

MEMORANDUM

TO: Department of English Faculty
FROM: English Administrative Team
DATE: August 11, 2020
RE: Reentry

As the new semester approaches, we want to make you aware of our Departmental procedures for reentry. We would like to stress that the safety of our faculty, staff, and students is our first priority. Until we can return to campus safely, staff will be largely working from home with limited hours in the office for essential functions. Below, we've outlined how the Department will continue to serve faculty and students while working remotely. We will also summarize University cleaning schedules and other safety measures that are in place.

General Office Matters

Beginning August 17th, the Modern Languages building will be open from 7 a.m. to 7 p.m., Monday through Friday. Outside those times, you will need your building entrance key.

The front door to ML 445 will be locked, so all faculty will need to use their keys for entry.

The copiers in ML 422 will be available for faculty to make copies and PDFs. Please sanitize the machines before and after use.

Student workers will be available on a limited basis to help with walk-up requests at the front desk window (working from inside 445 behind a sneeze guard) and to fulfill WiseHub requests. Beginning September 8th, we are planning on these hours for front-desk coverage:

Monday 10-1

Tuesday 1-4

Wednesday 10-1

Thursday 1-4

Please note that these hours may change due to health conditions and student availability.

For now, mail will be delivered to faculty mailboxes one or two times a week. Staff members are making special trips to Surplus to pick it up during this period, as the Humanities office where we usually get mail delivered is not open. Mail placed in the outgoing mailbox will be taken out for delivery once or twice a week as well. Please send an email to Jeff or Maribeth to confirm outgoing mail. If something needs to be shipped quickly, they can also give you information about using the Department FedEx account.

While you may run into staff in the office, please be mindful of their social distancing needs and time constraints. They are likely only in the office briefly to get essential services completed. Use email and WiseHub as your primary modes of communicating requests and questions.

Through [WiseHUB](#), faculty can submit requests for the following: copying/scanning, FM work orders, office supplies, Departmental calendar entries, marketing materials, website updates, event room reservations, newsletter items, and Writing Program class changes.

Copy requests will be fulfilled, but it may take up to a week due to limited staff availability during campus closure. Staff will make every effort to complete urgent requests within 48-72 hours. We recommend faculty make their own copies/PDFs as much as possible during this time.

Through [StudentHUB](#), students can submit requests in the following categories: undergraduate program, graduate programs, Writing Program, Writing Program placement, business team, and general Department inquiry. Feel free to include this link in your syllabus and share with your students.

Safety Precautions

Across all English buildings, we expect and rely on Department faculty and staff to adhere to social distancing, masking, and hand-sanitizing protocol. In addition, it is everyone's individual responsibility to wipe down surfaces in common areas after use. *See details for specific rooms at end of document.*

- All common areas (conference rooms, break rooms, open offices, etc.) will be equipped with Oxivir disinfectant, paper towels, and hand sanitizer.
- FM will clean all of our common areas daily. See the attached memo from FM for specifics, including cleaning schedule for offices and guidelines for English common areas.
- We've placed orders with FM to put up signs in all English common areas to remind folks to mask up, wash hands, and follow CDC guidelines.

Business Team Protocol for Campus Re-entry

Reimbursements: Please email all receipts to Vicki (vhenry1@arizona.edu) or Bridget (bridgeta@arizona.edu). Do not bring original receipts. Scanned copies are acceptable now. Vicki and/or Bridget will prepare reimbursements and have the faculty and/or students approve their paperwork on UAccess. You must have VPN or be on campus to approve your documents on UAccess. Download VPN [here](#).

Pcard: Email Vicki or Bridget for requests to use the pcard. Please follow the receipts procedure detailed above.

Travel: All international and out-of-state travel is restricted at this time. Please see the policy and procedures websites for [research](#) and [in-state travel](#) which is currently limited as well. **Do not purchase** airfare or registrations without first checking with Vicki or Bridget. Travel Authorizations are now

required to have a Pre-Authorization filed and approved prior to purchase of anything related to travel. Approvals for any travel will be routed through the Dean's office. If any travel is purchased outside of the current process, we cannot guarantee reimbursement.

Virtual Conferences: Conference registrations and abstract submittals will be allowed only if the conference is VIRTUAL. Prior to purchasing registrations, please contact Vicki or Bridget.

Hiring for Open Positions: All hiring still requires a hiring waiver. Please work with Nichole on hires.

GAT/Student Workers: If you plan on employing undergraduates or GATs for work outside of their regular contracts, or will be requesting student classification hiring for short-time work of any kind, please work with Bridget or Nichole, giving them at least three-weeks advance notice.

FMLA: If you have a need for FMLA or accommodations due to health issues, please reach out to Nichole.

HR Matters: Please reach out to Nichole for all Human Resources questions, including payroll issues. If you have questions regarding benefits, please contact hrsolutions@email.arizona.edu (link sends e-mail); 520-621-3660.

Grants: Please reach out to Nichole.

Contact information:

Nichole nnervig@arizona.edu phone: 520-621-1623 (leave message)

Bridget bridgeta@arizona.edu phone: 520-621-5921 (leave message)

Vicki vhenry1@arizona.edu phone: 520-626-8212 (leave message)

Detailed Cleaning Protocol for English Spaces

ML 445 Front Desk/Common Area

- Students will not be in the office under most circumstances (except GATs, as they are also instructors).
- *Virtual Front Desk* will be used for student communication. Sneeze guards are in place at front desk/window for limited student worker hours, and as precautions when in-person classes resume
- Use physical drop box if absolutely necessary, but we strongly recommend submitting all documents online if possible.

Kitchens in ML 445, ML 384, Annex, Santa Rita

- Open silver/dish ware will be removed.
- All dishes, countertops, microwave/toaster-oven/refrigerator handles/inside spills must be wiped down and cleaned by individuals using the equipment. All dishes need to be cleaned immediately and put away after use.
- No one may store weekly food items in fridge or freezer. Only bring food that is needed for each day.
- One coffee maker will be available to use in the kitchen.

- One person in kitchen space at a time.
- When in-person meetings resume, no food will be left/offered after meetings.
- If you use water cooler, clean handles with paper towels and Oxivir afterward. Use gloves when touching handles.

ML 422 Copy Room

Faculty may use copy room as needed but must wipe down machines after use with Oxivir spray on paper towel, taking care to clean copier buttons and door handles.

ML 450 Collaboration Space

- Currently closed. When opened, be mindful of 6 ft. social distance requirement.
- Individuals must utilize Oxivir spray and paper towel, and must wipe down all furniture used within the space.

Conference Rooms in ML 453, 478, 361

- Currently conference rooms are closed. Reservations for space may be made through wiseHUB for the future.

Computer Labs in Annex 19, CCIT 236

- Remember to allow for 6 ft. of social distancing.
- Oxivir spray available for individuals to wipe down computer items, seats, table, and copiers that are used in space.

Additional resources

<https://teachingmodels.arizona.edu/> (OIA page on teaching models)

<https://covid19.arizona.edu/> (University resource page for Covid)

<https://english.arizona.edu/staff> (staff contact info)