



Center for Popular Music Policies and Procedures to Respond to COVID-19

The Center for Popular is committed to the health and safety of our patrons and staff. We are closely monitoring the situation regarding COVID-19, and we are working with public health officials and our counterpart agencies to monitor and respond to the evolving conditions and following CDC guidelines. Follow the Center for Popular Music's [website](#), and on [Facebook](#) and on [Twitter](#) for immediate updates. The Center for Popular Music is open in a limited capacity as of July 27, 2020.

Center staff will continue to serve the public remotely by responding to emailed requests. During this time, we invite the public to explore our online resources by visiting our [website](#) to search [our catalog](#) and [online exhibits](#).

All onsite patrons must make an appointment ahead of time to insure proper social distancing and other health protocols. However, we suggest remote requests when possible.

Remote Requests:

Remote requests will still be answered by a member of the Center staff. Due to the COVID-19 pandemic the Center has adjusted its normal operations to balance the need of completing its mission-critical work while also adhering to the recommended social distancing for the safety of our staff. As a result of this re-prioritization of activities, you may experience a delay in receiving an initial acknowledgment as well as a substantive response to your reference questions. We apologize for this inconvenience and appreciate your understanding and patience.

Please contact the staff member that will best fit your questions.

Archival collections: rachel.morris@mtsu.edu or olivia.beaudry@mtsu.edu.

Audio collections: martin.fisher@mtsu.edu

Library and all general research questions: stephanie.bandel-koroll@mtsu.edu or ashley.armstrong@mtsu.edu.

Spring Fed Records: spring.fed@mtsu.edu

General inquiries and administrative questions can be directed at yvonne.elliott@mtsu.edu (615.898.2449) or our Director, gregory.reish@mtsu.edu

Reading Room (on site) Policies:

Appointment must be made prior to visit. Visitors may email stephanie.bandel-koroll@mtsu.edu or call 615.898.2449 to make an appointment. Hours are 8:30 am - 4:00 PM. The Center may change these hours at any time due to changes in local governance or for the health and safety of the Center staff.

Personal Protective Equipment (PPE)

Face-coverings must be worn at all times by patrons and staff while in all academic buildings on Middle Tennessee State University (MTSU) campus - this includes the Bragg Media and Entertainment Building and the Center for Popular Music. This is a policy of Rutherford County government and MTSU. Hand sanitizer will be located in the Reading Room and throughout the Center for patron and staff use.

Occupancy

- Maximum of four patrons inside the reading room at one time in order to maintain social distancing
- No patrons wandering around the reading room
 - Either stationed waiting for staff help at the front desk
 - Or seated at their assigned table

Logistics

- Tables will be placed six feet apart
 - Only one patron will be placed at each table
- One computer on the left side of the room will be open for access and one computer on the right side of the room will be open for access
- All surfaces will be wiped down upon patron exiting the Center
 - Including but not limited to tables, Computers, Closet shelves, Front desk, knobs/handles.
- Every evening all surfaces will be sanitized prior to staff exiting
- All patron materials will be placed in special collections closet, items will be quarantined after each use.
- We will no longer provide public use pencils, paper note pads or headphones
 - Patrons can request a piece of paper from staff
- Patrons will no longer be provided access to the copier
 - Staff will make copies and then sanitize the copier after use

Materials

- Only staff access materials while patrons wait at their assigned table
- Patrons leave materials on the table for staff to quarantine, clean and shelve
- Patrons cannot wander reading room stacks, access vertical files, or serials.
 - Center staff will pull items in public areas for patrons
- Archival materials will be limited to 1 box/folder at a time depending on requested items and discretion of archival staff.
 - All items will be quarantined after use.

Class Instruction and Visits/ Group Projects

For the health and safety of students, faculty, and staff we will not be hosting classroom instructions or archival tours this semester.

However we want to provide your students with an understanding of what the Center is, what we do, and how we can help them. Our Librarian, Or, Stephanie Bandel-Koroll can

Zoom call with your class and provide a fun and engaging instructional session to the students. She can also pre-record a session and provide the recording to you to show your students at your convenience, to take away the worry of having to schedule a specific time into your course. These sessions can be tailored to your class or general about the Center and researching in general.

We are unable to accommodate groups in the Center during this time, but if your class can select one member of their group as a research representative they can make an appointment with me (my e-mail address) to visit the Center and collect information to bring back to the group. Or, you can send the project outline to Stephanie Bandel-Koroll or Ashley Armstrong they will locate the information and send it back to you, or to a group representatives e-mail.

Expectations and Requirements of Employees: (This is abbreviated from MTSU Policy)

Because the health and safety of the campus community is of paramount concern, all employees are required to comply with the following expectations and requirements. Failure to do so will result in disciplinary action up to and including termination of employment.

1. Before returning back to campus all employees must complete the online Return to Work Agreement through PipelineMT. Employees are certifying that they will abide by the following:
 - Follow all expectations/requirements before returning to work;
 - Complete a self-assessment prior to coming to work each day;
 - Read Policy 825-A COVID-19 Illness, as well as, Charting our Course for a Safe Return to Campus. Employees are strongly encouraged to complete online training before returning to work. This training will be provided to employees by email through the University's training software vendor.
2. Employees are required to monitor personal health daily and participate in appropriate health screening procedures. On a daily basis before reporting to work, employees are required to self-assess and monitor their health by asking the following questions:
 - A. Have I been in close contact with a confirmed case of COVID-19?
 - B. Do I have any of the symptoms listed below that are unrelated to any other condition (such as allergies) Fever over 100.4 degrees F; Chills; Cough; Shortness of breath or difficulty breathing; Fatigue Muscle or body aches; Headache; Sore throat; New loss of taste or smell; Congestion or runny nose; Nausea or vomiting; Diarrhea; Other symptoms as updated by the CDC. If the employee is experiencing any of these symptoms and they are unrelated to any other condition (such as allergies) or if the employee has been in close contact with a confirmed COVID-19 case, the employee is required to stay home; limit contact with others; contact their health care provider or seek other appropriate medical assistance as necessary; and report work/leave status to their supervisor. If these symptoms are confirmed at work or develop

while at work, employees are required to leave the premises immediately; limit contact with others; contact their health care provider or seek other appropriate medical assistance as necessary; and report their work/leave status to their supervisor along with information regarding contacts with others and areas visited on campus when symptoms began.

3. Confirming health and providing appropriate screening information upon arrival at work as required by your supervisor;
4. Participating in health screening confirmation procedures, such as temperature taking, as required by your supervisor;
5. Employees are required to follow personal hygiene and protective measures, including but not limited to: • Washing hands often; • Avoiding touching eyes, nose, and mouth; • Coughing or sneezing into your face mask or elbow; • Using PPE appropriately; • Cleaning and disinfecting work areas appropriately.
6. Employees are required to wear face coverings or masks inside any campus building. This applies to all areas of campus and includes but is not limited to, classrooms, labs, offices, and common areas such as hallways, stairways, elevators, restrooms and other shared spaces. Face coverings or masks are not required in private office when one person occupies that office. They are also not required outdoors when social distancing is practiced.
7. Employees are required to practice social distancing: Maintain six feet from others as work duties permit; Avoid gathering in groups for non-work activities; Adhere to posted occupancy limits for spaces; Avoid traveling in the same vehicle

More resources and policies:

MTSU Policy “Charting Our Course” <https://www.mtsu.edu/covidtaskforce/docs/Charting-Our-Course.pdf>

MTSU Covid-19 website <https://www.mtsu.edu/coronavirus/index.php>

Center for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>