staff (including student workers) to wear a mask when in a shared space, maintain at least 6 feet of social distancing, and only enter offices for necessary reasons. Regarding the patrons, during this phase, access to the Ernest J. Gaines Center will be limited to faculty, staff, and students of the University of Louisiana at Lafayette. After a detailed virtual research appointment, researchers will be required to make an appointment 2 business days prior to the desired research day so the faculty and staff can pull the materials for them. All visitors will be required to wear masks while in the Ernest J. Gaines Center, and wear gloves to ease any inconvenience these restrictions places on outside Gaines Scholars, students, and researchers the faculty and staff will offer online services and digitize materials as necessary. Conference Room cannot be reserved.

During this phase, there will be no in-person classes or public programs. All outreach services will be conducted digitally.

Phase 2: The Ernest J. Gaines Center will follow the outlined procedures determined by the Edith Garland Dupre' Library for the opening during "Phase 2". In addition to following the library's "Phase 1" plan, the Ernest J. Gaines Center will also require all faculty and staff (including student workers) to wear masks and social distance. During this phase, the Gaines Center still encourages research appointments to use the materials, and walk-ins will be allowed access for short research questions and research consultations only. Due to the limited table space for research in the reading room, the Ernest J. Gaines Center will only be able to accommodate 4 researchers at a time. The Ernest J. Gaines Center will also begin scheduling tours for classes with 10 or fewer students and coordinating with faculty and educators to schedule in-class library instruction in their classrooms instead of the library. Conference Room cannot be reserved.

Phase 3: Walk-ins wishing to use the archival materials will be allowed to do so, but the number will remain limited to 4 researchers at a time. Student, faculty, staff, and small community groups wishing to use the Gaines Center conference room will be allowed to schedule for groups no larger than 6 (which gives a chair space between all participants in the conference room).

Disinfecting and quarantining material and books

Faculty, staff, and student workers will be responsible for disinfecting the surfaces in the Ernest J. Gaines Center. At the end of each workday, all tables, chairs, and flat surfaces (not

containing books and materials) will be wiped down with disinfectant wipes (this includes switch plates and door handles, and surfaces in personal offices). Materials will only be handled while wearing gloves and masks at all times and will be quarantined for 72 hours on a designated rolling cart in the Ernest J. Gaines Center's archive. Books and materials that have been handled by patrons will all be quarantined until the University of Louisiana at Lafayette declares that normal operations have resumed campus wide.

Consulted Resources:

Pandemic Preparedness Resources for Libraries. American Library Association.

<http://www.ala.org/tools/atoz/pandemic-preparedness>

Module 3.5: Disinfecting Books and Other Collections. Northeast Document Conservation Center. <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>

Covid-19 Basics: Disinfecting Cultural Resources. National Center for Preservation Technology and Training. <https://www.ncptt.nps.gov/blog/covid-19-basics-disinfecting-cultural-resources/>