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| Policy Number: 99.1 <i>Updated: December 12, 2021</i> | |
| Creation Date: August 2020 | Effective Date: August 2020 |

The Muslims in Canada Archives (MiCA)
MICA OPERATIONS UNDER THE COVID-19 PANDEMIC

PURPOSE

This policy outlines how MiCA is operating while considering the COVID-19 pandemic as of August 2020. The coronavirus has greatly impacted the operations of archives across the world and MiCA is no exception. A number of MiCA procedures have been affected by COVID-19 which will be discussed below.

POLICY

When considering how we function as an archives during a serious pandemic in full effect, MiCA operates strictly under the guidelines of both public health, university, and government authorities. While the COVID-19 pandemic continues to be a public health crisis, MiCA's operations will temporarily adapt to account for the evolving health guidelines of the university, city, province, and federal government in order to keep MiCA staff, community partners, and/or donors safe and comfortable. This policy is ever-changing and will be updated to reflect the evolving situation.

Last Updated: Dec. 12, 2021

PROCEDURES

DONOR RELATIONS

1. Due to COVID-19's severity, MiCA staff will aim to avoid any in-person meetings with potential donors or community partners/members to reduce spread. Conversations, meetings, and discussions should be held virtually.
2. The Impressions description of the donated records must be recorded entirely by the donor/creator. If the donor wishes to do an audio or video recording, to reduce spread and contact with others, MiCA staff cannot lend equipment to record the Impressions description nor can they record the donor/creator either.

ACQUISITIONS

1. Physical, in-person site visits to inspect a donor's records will be put on hold in favour of multiple virtual meetings with the donor using existing telecommunication technologies in order to reduce the risk of COVID-19 spread for both the donor(s) and MiCA staff.
2. Archival materials for donation will be picked up and shipped to the university. MiCA will arrange for a third-party courier service to conduct curbside pickup and have the materials shipped to the university where it will eventually be stored at the university. Shipping and receiving of acquisitions will be determined on a case-by-case basis.

Depending on which stage of the pandemic we are in, the shipping and receiving procedures will change and may or may not consist of one of the above two options.

SEE Policy 99.2 (internal use only) for the most current policy and procedures for shipping, receiving, and storing of archival acquisitions.



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3. MiCA can provide storage supplies for the donor to pack donations and will provide training in how to do so effectively.
4. All acquisitions that arrive at the university must be left untouched for at least **72 hours** to ensure that the COVID-19 virus does not linger on donated, paper-based documents. If any of the donated materials include plastics (i.e. cassettes, VHS tapes, and so on), those materials must be separated early on when packed by the donor and before arrival into MiCA's facilities because they must be quarantined for at least **5 days** for the coronavirus to no longer pose a threat to MiCA staff. These recommendations are based on the [OCLC's REopening Archives, Libraries, and Museums Project \(REalm Project\)](#). The REalm Project conducted tests by placing the COVID-19 virus onto a variety of archival, library, and museum materials and determining how long it took for the virus to no longer be detected, thus, earmarking it as potentially safe to handle.
5. MiCA staff will monitor the results and recommendations of the REalm Project in order to ensure we take correct precautions in light of COVID-19 when handling archival materials. For more detailed guidance, especially a breakdown of how long specific materials should be quarantined, see the [REalm Project](#) website.

ON-SITE ACCESS (USERS/THE PUBLIC)

1. Appointments to access MiCA material will be put on hold for the foreseeable future. **Access to MiCA material will therefore only be conducted by MiCA staff.**

ON-SITE ACCESS (STAFF ONLY)

1. As part of the University of Toronto community, everyone coming to the archives must upload proof of either vaccination and/or a negative result of a rapid screening until vaccinated ([instructions and login here](#))
 - a. **Vaccination is required to come to campus (unless granted an exemption). All UofT community members (including MiCA staff) must have their first dose by September 13, 2021, and have the second by October 15, 2021.**
 - b. As of September 6, 2021, all fully vaccinated¹ (2 full doses) members of the UofT community can upload proof of vaccination to UCheck. **MiCA staff must upload proof of vaccination to UCheck** before beginning any MiCA-related work at the IIS office.
 - c. MiCA staff **must complete** the [UCheck Self-assessment screening questionnaire](#) prior to arrival on campus, as per university policy.
 - d. MiCA staff **must complete the internal [MiCA COVID-19 Screening Form](#)** prior to arrival on campus.

¹ BOOSTER SHOT

MiCA staff should receive their booster shot of a Canadian government-approved COVID-19 vaccine when they are eligible.

- As of December 13, 2021 adults over 50 are eligible for booster shot
- As of January 4, 2022 adults 18 and over are eligible
- Third dose should be given 6 months after second dose



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- e. Rapid antigen screening (twice a week, results uploaded to UCheck) is only required for non-vaccinated individuals, but vaccinated individuals are able and encouraged to do this as well. [Information and instructions for rapid screening can be found here.](#)
- f. Staff are encouraged to do rapid antigen screening tests prior to coming to campus:
 - i. Under 5 minutes to test, 15 minutes to get result
 - ii. Result and photographic proof must be uploaded to UCheck
 - iii. In the event of a positive result for a staff, staff must not come to the IIS office, and contact IIS immediately to let staff know
 - iv. One month supply kits can be picked up from any of the three campuses. Times and locations can be found in the link above (point 1.c.)
2. MiCA staff **must** let the IIS administrators (Anver Emon) know of their intent to come to the IIS office at least **24 hours** before arriving in order to ensure that the office is not already in use by other IIS personnel.
3. Staff will stay home and contact their supervisor if:
 - a. They are experiencing COVID-19 symptoms as outlined in the [MiCA COVID-19 Screening Form](#) OR
 - b. They get a positive result on the rapid screening antigen test OR
 - c. They have been exposed to a positive case of COVID-19
4. When alerted to a positive case of an individual who had recently visited the IIS, MiCA staff will:
 - a. contact those on the IIS-created sign-in sheet who have come since AND
 - b. self-isolate *until a negative test* if they came in contact with the person and/or have been in the work/research space since

PROCESSING

1. Following the appropriate quarantine of acquired materials, MiCA staff may begin archival processing of physical materials if they are comfortable to do so. When processing, MiCA staff **must** wear appropriate PPE (Personal Protective Equipment) to reflect the type of materials donated and under the guidance of public health, university and government authorities. **The minimum requirement is to wear two masks** when processing materials (i.e. a one-time-use mask under a snug cloth mask).
2. **Wash and/or sanitize hands** before entering the IIS office (especially when coming from the TTC) and again before entering the archival processing space.
3. **No gloves** should be worn, and instead there should be frequent hand washing and sanitizing.
4. Because archival processing occurs in the IIS office, **no other IIS staff** shall be in the processing space while a MiCA staff member processes the acquired materials in order to ensure the safety of all IIS personnel. In-office work will be scheduled to prevent more than **2 MiCA staff** working together at the same time.
5. When processing materials, **do not leave** the room in which the materials are in until you are finished with the work unless absolutely necessary (i.e. to the washroom, kitchen, etc). This is to reduce cross-contamination into other spaces at the IIS office. **Wash and sanitize hands** before leaving the office and again when re-entering the processing space.
6. Keep a note on top of material with date and time that it was last handled **before leaving the office** at the end of your day.