

## Schaffer Law Library: Summer 2020 Policies

*June 10, 2020*

The Schaffer Law Library will open for graduates studying for the upcoming bar exam, as well as necessary library staff, starting June 15, 2020. The library will operate Monday–Saturday, 8:30 a.m.–4:30 p.m., following all physical distancing, cleaning and maintenance, hygiene, and signage protocols required by New York State.

In order to maintain the health and safety of our community, and in accordance with the reopening guidelines of the State, Albany Law School will enforce the following policies:

- Limit access to library staff and Albany Law graduates studying for the summer 2020 bar exam.
- Limit access to the library and foyers. All other areas of the 1928 Building will remain closed.
- Require all users to sign a Shared Responsibility and Community Safety Agreement before being granted access to the library. **(See page 3.)**
- Adopt a strict no compliance, no usage policy. Use of the library is a privilege which will be revoked immediately in the event of deliberate failure to comply with all health and safety requirements.
- Require physical distancing of at least 6 feet wherever possible.
- Require library users to clean all work spaces before and after use.
- Users will select an assigned workspace for the summer, on a first-come, first-served basis.
- Users will work or study in an assigned workspace for the entirety of the summer. Seating will be limited to one person per table or carrel.
- Require use of masks in all common or shared areas of the law school and library. Users will be allowed to remove masks for solitary work at assigned workspaces, so long as physical distancing is maintained.
- Discourage eating in the library. Library users are encouraged to use the tent next to the 1928 Building, outside the West Foyer, for eating.
- Maintain a daily log of all users of the law library. UHA security will ensure library users sign in and out.
- Implement a mandatory health screening assessment, starting with the on-site collection of individual responses to health questionnaires and on-site temperature checks at the entry to the Schaffer Law Library. Continue manual check in until the law school acquires tools for self-monitoring and reporting using digital tools.
- Provide masks, face shields, and gloves to the individual(s) assigned to conduct health screening and temperature checks.
- Deny access to anyone reporting symptoms of COVID-19, or registering a temperature equal to or greater than 100.4.

- Require self-isolation for 14 days or submission to HR of proof of a negative test prior to return to campus for any employee or user exhibiting symptoms.
- Require library users and staff to [notify HR of a positive COVID-19 test](#).
- The library is not responsible for lost or stolen items.

Users and staff members should not come to the law school if they:

- Have been tested for COVID-19 and are waiting to receive test results.
- Have tested positive for COVID-19, or are presumptively positive for COVID-19 based on a health care provider's assessment or symptoms.
- Have been on a commercial flight or traveled outside of the United States in the past 14 days.
- Have been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States in the past 14 days.
- Feel they are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility.

A staff member will be assigned to serve and collect, review, and store health screening assessments; and monitor compliance with self-isolation/testing following symptoms.

Upon notice of a positive COVID-19 test, Albany Law School will notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The law school will also notify the community and close library for at least 24 hours to allow for cleaning and contact tracing.

All policies are subject to revision as circumstances evolve.

## Shared Responsibility and Community Safety Agreement

Library users and staff members are expected to do their part to keep the Schaffer Law Library and law school foyers a safe place for all.

By signing below, I acknowledge receipt of the Summer 2020 Schaffer Law Library policies and agree to follow all health and safety protocols, which include: wearing a mask except when engaged in solitary work; maintaining a physical distance of at least 6 feet; cleaning my work space before and after each use; truthfully answering health-assessment questions and undergoing a daily temperature check; and notifying HR of a positive COVID-19 test.

I pledge to commit to promoting the health and safety of the Albany Law School community:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Save this PDF and email the completed agreement to [adminservices@albanylaw.edu](mailto:adminservices@albanylaw.edu) by 4 p.m. on Friday, June 12, 2020, or at least one business day prior to returning to the library.*

*Only the individuals who complete this agreement will be allowed into the Schaffer Law Library. Upon receipt by Administrative Services, a user's ID-card will be activated for library access.*