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Social Distancing Policy

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University Library Policy

Social Distancing Policy

Effective Date: Fall 2020

Last Revision Date:

07/05/2020

Responsible Party: Learning Spaces Librarian
Access Services Supervisor

Scope and Audience: All Patrons who enter the University Library.

Additional Authority: University campus police and the Office of Student Services.

Policy Purpose:

The Social Distancing Policy is intended to maintain the safety of Xavier faculty, staff, and students in response to COVID-19.

Policy

Access to the Library :

- Xavier's University library will be open to Xavier faculty, staff, and students only.
- All other guests are admitted by appointment only.
- Everyone is required to wear a mask or face-coverings/shield.



Non-Xavier Guest

University Library Policy **Social** **Distancing Policy**

- Visitors must schedule their visit through our online booking system.
 - Information required includes, but is not limited to the individual's name, affiliation, the reason for their visit, who they intend to see, where their meeting will be located, and how long they will be in the building.
 - Anyone expecting a visitor must ensure that they have completed the online registration and is present to grant admission to the visitor and will walk them out when their visit is complete.
 - A member of the Learning Spaces team will be available to override the turnstile and admit visitors who are on the schedule.
- All other visitors will not be permitted to enter the building.
- Students who do not comply will be reported to the public safety office.

Document History (*This is added after policy has been approved*)

Revision No. Effective Date Description