WORKFLOW FOR SUMMER AND FALL 2020 TO MINIMIZE SPREAD OF THE COVID-19 VIRUS

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Prepared by
CORICO – College of Engineering (COE) Re-Opening Implementation Committee

To assist with UNLV’s and the COE’s guidelines to avoid the spread of COVID-19, we request your adherence to the following guidelines when requesting service from Administrative Assistants (AAs) and Professional Staff:

(1) All requests for assistance should be performed virtually using e-mail, telephone, WebEx, Zoom, etc.

(2) Copiers have been inactivated for faculty or student use. Please scan all documents. No hard copies of reports, thesis, etc. will be made. If you absolutely need copies made, send the original by e-mail to the AAs. Once the copies are made, make an appointment to pick them up. This is to avoid accumulation of people around the AA areas.

(3) Faculty and students should e-mail print requests to BOTH AAs within a department as either can complete the print job or forward to a student worker to complete. Copies will be printed and placed in a recycled envelope or folder with a name label and placed in the faculty mailbox.

(4) If faculty has to come to the main office or to the Dean’s office, he/she should call in advance to make an appointment to avoid crowds and meet social distancing requirements.

(5) All requests for help with proposal preparation (Robin Anawalt), budget updates (Kritika Devi), and technical writing (Meagan Madariaga-Hopkins) should be placed electronically. Make use of WebEx, Zoom, etc. to interact with professional staff.

(6) All Advising Center work will be online. The Advising Center will keep a receptionist for directing students to online services only. Students may call 702-895-2522 for an appointment with their advisor or they can e-mail engineering.advising@unlv.edu.

(7) All conference rooms are closed to avoid gatherings. All meetings and theses/dissertation defenses shall take place online.

(8) If you must meet with a staff member face-to-face, call him/her in advance. You must maintain social distancing (6 feet
apart or interact behind a Plexiglas barrier) and wear your face covering at all times. Please refrain from touching any items located around the office space.

(9) Mail and packet delivery will be curbside and pick up by the respective department AAs. AAs/Student workers must wear gloves to handle mail and packets. AAs or work study students should wash their hands thoroughly or use alcohol to disinfect their hands after handling mail. Packets will be stored in TBE-A 211 conference room. Faculty members will be notified that packets arrived and they or their graduate students must make an appointment for pick up.

(10) Office supplies should be requested from AAs via e-mail. Supply cabinets are closed and only AAs will have access to them. AAs will place requested supplies in the faculty mail box. Make an appointment to pick-up supplies.

(11) Return rental equipment by students (e.g., clickers, circuit boards, small instruments) curb side using buckets where each individual student can leave the rental along with their name. The department shall disinfect returned equipment by using >70% alcohol and the person doing it should wear gloves. **This step is important as we are collecting materials that have been all over the Las Vegas Valley.**

(12) The Dean’s and department offices may choose to keep a log of people who have come into the office and when, including students, staff, facilities workers, or vendors. AAs may also choose to create a Google Calendar of their availability to share with the faculty. Faculty and students should call or e-mail before coming to department and Dean’s offices. who come to the office.

(13) The Dean’s Office mailbox procedures will be reviewed to move mailboxes away from staff. In addition, only one delivery a day from the out box will be made to the departments and mailroom.

(14) The Dean will request his staff to give priority to calls coming from AAs to minimize the number of trips to the Dean’s office and exposure.

(14) For WHA2, where most of the Dean’s Office Professional Staff reside, doors will be kept closed as the hallways are small. The services of these professionals can be requested via e-mail, phone, or conference calling. The kitchen at WHA2 is closed for the time being.