Purpose: The purpose of this document is to outline the general guidelines used by the TWU Libraries during the COVID-19 pandemic. The TWU Libraries will adhere to all federal, state, and university policies.

Definitions: For the purpose of this policy

**COVID-19** – the new 2019 Novel Coronavirus (2019-nCoV) outbreak that began in Wuhan, China.

**Coronavirus** – a type of common virus that infects humans, typically leading to an upper respiratory infection (URI). Symptoms include fever, chills, cough, shortness of breath, or sore throat.

Along with many other public institutions, businesses and community members, TWU Libraries has been working to respond to the COVID-19 outbreak in accordance with government and university guidelines. Service and stewardship to our communities are core to the library profession and the values of Texas Woman’s University. The health of our communities is of equal importance.

**Library Guidelines**

Individuals using the TWU Libraries are asked to adhere to the following guidelines:

- If you are feeling unwell or exhibiting any cold or flu-like symptoms - not just a confirmed case of COVID-19 - please do not enter the library. Self-isolate until fully recovered.
- Library staff can ask library users to leave if they are exhibiting COVID-19 symptoms.
- Please wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with other individuals in the library.
- Maintain at least a 6-foot distance from others.
- Cover your cough or sneeze with a tissue, then throw that tissue in the trash. If a tissue is not available, cough or sneeze into your sleeve.
- Follow library staff instructions. The staff are acting in the best interest of all occupants of the library if they ask you to relocate or leave the library.
- Clean any equipment and workspace with a disinfectant wipe prior to using it.
- Certain areas of the library may be unavailable at various times.

As always, the TWU Libraries are accessible virtually and many of our services have transitioned to the virtual environment. At times, library stacks may be inaccessible to users. If you have any questions about accessing library materials or equipment, go to the Information Desk.
Websites for Information:
www.twu.edu/coronavirus
www.dshs.texas.gov/coronavirus/
www.who.int/emergencies/diseases/novel-coronavirus-2019

Review:
The Library’s Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.