Summer 2020
Reopening Plans for Colleges and Academic Departments
University of Central Oklahoma

Summer 2020 Campus Reopening Plan

The physical UCO campus will begin a phased reopening June 1, 2020. The health and safety of our campus community remains a priority amid the continuing COVID-19 pandemic. Based on Centers for Disease Control guidance and public health authorities’ acknowledgement of community spread of COVID-19 and in conjunction with UCO’s COVID-19 Response Task Force, the following plan details the process and procedures for the summer reopening of the campus. Plans for reconvening in-person classes in Fall 2020 will be detailed at a later date. Note that these plans are subject to revision should conditions change and/or new guidelines or orders are issued by local, state or federal governments.

As the university begins to reopen offices, the university will:

- Sanitize all buildings to include individual offices, classrooms, and all furniture.
- Set up a regular sanitation schedule for all buildings on a rotating schedule of no less than once per week. Higher traffic areas will have a more frequent schedule.
- Provide employees with personal protective equipment (PPE) to include masks, face coverings, gloves, disinfectant cleaning supplies, and disinfecting wipes as indicated by position.
- Require wearing masks when interacting with others in an environment that does not accommodate social distancing.
- Ensure enough space between employee work stations and where possible configure offices and office spaces so that there is enough space between work areas to allow for proper physical distancing of at least 6 feet between people.
  - Employees are also discouraged from using each other’s tools and equipment without first disinfecting that area.
  - Employees should wipe down any shared equipment before using (i.e., copiers, fax machines, coffee makers, etc.).
  - If physical distancing is not possible due to the work environment, supervisors should allow continued telework or the possibility of employees working different shifts.
- Limit in-person, face-to-face interactions/meetings to no more than 10 people, while maintaining a minimum of 6 feet distance between persons. This would include the use of university property by third parties.
- Cancelling/postponing all summer conferences and events scheduled through June. Administration will reassess in mid-to late June to discuss extension.
- Continue to provide and encourage use of virtual services in high-traffic areas such as Advisement, Admissions, and Financial Aid by appointment.
  - If a face-to-face meeting is necessary, do so by appointment only, practice safe physical distancing (of at least 6 feet), and wear appropriate PPE.
As employees begin reporting back to their respective offices, employees will:

- Review the attached checklist daily
- Take their temperatures at home. *If you cannot check your temperature at home, please stop by the nearest area to your workstation where a thermometer can be located for your use. Locations of thermometers are available here.*
- Maintain physical distancing of at least 6 feet from one another as much as practicable.
- Wear a face mask when interacting with others in an environment that does not accommodate social distancing and, if required by job function, other personal protective equipment (PPE) such as respirators or gloves.
  - Regularly change gloves after contact with outside individuals.
  - Regularly wash hands and use hand sanitizer, if not using gloves.
  - Clean/sanitize masks every day at the end of the shift. Launder face coverings daily.
- Use disinfectant cleaning supplies and disinfecting wipes throughout the day as needed.
- Sanitize/disinfect their work spaces at the beginning and at the end of their shift to their comfort level.
- Limit size of interactions and distancing to meet state guidelines.

Access to buildings by non-UCO employees:

- Beginning June 1, the following buildings will be accessible, if needed, to non-UCO employees
  - Nigh University Center
  - Bausher Place
  - Wellness Center – Opens June 15 to UCO students, faculty and staff; ID required; Opens to the public July 1
  - Chambers Library – limited access (third and fourth floors closed) for UCO students, faculty and staff only; ID required
- Administration will consider broadening access to other buildings as the summer progresses based on current conditions.

For more information and guidance, please visit the Centers for Disease Control website at https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html.
COVID-19 Daily Checklist

Please review this checklist each day before reporting to work. If you have any of the following, STAY HOME and contact your supervisor.

☐ A fever (a temperature above 100.3 F) – Contact your healthcare provider and follow their directions. Do not return to work until you are fever-free for at least 24 hours without using an antipyretic or fever-reducing substance (i.e. acetaminophen or ibuprofen).*

☐ A cough
☐ Shortness of breath
☐ Muscle aches or chills
☐ Sore Throat
☐ Diarrhea/vomiting
☐ Loss of taste or smell
☐ You or anyone you have been in close contact with has been diagnosed with COVID-19 or placed on quarantine
☐ You have been asked to self-isolate or quarantine by a medical professional or local public health official

*If you cannot check your temperature at home, please stop by the nearest area to your workstation where a thermometer can be located for your use. Locations of thermometers are available here.
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I. Academic Colleges

College of Business (COB)

COB Dean’s Office
BUS 223; 405-974-2426

i. Office Hours (in-person): M-F, 9 a.m.-3 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings with Dean’s Office personnel can be made by calling 405-974-2426 or by email at business@uco.edu.

v. Appointments with the COB Student Success Center can be made online. For additional assistance with scheduling, 405-974-2325 or email cbsuccess@uco.edu.

vi. Appointments for virtual meetings with COB IT personnel can be made by calling 405-974-2825 or email erogers7@uco.edu.

vii. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

viii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Accounting, Department of

THH 140; 405-974-2156

i. Office Hours (in-person): M-F, 9 a.m.-3 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for in-person or virtual meetings can be made by calling 405-974-2156 or by email at bhora@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Economics, Department of

BUS 223; 405-974-5326

i. Office Hours (in-person): M-F, 9 a.m.-3 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for in-person or virtual meetings can be made by calling 405-974-5326 or by email at nmetz@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests, and vendors are expected to follow all university guidelines found on page 4 of this document.

Finance, Department of
THH 148; 405-974-2159

i. Office Hours (in-person): M-F, 9 a.m.-3 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for in-person or virtual meetings can be made by calling 405-974-2159 or by email at sblack@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests, and vendors are expected to follow all university guidelines found on page 4 of this document.

Graduate Enrollment, College of Business
405-974-2341

i. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m., by appointment only. The office is not conducting in-person visits or appointments.

ii. Staff should follow CDC guidelines and UCO instructions.

vii. Appointments for in-person or virtual meetings can be made by contacting Lauren Eichinger at 405-974-2341 or leichinger@uco.edu.

viii. Faculty, staff, students, university guests, and vendors are expected to follow all university guidelines found on page 4 of this document.

Information Systems and Operations Management (ISOM),
Department of
BUS 200; 405-974-2828

i. Office Hours (in-person): M-F, 9 a.m.-3 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for in-person or virtual meetings can be made by calling 405-974-2828 or by email at mhepner1@uco.edu.
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Management, Department of
BUS 227; 405-974-2443

i. Office Hours (in-person): M-F, 9 a.m.-3 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for in-person or virtual meetings can be made by calling 405-974-2443 or by email at hosburn1@uco.edu.
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Marketing, Department of
BUS 100; 405-974-2437

i. Office Hours (in-person): M-F, 9 a.m.-3 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for in-person or virtual meetings can be made by calling 405-974-2437 or by email at sgray@uco.edu.
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Masters of Business Administration, Department of
BUS 214; 405-974-2445

i. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m., by appointment only. The office is not conducting in-person visits or appointments.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Appointments for in-person or virtual meetings can be made by contacting Dini Homsey at 405-974-2445 or dhomsey@uco.edu or calling Lauren Eichinger at 405-974-2341 or leichinger@uco.edu.
iv. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Military Science, Department of
THH 247; 405-974-5418

i. Office Hours (in-person): M-F, 8 a.m.-4 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for in-person or virtual meetings can be made by calling 405-974-5418 or by email at dshryock@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

College of Education and Professional Studies (CEPS)
CEPS Dean’s Office
EDU 213; 405-974-5701

i. Office Hours (in-person): M-F, 8 a.m.-5 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for virtual meetings can be made by emailing dcobb@uco.edu or bduke@uco.edu.

iv. Appointments for in-person interactions can be made by calling 405-974-5701 or emailing btahrani@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Adult Education and Safety Sciences, Department of
HES 200; 405-974-5741

i. Office Hours: M-F, 8 a.m.-5 p.m., closed from 12 p.m.-1 p.m.; Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for virtual meetings can be made by emailing zkhalili@uco.edu.

iv. Appointments are strongly preferred for face-to-face interactions. Appointments can be made by calling 405-974-5741 or emailing zkhalili@uco.edu.
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite. All visitors are expected to check in at the front desk. No more than one (1) visitor will be allowed into the office suite at any given time.

vi. All classes are meeting either online or by alternative delivery methods. Students desiring communication with individual faculty members should reach out by email or work phone number, available here, or by relaying messages through zkhalili@uco.edu.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Advanced Professional & Special Services, Donna Nigh
Department of;  
LIB 124; 405-974-5437

i. Office Hours (in-person): M-F, 8:30 a.m.-4:30 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings can be made by emailing lbeliele@uco.edu.

v. Appointments are required for face-to-face interactions. Appointments can be made by calling 405-974-5437 or emailing lbeliele@uco.edu.

vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Curriculum and Instruction, Department of  
LIB 124; 405-974-5721

i. Office Hours (in-person): M-F, 8:30 a.m.-4:30 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings can be made by emailing dvincent@uco.edu.

v. Appointments are required for face-to-face interactions. Appointments can be made by calling 405-974-5721 or emailing dvincent@uco.edu.

vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Educational Sciences, Foundations, and Research, Department of
CTL 211; 405-974-5431

i. Office Hours (in-person): M-F, 8 a.m.-5 p.m. The office is not accepting
walk-in visitors. Signs are displayed on suite doors indicating PPE and
social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for in person and virtual meetings can be made by
contacting Mayona Presley at 405-974-5431 or mpresley1@uco.edu or
Dr. Mike Nelson at 405-974-5411 or mnelson15@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand
sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to
follow all university guidelines found on page 4 of this document.

Human Environmental Sciences, Department of
HES 100; 405-974-5769

i. Office Hours: M-F, 8 a.m.-5 p.m., closed from 12 p.m.-1 p.m.; Signs are
displayed on suite doors indicating PPE and social distancing
requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for virtual meetings can be made by emailing
rroblesky@uco.edu.

iv. Appointments are strongly preferred for face-to-face interactions and
can be made by calling 405-974-5769 or emailing rroblesky@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand
sanitizer (placed at the entrance) upon entrance to the suite. All visitors
are expected to check in at the front desk. No more than one (1) visitor
will be allowed into the office suite at any given time.

vi. All classes are meeting either online or by alternative delivery methods.
Students who need to connect with individual faculty members should
email rroblesky@uco.edu.

vii. Faculty, staff, students, university guests and vendors are expected to
follow all university guidelines found on page 4 of this document.

Kinesiology and Health Studies, Department of
WAH 102; 405-974-5363

i. Office Hours: M-F, 8 a.m.-5 p.m., Signs are displayed on suite doors
indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for virtual meetings can be made by emailing
dtraywick@uco.edu.
iv. Appointments are required for face-to-face interactions. Appointments can be made by calling 405-974-5230 or 405-974-5265 or emailing dtraywick@uco.edu.

v. All visitors must call 405-974-5230 or 405-974-5265 before entering the building. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, Staff, Students, University Guests, and Vendors are expected to follow all university guidelines found on page 4 of this document.

Psychology, Department of
OLN 109; 405-974-5707

i. Office Hours (in-person): M-F, 10 a.m.-3 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings can be made by emailing kthurmon@uco.edu or thancock7@uco.edu.

v. Appointments are required for face-to-face interactions. Appointments can be made by calling 405-974-5707 or 405-974-5450 or emailing kthurmon@uco.edu or thancock7@uco.edu.

vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Teacher Education Services, Department of
EDU 207; 405-974-5710

i. Office Hours (in-person): M-Th, 8 a.m.-5 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments (in-person and virtual) can be made directly with the appropriate individual:

- Jan Anderson, Administrative Specialist III, janderson70@uco.edu, 405-974-5433
- Kristy Farris, Coordinator of Teacher Certification [Virtual Only], kfarris2@uco.edu, 405-974-5447
- Cindy Howard, Coordinator of Clinical Experiences, choward7@uco.edu, 405-974-5432
- Jace Knox, Coordinator of Ed Prep Assessment, jknox3@uco.edu, 405-974-5101
- Dr. Mike Nelson, Assistant Dean & Chair of ESFR, mnelson15@uco.edu, 405-974-5411
• Dr. Bryan Duke, Associate Dean & Director of Ed Prep, 
  bduke@uco.edu, 405-974-5529

v. Visitors will be expected to bring and wear a mask and to use hand 
  sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to 
  follow all university guidelines found on page 4 of this document.

College of Fine Arts and Design (CFAD)

CFAD Dean’s Office
EVH 13; 405-974-3771

i. Office Hours (in-person): M-Th, 8 a.m.-5 p.m. by appointment only. The 
  office is not accepting walk-in visitors. Signs are displayed on suite doors 
  indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for meetings (virtual and in-person) with Dean’s Office 
  personnel can made by calling 405-974-3771 or emailing 
  kbrown124@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand 
  sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to 
  follow all university guidelines found on page 4 of this document.

Art, Department of
EVH 13; 405-974-5201

i. Office Hours (in-person): M-F, 8 a.m.-5 p.m. by appointment only. The 
  office is not accepting walk-in visitors. Signs are displayed on suite doors 
  indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings can be made by emailing 
  llawson4@uco.edu or dmaxwell3@uco.edu.

v. Appointments for in-person interactions can be made by calling 405-
  974-5201 or emailing llawson@uco.edu.

vi. Visitors will be expected to bring and wear a mask and to use hand 
  sanitizer (placed at the entrance) upon entrance to the suite.

vii. Faculty, staff, students, university guests and vendors are expected to 
  follow all university guidelines found on page 4 of this document.

Academy of Contemporary Music (ACM)
ACM Building; 405-974-4700

i. Office Hours: M-F, 8:30 a.m.-5:30 p.m. by appointment only. The office 
  is not accepting walk-in visitors.
ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for virtual meetings can be made by emailing the appropriate staff member directly. Contact information can be found in the ACM@UCO online directory.

iv. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

v. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Dance, Department of
405-974-5231

  i. Office Hours (in-person and virtual): M-F, 9 a.m.-4 p.m., by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

  ii. Staff should follow CDC guidelines and UCO instructions.

  iii. Appointments for virtual meetings can be made by emailing bhamilton@uco.edu.

  iv. Appointments for in-person meetings can be made by calling 405-974-5231 or emailing bhamilton@uco.edu.

  v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

  vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Design, School of
A&D 107; 405-974-5004

  i. Office Hours (in-person): M-Th, 9 a.m.-11:50 a.m., by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

  ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m., by appointment only.

  iii. Staff should follow CDC guidelines and UCO instructions.

  iv. Appointments for meetings (virtual or in-person) can be made by calling 405-974-5770 or emailing ajohnson@uco.edu or ebaird2@uco.edu.

  v. In-Person Equipment Check-Out and Return will take place on Wednesdays from 9 a.m-11:50 a.m., by appointment only. Appointments can be made by emailing ebaird2@uco.edu.

  vi. Summer 2020 Printing

    a. File Submission for Print: Files MUST be submitted no later than 7:00am on Thursday of every week from June 4th - July 16th.

    b. Files submitted after the deadline, will be printed and available for pick up the following week.

    c. The appropriate naming convention for file submission is: FirstName_LastName_Project.
d. Print job pick up is at the Letterpress Lab (1020 Waterwood Pkwy) on Fridays, June 5 - July 17

e. Print jobs must be picked up on time to ensure the lab is consistent with university procedures and safety measures. Face-masks must be worn at all times. No more than two students will be permitted in the lab at one time. Print jobs not picked up on time will be saved for the following pickup date and the student will be required to sign up for a new pickup time.

f. Questions or concerns about file submissions or print pick up should be directed to wsanderson@uco.edu.

vii. Visitors are be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

viii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

UCO Jazz Lab

405-974-5328

i. Opening Hours (in-person): M-Th, 9 a.m.-noon, by appointment only. The Jazz Lab is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Opening Hours (telephone and virtual meetings): M-F, 8 a.m.-5 p.m., by appointment only.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for in-person viewings and virtual meetings can be made by calling 405-974-5328 or emailing crohr@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Melton Gallery

405-974-2432

vii. Opening Hours (in-person): M-F, 9:30 a.m.-5:30 p.m., by appointment only. The gallery is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

viii. Staff should follow CDC guidelines and UCO instructions.

ix. Appointments for in-person viewings and virtual meetings can be made by emailing meltongallery@uco.edu.

x. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

xi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Music, School of
MUS 132; 405-974-5004

ix. Office Hours (in-person): M-Th, 12:30 p.m.-5 p.m., by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

x. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m., by appointment only.

xi. Staff should follow CDC guidelines and UCO instructions.

xii. Appointments for meetings (virtual or in-person) can be made by calling 405-974-5749 or emailing jmontgomery19@uco.edu or smair1@uco.edu.

xiii. Appointments for virtual meetings with the Director can be made by emailing blamb@uco.edu.

xiv. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

xv. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Theatre Arts, Department of
COM 207; 405-974-5511

i. Office Hours (in-person): M/F, 8 a.m.-noon, T/W/Th, 11 a.m.-3 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m., by appointment.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for meetings (virtual and in-person) can be made by emailing Sadams16@uco.edu or KBuss2@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

College of Liberal Arts (CLA)
CLA Dean’s Office
LAS 250; 405-974-5540

i. Office Hours (in-person): M-Th, 8 a.m.-5 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for virtual meetings with Dean’s Office personnel can be made by contacting them directly via the information in online directory.

v. Appointments with CLA Student Success Advisors can be made by contacting the advisor directly.

vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

**Criminal Justice, School of**
COM 115, 405-974-5501

**Criminal Justice, Center for Innovative Solutions**
LIB 208F, 405-974-5830

i. Office Hours (in-person): M-F 8:30am-4:30pm, Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings with School of Criminal Justice personnel can be made by contacting them directly.

v. Appointments for virtual meetings with Center for Innovative Solutions personnel can be made by contacting them directly.

vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the office suite.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

**English, Department of**
COM 210; 405-974-5303

i. Office Hours (in-person and virtual): M-F, 8 a.m.-5 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for in-person and virtual meetings English Department personnel can be made by contacting them directly.

iv. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

v. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

**History and Geography, Department of**
LAN 200; 405-974-5277

i. Office Hours (in-person): M-Th, 10 a.m.-3 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.
iii. Appointments for in-person meetings can be made by calling 405-974-5592 or by emailing klacher@uco.edu.
iv. Appointments for virtual meetings can be made by emailing klacher@uco.edu.
v. Staff should follow CDC guidelines and UCO instructions.
vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Humanities and Philosophy, Department of Lan 205; 405-974-5844

i. Office Hours (in-person): Monday 8 a.m.-12 p.m., Tuesday-Thursday, 8 a.m.-5 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for virtual and in-person meetings with Humanities and Philosophy personnel can be made by contacting them directly. The online directory can be found here.
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Mass Communication, Department of COM 210; 405-974-5303

i. Office Hours (in-person): Tuesday and Thursday, 9 a.m.-12 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for virtual meetings with Mass Communication Office personnel can be made by contacting them directly. The online directory can be found here.
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Modern Languages, Department of
LAS 251; 405-974-5647

i. Office Hours (in-person): Monday and Wednesday, 9 a.m.-12 p.m. Appointments are preferred. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings can be made by emailing cmason11@uco.edu.

v. Appointments for in-person meetings can be made by calling 405-974-5647 or emailing cmason11@uco.edu.

vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Sociology, Gerontology, and Substance Abuse Studies,
Department of
LAN 203; 405-974-5520

i. Office Hours (in-person and virtual): Monday-F, 8 a.m.-5 p.m. Appointments are preferred. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for virtual and in-person meetings with department personnel can be made by contacting them directly.

iv. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

v. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Political Science, Department of
LAN 101; 405-974-5353

i. Office Hours (in-person): M-F, 9 a.m.-5 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (phone calls and virtual meetings): M-F, 9 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for in-person meetings can be made by calling 405-974-5353 or emailing arastakhiv@uco.edu.

v. Appointments for virtual meetings can be made by emailing arastakhiv@uco.edu or kkickham@uco.edu.

vi. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
Faculty, Staff, Students, University Guests, and Vendors are expected to follow all university guidelines found on page 4 of this document.

Jackson College of Graduate Studies

NUC 404; 405-974-3341

1. Office Hours (in-person): M-Th, 8 a.m.-5 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.
2. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.; Virtual meetings may be scheduled at other times as needed.
3. Staff should follow CDC guidelines and UCO instructions.
4. Appointments for virtual meetings can be made by emailing gradcoll@uco.edu or book an appointment.
5. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-3341 or book an appointment.
6. Only one visitor in the office will be permitted at a time.
7. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
8. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

College of Mathematics and Science

CMS Dean’s Office

LAS 250; 405-974-5540

1. Office Hours (in-person): M-F, 9 a.m.-5 p.m., by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.
2. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m., by appointment only.
3. Staff should follow CDC guidelines and UCO instructions.
4. Appointments for virtual meetings with Dean’s Office personnel can be made by contacting them directly.
5. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
6. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Biology, Department of

HOH 200; 405-974-5017

1. Office Hours (virtual and in-person): M-F, 8 a.m.-4:30 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are
displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for in-person meetings can be made by calling 405-974-5017 or emailing knick@uco.edu.

iv. Appointments for virtual meetings can be made by emailing knick@uco.edu or mashby1@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Chemistry, Department of
HOH 314; 405-974-5018

i. Office Hours (in-person): M-Th, 9 a.m.-5 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for meetings (virtual or in-person) can be made by calling 405-974-5018 or emailing csupon@uco.edu.

iv. Appointments for meetings with the Department Chair (virtual or in-person) can be made by calling 405-974-5320 or emailing lmontes@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Computer Science, Department of
MCS 117; 405-974-5019

i. Office Hours (in-person): M-Th, 9 a.m.-5 p.m. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for meetings (virtual or in-person) can be made by calling 405-974-5717 or emailing gqian@uco.edu.

iv. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

v. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Engineering and Physics, Department of
HOH 221; 405-974-5016

i. Office Hours (in-person): M-Th, 9 a.m.-4 p.m., by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (phone calls and virtual meetings): M-F, 8 a.m.-5 p.m.;
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for meetings (virtual or in-person) can be made by calling 405-974-5016 or emailing gneedels@uco.edu.
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Funeral Services, Department of
CHS 154; 405-974-5001

i. Office Hours (in-person and virtual): M-F, 9 a.m.-5 p.m., by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Appointments for in-person and virtual meetings can be made by calling 405-974-2001 or emailing funeralservice@uco.edu.
iv. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
v. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Mathematics and Statistics, Department of
MCS 108; 405-974-5012

i. Office Hours (in-person): M-Th, 8:30 a.m.-4:30 p.m., Friday, 8:30 a.m.-1 p.m. by appointment only. The office is not taking walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Office Hours (virtual): M-F, 8 a.m.-5 p.m., by appointment only. Signs are displayed on suite doors indicating PPE and social distancing requirements.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Appointments for meetings (virtual or in-person) can be made by contacting the appropriate person directly:
   o Department Chair, Jesse Byrne: jbyrne@uco.edu
   o Assistant Chair, Tracy Morris: tmorris2@uco.edu
   o Administrative Assistant, Kelsey Stone: 405-974-5012 or kstone1@uco.edu
v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Nursing, Department of  
CHS 121; 405-974-5000

i. Office Hours (in-person): Tuesday and Wednesday, 8 a.m.-2 p.m., Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Office Hours (telephone only): Monday, Thursday, Friday, 7 a.m.-3 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for meetings (telephone or in-person) can be made by calling 405-974-5000 or emailing barnold@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Sponsored Programs, Office of  
HOH 214; 405-974-3563

i. Office Hours (virtual and in-person): M-F, 8 a.m.-5 p.m. by appointment only. The office is not accepting walk-in visitors. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for in-person meetings can made by calling 405-974-3562 or emailing bendicott@uco.edu.

iv. Appointments for virtual meetings can be made by emailing bendicott@uco.edu.

v. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Forensic Science Institute  
FSI 110; 405-974-6911

i. Office Hours: M-F, 8 a.m.-5 p.m. Appointments are required for virtual and face-to-face interactions. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Appointments for access to the FSI building and delivery questions call 405-974-6911 or email jwomble1@uco.edu.

iv. For questions related to FSI budget and operations email dclark22@uco.edu.

v. Appointments with the FSI Director can be made by calling 405-974-6915 or emailing dadams8@uco.edu.

vi. Appointments with the FSI Student Advisor can be made by emailing kjones78@uco.edu.
vii. Appointments can be made with faculty members by emailing them directly. Email addresses can be found in the FSI Faculty Directory.
viii. For access to the OSBI Digital Laboratory located within FSI, call James Bogle at 405-974-6954 or 405-317-8907 or by email at james.bogle@osbi.ok.gov.
ix. Visitors will be expected to bring and wear a mask and to use hand sanitizer (placed at the entrance) upon entrance to the suite.
x. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.