

Department of Ethnic Studies COVID-19 Protocols & Resources

These administrative support procedures and resources may change as needed. Please consult the version posted on our website, rather than a downloaded copy.

Department of Ethnic Studies staff are working remotely. Our main office in Ketchum 184 is closed to the public until further notice. See below for campus access procedures, details on how to connect with staff remotely, and other resources.

CONTACT US

- Email us at ethnic.studies@colorado.edu for general inquiries. For urgent needs that cannot be addressed via email, please call (303) 492-8852 during regular business hours, Monday-Friday, 9-5pm.
- Please email us with requests, questions, or to schedule a remote meeting (via [Microsoft Teams](#), Zoom, or phone). Meetings, deadlines, vacation, and sick time may alter our availability.
- [Contact Joanne Corson](#) regarding undergraduate and graduate student services (including enrollment), communications and events, reception and administrative support, & departmental procurement.
 - o Joanne is unavailable Tuesday, Wednesday and Thursday from 8-10am.
 - o email Joanne.Corson@colorado.edu or call (303) 492-8852
- [Contact Virginia Kester-Meyer](#) regarding HR, finance, payroll, academic curriculum, academic scheduling and individual procurement.
 - o Virginia is unavailable Monday 10-2pm, Tuesday 1-5pm, Wednesday 10-12pm, and Friday 9-1pm.
 - o email Virginia.Kester-Meyer@colorado.edu or call (303) 492-4803

CAMPUS RESOURCES

For the most recent campus updates, please see <https://www.colorado.edu/covid-19>.

Visiting Campus

- [Buff OneCard Info](#) (request card replacement, etc.)
- [Buff Pass Info & Access](#) (formerly the Daily Health Questionnaire)
- [Campus Building Access information](#) (including how to request a Buff OneCard replacement)
- [Department of Ethnic Studies Return to Campus Procedures](#)

Health, Safety, Support & Compliance

- [Campus Cleaning and Disinfection Information](#)
- [Campus Health and Safety Resources](#)
- [Counseling and Psychiatric Services \(CAPS\)](#)
- [COVID-19 Prevention Tips & Guides](#) (navigating campus spaces, workspaces, public transportation)
- [Protect our Herd: Faculty & Staff Resources & Info](#) (misc. COVID-19 compliance, policy & resource info)
- [Protect our Herd: Student Resources & Info](#) (misc. COVID-19 compliance, policy & resource info)
- [Student Emergency Funding](#)

Teaching, Learning & Research

- [COVID-19 Classroom Behavior Guide](#)
- [COVID-19 Information for University Library Services](#)
- [Department of Ethnic Studies Faculty Resources](#)
- [Department of Ethnic Studies Graduate Student Resources](#) (includes handbook, TA/GPTI guidelines, forms, etc..)
- [Department of Ethnic Studies Undergrad FAQs](#)
- [Department of Ethnic Studies Undergraduate Program](#)
- [Fall 2020 Memo on Teaching & Classroom safety resources](#) (includes links to myriad related resources)
- [Instructor guide for handling student illness and quarantine in the COVID-19 era](#)
- Technical issues, including those related to remote teaching and learning should be directed to the [Office of Information Technology \(OIT\)](#).
 - o [Canvas Help via OIT](#)
 - o [Zoom – Help](#) (via OIT)

UNDERGRADUATE STUDENTS

Find answers to frequently asked questions about enrollment; grades; declaring a major or minor; and more on our [Undergrad FAQs page](#).

Visit our [Undergraduate Program page](#) for information about our undergraduate certificate and degrees; academic advising, scholarships; study abroad; honors; and more.

DES FACULTY and PhD STUDENTS

Visiting Campus

These instructions pertain to DES faculty and PhD students who have 1) already submitted their certificate of completion for the required Skillsoft training and 2) would like to visit an *approved campus location*. Details for required Skillsoft training and approval request process are covered in the [DES Return to Campus Procedures document](#).

DES faculty, staff, and PhD students are approved for limited visits to the main department office and their assigned office in Ketchum. Approval is not required for assigned classrooms during scheduled meeting times. Additional approval must be requested and granted prior to visiting any other campus location, for any reason and for any length of time.

All campus visits and activities must comply with the campus [COVID-19 Health and Safety Policy](#).

1. On each day that you wish you come to campus for any reason and any length of time, you (all faculty, students & staff) must obtain a [daily Buff Pass](#), prior to coming to campus.
2. All members of the university community, including visitors to campus, are responsible for the social distancing and safety measures [detailed in the in the COVID-19 Health and Safety Policy](#) under Expectations for Faculty, Staff, Students and Visitors. See below for information about cleaning measures.

On campus, face coverings must be worn in all indoor public spaces, and outdoors. While access to the department main office & graduate offices is limited, they are shared spaces and face coverings should be worn at all times while using them, whether or not you encounter another person.

3. Be sure to bring your BuffOne ID card & office keys. Keys are required to access all department offices; they are locked & must remain locked at all times. You may need to tap/swipe your ID to get into campus buildings.

Cleaning

Campus Shared Spaces (e.g. classrooms, bathrooms, and other building common areas)

- The campus is supplying hand sanitizer and cleaning wipe stations in public buildings (e.g. hallways, entries) for personal use while in campus common spaces and classrooms.
- Campus custodial teams are providing enhanced cleaning throughout campus with increased attention to commonly touched surfaces.

Department Offices (DES main, graduate, faculty)

- **Cleaning & disinfection in office spaces is the responsibility of the person(s) using the office.** Before leaving, disinfect all surfaces you have come into contact with in shared and private offices, including interior and exterior door handles; the copy machine; and the disinfectant bottle itself, when you are finished using it.
- There are two cleaning stations in the department main office (KTCH 184), each with a disinfectant spray bottle & paper towel roll. These products are for use in departmental office only.
 - o The station on the kitchen table is for cleaning surfaces in faculty & grad offices. This station must be returned to the kitchen table immediately after use so that it is available for others who may need it.
 - o The station in the copy/mail room is for use in the main office only. Please do not remove this station from the main office and please be sure to return it to the copy room before departing the office.
 - o Please be thorough, while also mindful that these products are in short supply.
 - o Refill paper towel rolls are located on the counter behind the mailboxes.
- **Please do not remove or dispose of empty disinfectant bottles!** Bottles are being refilled/reused; we must return the empty bottles in order to receive refilled bottles.
- **Please notify Joanne C. promptly if paper towels are running low or any spray bottle is 1/2 or less full**, so that she can arrange for replacements to be delivered in the next weekly distribution cycle.

Mail

- Please continue to have all mail routed to your home address. Daily departmental mail service continues to be suspended (mail cannot be delivered when the office is closed).
- Mail routed through the department could be significantly delayed. Approximately once per month, department staff personally transport DES mail from the Mailing Distribution Center to the department office where it can be collected by the addressee.
- Mail addressed to faculty who typically receive university mail through another campus office will be returned to the Mailing Distribution Center to be routed to their primary unit's UCB box.

Using the Scanner/Copier:

- **Please only use the machine for scanning.**
 - o Distributing or collecting paper materials in class puts you and your students at greater risk of exposure.
 - o Not copying/printing will reduce copier breakdowns to paper jams and exhaustion of copier supplies.
- **When you are finished scanning/copying, please wipe down any areas of the machine and mail/copy room that you have touched.**
 - o Spray cleaner onto paper towel to wipe copier, please do not spray directly on the buttons or touch pad as this could damage the machine.
 - o Paper towels and cleaning spray bottle are located on the mail room counter.
- **Troubleshooting the scanner/copier**
 - o Refer to the user guide posted on the wall by the copier.
 - o For instructions/processes that are not included in the posted user guide, please refer to the copier manual in the storage slot on the side of the copier.
 - o If the machine jams or malfunctions during use, please follow the auto-guidance provided on the touch screen to correct the error.
 - o If you cannot resolve the malfunction, or if no auto-guidance is provided, please take a picture of the error code and send it to joanne.corson@colorado.edu along with some notes about what you were doing when the error occurred.
 - o Please put an out of order note on the copier and send an email to the department listserv notifying colleagues that it is out of order.