

**MEMORANDUM**

**To:** Private Consultants and Tribal, Federal, and State Agencies utilizing the OSA Library for Archaeological Records Reviews

**From:** George Crothers, Director, W. S. Webb Museum of Anthropology and Office of State Archaeology & Philip Mink, Assistant Director, Office of State Archaeology, W.S. Webb Museum of Anthropology

**Date:** February 19, 2021

**RE:** Update to COVID19 Procedures for OSA Library Archaeological Record Reviews

The William S. Webb Museum of Anthropology and Office of State Archaeology is dedicated to the health and well-being of the public, staff, students, and faculty of the University of Kentucky. As we begin Phase 3 of our Resumption of Research Phased Plan, we are making some adjustments to our procedures so that we can continue providing access to the OSA Library for compliance and academic research in the most efficient and effective manner. All relevant levels of UK administration have approved our reopening plan, which follows both the Governor's Healthy at Work and the Center for Disease Control protocols. As detailed below, private consultants and tribal, federal, and state agency employees (*hereafter referred to as consultants*) will have the option to either visit the OSA library, in-person, or to arrange for OSA staff to scan and send digital documents. If you have any questions or concerns, please email Philip Mink ([pbmink2@uky.edu](mailto:pbmink2@uky.edu)) for clarification.

**In-Person OSA Library Visits**

It is expected that consultants are following the Kentucky Cabinet for Health and Family Services guidelines and self-administering health and temperature screenings and not reporting to work if you have a fever and/or symptoms of COVID-19. Current CDC-recognized COVID-19 symptoms are available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Consultants will be required to wear a mask and gloves while in the building and follow social distancing guidelines. Disposable masks and gloves will be provided upon request.

Only 1-person is permitted to conduct the records review and only the conference room and bathrooms will be accessible to consultants. The building will be locked, and consultants must ring the doorbell at the front of the building to gain admittance.

Appointments will be available on Monday, Wednesday, and Friday, during two blocks 9:30 am to 12:30pm and 1:30pm to 4:30pm (NO 'standing' appointments are permitted).

Consultants must contact OSA by email ([ky-osa@uky.edu](mailto:ky-osa@uky.edu)) 48-hours prior to the requested time to schedule an appointment. OSA staff will confirm with you if we can accommodate your schedule or provide alternatives. You will NOT be permitted to access the OSA library without an appointment.

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When scheduling an appointment, in addition to the requested date and time of the appointment consultants MUST include the following information regarding the requested materials in the body of the email (or an appointment will NOT be scheduled): for site numbers, the Smithsonian trinomial (15Fa1); and for contract reports, the shelf-ID (e.g. 001-123), GISID (123456), and report title. Do NOT just send the results of your site check without having reviewed what you need. Requested materials that are not in digital form will be pulled by OSA staff and placed in the conference room prior to your arrival.

Consultants are NOT permitted to utilize the office copier for scanning documents and are encouraged to use one of the numerous free scanning applications available for smart-phones and tablets.

Consultants are NOT permitted to unbind site forms or reports for scanning.

For your safety OSA staff will also be self-administering temperature and health checks every day and will also be wearing masks and gloves when interacting with consultants and pulling material for review and /or scanning. In addition, OSA staff will be sanitizing the conference room between consultant appointments.

Please help us to provide a safe and healthy work environment. UK Environmental Health and Safety office will be doing unannounced inspections of reopened facilities. Failure to follow these guidelines could lead to suspension of OSA's reopening plan.

### **Scanning of Site Forms and Reports by OSA Staff**

Beginning immediately OSA will charge a fee to scan site forms and reports.

The fee is \$40 per hour to scan and create a unique download package for you (the fee will be waived for KYTC projects through June 2021 and may be waived for non-compliance research projects at the discretion of the Museum / OSA Director).

OSA will only scan entire site forms and reports. If you only want a portion of a site form or report scanned please make an appointment for an in-person visit.

To request scans, you MUST include the following information in the body of the email: (1) the project registration number and project title, (2) for site numbers, the Smithsonian trinomial (15Fa1); and (3) for contract reports, the shelf-ID (e.g. 001-123), GISID (123456), and report title. Do NOT just send the results of your site check without having reviewed what you need, as that will delay the processing of your request.

Once your material has been scanned, we will send you an email with the cost and you can then either pay by credit card online or by phone or you can mail us a check.

If you are requesting a KYTC fee waiver, you MUST include the KYTC Item No. and your contact at KYTC for project verification.

Once payment has been received, we will send you a link to download your data package. The files will remain on the server for 14 days and will then be deleted.

