

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: June 16, 2020

The William S. Webb Museum of Anthropology and Office of State Archaeology is dedicated to the health and wellbeing of the public, staff, students and faculty of the University of Kentucky as we implement plans for reopening in June 2020. 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 arrange for OSA staff to scan and send digital documents, or to visit the OSA library, in-person. If you have any questions or concerns please email Philip Mink (pbmink2@uky.edu) for clarification.

Beginning immediately consultants may request digital copies of site forms and reports from OSA by emailing ky-osa@uky.edu. To request materials you MUST include the following information in the body of the email: 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, as that will delay the processing of your request. OSA staff will determine if we have existing digital copies and will send those ASAP, if available. If we do not have existing digital copies then OSA staff will scan and send you PDF documents within 5-10 days, depending on the volume of requested materials.

Beginning Monday, June 22nd consultants can make appointments to visit the library following the procedures listed below.

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>. OSA staff will ask for verbal confirmation that you have not had a fever or any COVID-19 symptoms in the previous 24-hour period.

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.

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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) 48-hours prior to the requested time to schedule an appointment. You will NOT be permitted to access the OSA library without an appointment.

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. OSA staff will check the availability of digital copies for the requested materials and will send them to you upon confirmation of your appointment time. 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.

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.

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