

Fall 2020 Department of Ethnic Studies Administrative Support Information

Fall 2020 administrative support procedures and resources may change as needed, please check back for updates.

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 details on how to connect with staff remotely.

For the most recent campus updates, please see www.colorado.edu/coronavirus.

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, and/or to schedule a remote meeting (via [Microsoft Teams](#), Zoom, or phone). Meetings, deadlines, vacation, and sick time may alter our availability.
 - o [Contact Joanne Corson](#) regarding undergraduate and graduate student services (including enrollment), communications and events, reception and administrative support, & departmental procurement.
 - Joanne is unavailable Tuesday, Wednesday and Thursday from 8-10am.
 - email Joanne.Corson@colorado.edu or call (303) 492-8852
 - o [Contact Virginia Kester-Meyer](#) regarding HR, finance, payroll, academic curriculum, academic scheduling and individual procurement.
 - Virginia is unavailable Monday 10-2pm, Tuesday 1-5pm, Wednesday 10-12pm, and Friday 9-1pm.
 - Email Virginia.Kester-Meyer@colorado.edu or call (303) 492-4803

Campus Resources

- [Buff OneCard Info](#) (request card replacement, etc.)
- [Campus Building Access information](#) (including how to request a Buff OneCard replacement)
- [Counseling and Psychiatric Services \(CAPS\)](#)
- [Daily Health Form](#)
- [COVID-19 Information for University Library Services](#)
- [Teaching & Classroom safety resources](#)
- 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)
- [Department of Ethnic Studies Faculty Resources](#)
- [Department of Ethnic Studies Graduate Student Resources](#) (includes handbook, TA/GPTI guidelines, forms, etc..)
- [Student Emergency Funding](#)

UNDERGRADUATE FAQs – coming soon

FOR FACULTY and CURRENT GRADUATE STUDENTS

Accessing the Department Office in Ketchum 184:

- Please follow all guidelines for Visiting Campus detailed in the Return to Campus Procedures sent out to the listserv.
- Remember that even if your visit has been approved, each day you are scheduled to come to campus (for any reason) you must complete a Daily Health Questionnaire & Illness Reporting Form, prior to coming to campus.
 - o There are separate forms for students, student employees, and faculty/staff. Follow this link and select the form that applies to you <https://www.colorado.edu/daily-health-form>.
- While on campus, please:
 - o maintain 6-foot distancing when possible,
 - o *wear a cloth face covering (over nose and mouth), especially when unable to maintain a distance of at least 12 feet,
 - o *clean areas you come in contact with

- practice hand hygiene
- [More info about campus safety measures](#)

Please clean surfaces you come in contact with:

- The campus is supplying hand sanitizer and cleaning wipe stations in public buildings (e.g. hallways, entries) for use in common spaces and classrooms.
- Cleaning spray & paper towels will be available in the department main office (KTCH 184) for use in departmentally controlled spaces, only.
- Please clean any surfaces in the main office that you come in contact with during an approved visit, including interior and exterior door handles, copy machine and the cleaning spray bottle, when you are finished using it. There will be two cleaning stations available for departmental use:
 - The station on the kitchen table is available 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.
 - The station in the copy room is for use in the main office only. Please do not remove this station from the main office, please be sure to return it to the copy room before departing the office.
 - Please be thorough, while also mindful that these products are in short supply.
 - Refill paper towel rolls are located on the counter behind the mailboxes.
- **Please do not remove or dispose of empty cleaning product bottles! Bottles are being refilled/reused; we must return the empty bottles in order to receive new refilled bottles.**
- **Please notify Joanne right away if paper towels are running low or any spray bottle is ½ 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 will be collected intermittently from the Mailing Distribution Center and made available for pickup in the department office, but there may be significant delays.

Using the Scanner/Copier:

- **Please only use the machine for scanning.**
 - Distributing or collecting paper materials in class puts you and your students at greater risk of exposure.
 - 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.**
 - 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.
 - Paper towels and cleaning spray bottle are located on the mail room counter.
- **Troubleshooting the scanner/copier**
 - Refer to the user guide posted on the wall by the copier.
 - 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.
 - If the machine jams or malfunctions during use, please follow the auto-guidance provided on the touch screen to correct the error.
 - 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.
 - 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.