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 and Prevention 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.

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](#).
Departmental Reopening Guides
June 1, 2020

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I. Academic Affairs

**Provost’s Office Suite**  
ADM 228; 405-974-3371

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment; 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 bprosser@uco.edu.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-3371.

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.

**Academic Policy and Curriculum**  
ADM 216; 405-974-2322

i. Office Hours: M-F, 8 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 virtual meetings can be made by emailing jbyer@uco.edu.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2322 or by emailing jbyer@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.

**Broncho Education and Learning Lab (BELL)**  
405-974-2487

i. Office Hours (in-person): M-Th, 10 a.m.-6:30 p.m. by appointment only. All appointments are virtual; no in-person meetings or appointments.

ii. Office Hours (phone calls and virtual meetings): M-Th, 10 a.m.-6:30 p.m.; Virtual meetings may be scheduled at other times as needed.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings can be made online or by emailing bell@uco.edu.

v. Face-to-face interactions by appointment only. Appointments can be made online or by calling 405-974-2487.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

**Center for eLearning and Connected Environments (CeCE)**
201 N Bryant; 405-974-2420

  i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment; 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 swhitson@uco.edu.
  
  iv. Face-to-face interactions by appointment only. Appointments can be made by emailing swhitson@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.

**Center for Excellence in Transformative Teaching and Learning/21st Century Pedagogy Institute/Student Transformative Learning Record/Educators’ Leadership Academy**
CTL 200; 405-974-5570

  i. Office Hours (in-person): M-F, 8 a.m.-6:30 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. 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 the staff member directly. The department’s online directory can be found here.
  
  v. Face-to-face interactions by appointment only. Appointments can be made by emailing Jeff King or Jon Hicks.
  
  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.

**High Impact Practices**
ADM 216; 405-974-5086

  i. Office Hours (in-person): M/W 1 p.m.-5 p.m. and T/Th 9 a.m.-6 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, 8:30 a.m.-6 p.m.
  
  iii. Staff should follow CDC guidelines and UCO instructions.
  
  iv. For general inquiries, email ohip@uco.edu.
  
  v. Appointments for virtual meetings can be made by calling 405-974-5086 or emailing mspringer@uco.edu or djackson20@uco.edu.
vi. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2322 or by emailing jbyer@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.

**Institutional Assessment**

ADM 213; 405-974-2521

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. 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 scombs3@uco.edu.

iv. Face-to-face interactions by appointment only. Appointments can be made by emailing scombs3@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.

**Institutional Effectiveness**

ADM 213; 405-974-3514

vii. Office Hours: M-F, 9 a.m.-5:30 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.

viii. Staff should follow CDC guidelines and UCO instructions.

ix. Appointments for virtual meetings can be made by emailing gsteward@uco.edu.

x. Face-to-face interactions by appointment only. Appointments can be made by emailing gsteward@uco.edu.

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

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

**Institutional Research**

ADM 213; 405-974-3514

i. Office Hours: M-F, 8 a.m.-5:30 p.m. by appointment. 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 wscheideler@uco.edu.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2984 or emailing wscheideler@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.

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Library, Max Chambers
LIB 100; 405-974-3361

i. Physical Building Open Hours: M-F, 6 a.m.-8 p.m., Saturday, 10 a.m.-5 p.m., Sunday, Noon-6 p.m. by appointment. An updated library calendar can be found here. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Virtual appointments with library staff: M-F, 8 a.m.-10 p.m., Saturday, 10 a.m.-5 p.m., Sunday Noon-10 p.m.

iii. Appointments for virtual meetings can be made here.

iv. Staff should follow CDC guidelines and UCO instructions.

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.

Research and Sponsored Programs, Office of
NUC 341; 405-974-3492

i. Office Hours: M-F, 8 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 virtual meetings can be made by emailing gwilson@uco.edu.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-3492 or emailing gwilson@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.

Undergraduate Studies, Office of
NUC 404; 405-974-3341

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. Virtual meetings may be scheduled at other times as needed.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Appointments for virtual meetings can be made online or by emailing gradcoll@uco.edu.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-3341 or book an appointment.

vi. Only one visitor in the office will be permitted at a time.

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.

II. Advancement

Office for Advancement, UCO Foundation
EVH 102; 405-974-2770

Alumni Relations
EVH 102; 405-974-2421

i. Office Hours: M-F, 8:00 am-5:00 pm by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Staff should conduct temperature checks prior to reporting to work each day. Any person registering a temperature of 100.4 or higher should not come to campus.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2770.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

vii. Staff will not ride in golf carts or university vehicles together.

viii. Outside visits will not be made in June unless following state and CDC guidelines.

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

III. Athletic Department

405-974-2500

i. Office Hours (Virtual): M-F, 8 a.m.-5 p.m., by appointment only. All athletic facilities remain in a controlled, locked status.

ii. Virtual meetings and appointments can be scheduled by contacting the appropriate staff member directly. The Athletic Department Staff Directory can be found here.

iii. Following NCAA and MIAA rules, access to and use of facilities and equipment will be coordinated and scheduled through Strength and Conditioning personnel, Athletic Training and coaches, where permissible. Coaches and/or staff must be present for oversight during training.

iv. Each day, before any athletically related activities may occur, all student-athletes must first be screened by the Athletic Training staff at the SPC and
demonstrate they are symptom free before being cleared to participate. A daily questionnaire will be completed to track temperatures and other symptoms.

v. Only current UCO student-athletes who have been cleared by the athletic training staff may utilize the facilities (i.e. no pick-up games vs outside competition).

vi. Personal protection equipment (PPE) including gloves, masks, disinfecting wipes and sprays will be made available and used in accordance with University guidelines.

vii. Individual card access to facilities will remain inactive.

IV. Communications and Public Affairs

University Communications
ADM 201; 405-974-2307

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Most staff will be in the office from 8 a.m.-5 p.m. Exceptions are not expected to impact opening hours.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2307.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Public Affairs
ADM 201; 405-974-2635

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Most staff will be in the office from 8 a.m.-5 p.m. Exceptions are not expected to impact opening hours.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2635.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Photographic Services
COM 108; 405-974-2305
i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Most staff will be in the office from 8 a.m.-5 p.m. Exceptions are not expected to impact opening hours.

iv. In-studio sessions suspended through at least June 30.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2305.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

V. Enrollment and Student Success

Vice-President’s Office Suite
OLN 404; 405-974-5370

i. Virtual Office Hours: M-F, 8 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements if a staff member is present in the office.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Staff will be available virtually from 8 a.m.-5 p.m. Exceptions are not expected to impact opening hours.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Academic Advisement
NUC 121; 405-974-2727

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual and can be scheduled online; no in-person meetings or appointments.

ii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Admissions
NUC 126; 405-974-2727

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Meetings will be conducted virtually via MS Teams or Zoom.
iv. Appointments can be made by calling 405-974-2727 or online.
v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Bursar
NUC 136; 405-974-2727

i. Office Hours: M-F, 8 a.m.-5 p.m. Window Open Hours: M-F, 9 a.m.-4 p.m. Signs are displayed indicating PPE and social distancing requirements.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Most staff will be in the office from 8 a.m.-5 p.m. Exceptions are not expected to impact opening hours.
iv. Meetings will be conducted virtually via MS Teams or Zoom.
v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Campus Tours
NUC 128; 405-974-2610

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment; Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. No in-person tours will be given in June. Virtual tours are available by appointment. Tour appointments can be made by calling 405-974-2610.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)
v. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Career Development Center
NUC 338; 405-974-3346

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual. Call to schedule or email careers@uco.edu.
ii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**Center for Counseling and Well Being**

NUC 402; 405-974-2215

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual and may be scheduled online or by calling 405-974-2215.

ii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams, WebEx, or Zoom.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**Community Engagement/Central Pantry**

NUC 212; 405-974-2621

i. Virtual Office Hours: M-F, 8 a.m.-5 p.m. by appointment.

ii. Pantry Opening Hours: Monday, 8 a.m.-noon and Tuesday, 1 p.m.-4 p.m.

iii. One person at a time will be permitted in the Central pantry. If multiple customers are present at the same time they are required to maintain a distance of 6 feet.

iv. Pantry customers are expected to wear masks.

v. Staff should follow CDC guidelines and UCO instructions.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**Diversity and Inclusion**

NUC 211; 405-974-3588

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual and can be scheduled by calling 405-974-3588.

ii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams or Zoom.
v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Disability Support Services
NUC 305; 405-974-2516

i. Office Hours: M-F, 8 a.m. - 5 p.m. by appointment. All appointments are virtual and can be scheduled by calling 405-974-2516.
ii. For accommodation requests, please visit: https://www.uco.edu/student-resources/dss/request-accomodation
iii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.
iv. Staff should follow CDC guidelines and UCO instructions.
v. Meetings will be conducted virtually via MS Teams or Webex.
vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Gear UP
UST 4112; 405-974-3751

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment; All appointments are virtual.
ii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.
iii. Staff should follow CDC guidelines and UCO instructions.
iv. Meetings will be conducted virtually via MS Teams or Zoom. Appointments can be made by calling 405-974-3751.
v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Global Affairs
NUC 137; 405-974-2390

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Meetings will be conducted virtually via MS Teams or Zoom.
iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2390.
v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Leadership Central
ADM 112; 405-974-5560

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. Staff are working staggered shifts to ensure appropriate social distancing.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-5560.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

One Stop/Call Center
NUC 124; 405-974-2727

i. One Stop Hours: M-F, 8:30 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Call Center Hours: M-F 9 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Staff are working staggered shifts to ensure appropriate social distancing.

v. Meetings will be conducted virtually via MS Teams or Zoom.

vi. Appointments can be made by online or by calling 405-974-2727.

vii. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

McNair Scholars
THA 306; 405-974-5945

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via WeBEx.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-5945.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Recruitment
NUC 124; 405-974-2727

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Appointments can be made online or by calling 405-974-2727.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Registrar-Records and Transcripts
NUC 124; 405-974-2727

i. Office Hours: M-F, 8 a.m.-5 p.m.

two. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Registrar-Articulation and Graduation Services
NUC 118; 405-974-2727

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment.

ii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

vi. Appointments can be made by calling 405-974-2727 or articulation@uco.edu.

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

Student Activity Fee Budget Office
NUC 150; 405-974-5552

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.
iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-5552.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**Student Advocacy and Connected Campus**

NUC 136; 405-974-5390

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment; All appointments are virtual; no in-person meetings or appointments.

ii. Appointments can be scheduled online or by calling 405-974-5390.

iii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iv. Staff should follow CDC guidelines and UCO instructions.

v. Meetings will be conducted virtually via MS Teams or Zoom.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**Student Conduct and Title IX**

NUC 323; 405-974-5380

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Appointments can be made online or by calling 405-974-5380.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**Student Engagement**

NUC 424; 405-974-2363

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

v. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Student Financial Services
NUC 124; 405-974-2727

i. One Stop Hours: M-F, 8:30 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Call Center Hours: M-F 9 a.m.-5 p.m.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Staff are working staggered shifts to ensure appropriate social distancing.

v. Meetings will be conducted virtually via MS Teams or Zoom.

vi. Appointments can be made online or by calling 405-974-2727.

vii. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Student Support Services (SSS)
LIB 315A; 405-974-3606

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment; All appointments are virtual; no in-person meetings or appointments. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Sustainability
NUC 212; 405-974-3526

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Talent Search
THH 302; 405-974-3600

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual.
ii. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Testing Services
THH 319; 405-974-2388

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment only. Walk-in testing will not be offered. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Appointments can be made by calling 405-974-2388 or emailing testingservices@uco.edu.

v. Masks are required in all testing rooms, public, and common areas (breakrooms, hallways, restrooms, etc.).

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

Transfer and Transition Support
NUC 116; 405-974-2456

i. Office Hours: M-W 8 a.m.-6 p.m., Thursday 8 a.m.-7 p.m., Friday 8 a.m.-6 p.m. by appointment only. All appointments are virtual. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Appointments can be made by calling 405-974-2456 or via email at transfer@uco.edu.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.).

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

TRIO/UCO Cares
LIB 315A; 405-974-3606

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.
iv. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Upward Bound Central Prep/Math/Science
LIB 221; 405-974-3600

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. All appointments are virtual. Signs are displayed on suite doors indicating PPE and social distancing requirements for staff.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Veterans Support Programs (Vet Upward Bound, VetHERO, Vet SSS)
LIB 221; 405-974-2400

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2400.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

vii.

Wellness and Sport (Wellness Center, OU Physicians Health and Wellness Clinic, CHK Central Boathouse, Outdoor Adventure Recreation Facility (O.A.R.) at Lake Arcadia)
405-974-3150

i. Facilities Schedules

1. Anticipated Wellness Center opening schedule for Summer 2020: June 15-30, open to UCO students, faculty, and staff; July 1, open to the public. Wellness Center Hours: M-F, 7 a.m.-1 p.m. and 2 p.m.-7 p.m. Signs are displayed throughout the building indicating PPE and social distancing requirements. Temperature checks will be performed upon entry to the building.

2. OU Physicians Health and Wellness Clinic at UCO: Open June 1, M-F, 8 a.m. - 5 p.m., by appointment only. Walk-Ins not permitted. Appointments can be made by calling 271-8261 or 271-UCO1
3. CHK/Central Boathouse: Closed through June 30
4. O.A.R.: Open limited hours, by appointment only. Appointments can be made by calling 405-974-3143 or emailing rjohnson59@uco.edu.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.) for all UCO employees. Masks are required for patrons using the facilities.

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

VI. Finance and Operations

Vice-President’s Office Suite
ADM 210; 405-974-2251

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Most staff will be in the office from 8 a.m.-5 p.m. Exceptions are not expected to impact opening hours.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2251.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Architecture and Engineering Services/Business Team
FAM 125; 405-974-2576

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2576.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

vi. Restrooms are limited one person at a time. “Knock Before Entering” signs are posted on doors.

vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
Budget Office  
ADM 122A; 405-974-3323

i. Office Hours: M-F, 9am-6pm by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-3323.

v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Campus Enterprises  
BAP 203; 405-974-2737

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Staff are working staggered shifts to ensure appropriate social distancing.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2737.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

ID and Access Services  
NUC 222A; 405-974-2357

i. Access Control (physical keys, lock repair, etc.) Office Hours: M-F, 8 a.m.-5 p.m.

ii. Campus Card Services (CCS) Office Hours: M-Th, 8 a.m.-5 p.m.

1. Public Opening Hours: M-Th, 9 a.m.-noon or by appointment by calling 405-974-2357 or emailing cardservices@uco.edu.

iii. Campus Card Services, in conjunction with the Office of Information Technology are nearing launch of online photo submission capabilities for all students and staff. This will allow customers to submit documents digitally and securely and limit the amount of required interaction in CCS. This functionality should be ready for use early in the summer term. Information will be available at www.uco.edu/cardservices.

iv. Planning is underway for distribution of all ID cards produced during Forge. More information will be provided to Forge participants during the summer term.

v. Staff should follow CDC guidelines and UCO instructions.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)
vii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Financial Services
ADM 124; 405-974-2598

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2598.

v. Checks will be transferred to the Bursar’s office for pick up. Staff should verify a check is ready for pick up prior visiting the Bursar counter. (UCO Bursar 405-974-2727)

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Grants and Contracts
ADM 124; 405-974-5055

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Meetings will be conducted virtually via MS Teams or Zoom.

iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-5055.

v. Checks will be transferred to the Bursar’s office for pick up. Staff should verify a check is ready for pick up prior visiting the Bursar counter. (UCO Bursar 405-974-2727)

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Housing and Residential Engagement
BAP 203; 405-974-2746

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

ii. “Store” locations have clear barriers in place at registers, touchless credit card machines, and taped markings on floors to assist customers and staff in maintaining required social distancing.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Staff are working staggered shifts to ensure appropriate social distancing.
v. Meetings will be conducted virtually via MS Teams or Zoom.

vi. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2746.

vii. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

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**Inventory and Receiving**

405-974-2491

**Campus Mail Services**

405-974-2735

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. All break rooms in the Facilities Building are closed except for entering daily log information. Barriers are in place between computers used for that purpose.

iv. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.).

v. Restrooms are limited one person at a time. “Knock Before Entering” signs are posted on doors.

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

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**Nigh University Center**

NUC 315; 405-974-2244

i. Office Hours: M-F, 7:30 am-5:30 pm by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Conference and Event Services are proactively reaching out to groups scheduled to host events on campus this summer. Discussion points include taking the temperature of participants prior to entry to the NUC, staggered eating times, minimizing room sharing, etc.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2244 or emailing conferences@uco.edu.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

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**Payment Services**

ADM 111; 405-974-3738
i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Meetings will be conducted virtually via MS Teams or Zoom.
iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-3728.
v. Checks will be transferred to the Bursar’s office for pick up. Staff should verify a check is ready for pick up prior visiting the Bursar counter at 405-974-2727.
vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

Physical Plant
FAM 100; 405-974-2247

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. Shifts are staggered to increase ability to maintain appropriate social distancing.
iv. All break rooms in the Facilities Building are closed except for entering daily log information. Barriers are in place between computers used for that purpose.
v. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.). Masks may be removed when staff are working alone outside of the building.
vi. Restrooms are limited one person at a time. “Knock Before Entering” signs are posted on doors.

Procurement
ADM 109; 405-974-3340

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Staff are working staggered shifts to ensure appropriate social distancing.
iv. Meetings will be conducted virtually via MS Teams or Zoom.
v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-3340 or by email at wkirkendoll@uco.edu.
vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

Public Safety
Public Safety Building; 405-974-2345
i. The UCO Police Department (UCOPD) has officers on duty 24 hours a day. In case of an emergency, dial 9-1-1.

ii. Lobby hours: M-F, 6 a.m.-6 p.m.; From 6 p.m.-6 a.m. lobby visitors should use the call box located outside the main door of the Public Safety building. Signs are displayed on suite doors indicating PPE and social distancing requirements.

iii. Staff should follow CDC guidelines and UCO instructions.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. When possible, reports will be taken virtually via phone.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**Transportation and Parking Services**

BAP 203; 405-974-2780

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Staff are working staggered shifts to ensure appropriate social distancing.

iv. Meetings will be conducted virtually via MS Teams or Zoom.

v. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2780.

vi. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

**VII. Office of Information Technology**

**Academic Technology and Training**

ADM 101; 405-974-5595

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment.

ii. Remote support will be provided to faculty, staff, and students when contacting the Technology Resource Center at 405-975-5595 or the UCO Service Desk at 405-974-2255. Meetings and appointments will be conducted virtually.

iii. In-person interaction will be kept to a minimum. OIT staff will use full PPE during all in-person interactions and PPE will be changed after each customer interaction.

iv. Virtual interaction is preferred for one-on-one training. Visitors requesting in-person assistance are required to wear a mask and will be provided disinfecting wipes to clean work area to their comfort level.

v. Staff should follow CDC guidelines and UCO instructions.
vi. Masks are required for all interactions with non-OIT staff and strongly recommended for cubicle areas and common areas that cannot effectively social distance. PPE should be changed (gloves, sanitizer) after every non-OIT in-person interaction.

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

Central Tech Store
NUC 216; 405-974-3680

i. All sales will be conducted online at techstore.uco.edu. Customers can pick up orders in-store.

ii. Customers and Central Tech Store staff will maintain appropriate physical distancing at order pick up.

iii. Customers will be asked to wear masks when receiving in-person service.

iv. Staff should follow CDC guidelines and UCO instructions.

v. Masks are required for all interactions with non-OIT staff and strongly recommended for cubicle areas and common areas that cannot effectively social distance. PPE should be changed (gloves, sanitizer) after every non-OIT in-person interaction.

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

Multimedia Services
ADM 101; 405-974-5595

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment.

ii. Remote support will be provided to faculty, staff, and students when contacting the Technology Resource Center at 405-975-5595 or the UCO Service Desk at 405-974-2255. Meetings and appointments will be conducted virtually.

iii. In-person interaction will be kept to a minimum. OIT staff will use full PPE during all in-person interactions and PPE will be changed after each customer interaction.

iv. Customers will be asked to wear masks when receiving in-person service.

v. Equipment Checkout:
   a. End of semester returns should be dropped off at the Central Tech Store.
   b. For continuing equipment needs:
      1. customers will be contacted to renew current checkout
      2. customers are required to exchange checked out cell phones for a hotspot device at the Central Tech Store.
      3. Central Tech Store staff will use full PPE during all in-person interactions and PPE will be changed after each customer interaction.

vi. Staff should follow CDC guidelines and UCO instructions.

vii. Masks are required for all interactions with non-OIT staff and strongly recommended for cubicle areas and common areas that cannot effectively social distance. PPE should be changed (gloves, sanitizer) after every non-OIT in-person interaction.
viii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.

Service Desk  
1st Floor of Max Chambers Library; 405-974-2255

i. Support Hours: M-F, 8 a.m.-10 p.m. Visit servicedesk.uco.edu, call 405-974-2255 or email support@uco.edu.

ii. There will be minimal staffing at in-person walk-up service. Appointments strongly encouraged. Masks and gloves strongly encouraged at all times. Appointments can be made by calling 405-974-2255.

iii. Customers will be asked to wear masks when receiving in-person service.

iv. Computer labs  
a. Digital Den: The number of available stations has been reduced by 50%. Signage outside the door outlines required physical distancing practices. Disinfecting wipes are available for each visitor to wipe stations to their comfort level. Lab stations and printer will be periodically wiped down by lab monitors throughout the day. Masks are strongly encouraged at all times.

b. Central Tech Express will remain closed until further notice.

v. Staff should follow CDC guidelines and UCO instructions.

vi. Masks are required for all interactions with non-OIT staff and strongly recommended for cubicle areas and common areas that cannot effectively social distance. PPE should be changed (gloves, sanitizer) after every non-OIT in-person interaction.

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

Technology Support  
ADM 101; 405-974-2688

i. Office Hours: M-F, 8 a.m.-5 p.m. by appointment Call 405-974-2688

ii. Meetings and appointments will be conducted virtually.

iii. In-person interaction will be kept to a minimum. OIT staff will use full PPE during all in-person interactions and PPE will be changed after each customer interaction.

iv. Customers will be asked to wear masks when receiving in-person service.

v. Remote support will be provided to faculty, staff, and students when contacting the UCO Service Desk at 405-974-2255.

vi. Staff should follow CDC guidelines and UCO instructions.

vii. Masks are required for all interactions with non-OIT staff and strongly recommended for cubicle areas and common areas that cannot effectively social distance. PPE should be changed (gloves, sanitizer) after every non-OIT in-person interaction.

viii. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.
VIII. Office of Legal Counsel
OLN 304; 405-974-3503

i. Office Hours: M-F, 8 a.m.-5 p.m.

ii. The door to the office will remain closed until further notice. Campus personnel seeking to hand deliver documents to the office will need to knock on the door or set an appointment to discuss any questions or documents.

iii. Meetings should be scheduled in advance by calling 405-974-3503 or emailing amaloney@uco.edu. Dependent on the number of participants meetings may be required to take place via video conferencing.

iv. Contracts or other documents which are subject to a request for review, drafting, approval or feedback should continue to be emailed to amaloney@uco.edu as a Word or Adobe attachment to an email.

IX. People and Culture

Human Resources
BAP 208; 405-974-2366

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

ii. Staff should follow CDC guidelines and UCO instructions.

iii. Staff should conduct temperature checks prior to reporting to work each day. Any person registering a temperature of 100.4 or higher should not come to campus.

iv. All areas of People and Culture are expected to have coverage from 8 a.m.-5 p.m. Exceptions are not expected to impact opening hours.

v. Internal meetings will be conducted virtually via MS Teams or Zoom. Staff should avoid congregating in hallways, breakrooms, restrooms, etc.

vi. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2366.

vii. Masks are required in all public and common areas (breakrooms, hallways, restrooms, etc.)

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

Environmental Health and Safety
FAM 114; 405-974-2216

i. Office Hours: M-F, 7:30 a.m.-5 p.m. by appointment. Signs are displayed on suite doors indicating PPE and social distancing requirements.
ii. Staff should follow CDC guidelines and UCO instructions.
iii. Meetings will be conducted virtually via MS Teams or Zoom.
iv. Face-to-face interactions by appointment only. Appointments can be made by calling 405-974-2216.
v. Masks are required in all areas of the office.
vi. Faculty, staff, students, university guests and vendors are expected to follow all university guidelines found on page 4 of this document.