

Department of Art & Art History

Main Office Protocols for Fall 2020

Main Office Schedule/Staff Schedules:

The main office will reopen as part of the return to campus on Monday, August 3, 2020. The staff will be working both on campus and remotely during the week. To maintain social distancing and limit time in an indoor setting, there will be limited staff in the office at any given time. They will be working alternate days and their individual schedules will be announced in a couple of weeks. The office hours when staff are on campus will be 9am – 3pm and will maintain regular business hours for remote work.

Access to Main Office:

No one may come into the office without prior invitation or advance notice.

Front office door will be locked at all times.

Anyone with questions will call Eddie on main phone line from front door (919.843.2625). If they need to enter the office he will let them in. They will have to stand at the designated area marked by tape located in front of Eddie's desk.

Scheduling Meetings with Staff:

All meetings ***must be scheduled ahead of time with staff*** and must be conducted via telephone or Zoom.

Distribution of Mail and Express Packages:

All packages must be delivered to faculty and graduate students' homes if they are teaching remotely, if not, packages may be delivered to the front door of the main office and the carrier may call Eddie. Eddie will take package(s) directly to the faculty member's office or graduate student's studio and/or TA office for art history graduate students. Please inform Eddie via email of ALL packages scheduled for delivery as early as possible prior to it being delivered.

University Mail Services will deliver mail to our department on Tuesday and Thursday afternoons between the hours of 12:30pm and 4:00pm (this schedule is subject to change). Mailbox keys will be distributed to faculty and graduate students at the beginning of the fall semester. The key will enable you to access your mailbox via the hallway that runs along the

outer-wall of the mailboxes. It is expected that you will use social distancing if you encounter more than one person checking mail at a time.

The Department will communicate all essential communications electronically.

Policy for Copying and Scanning:

The form to complete for scanning requests is available on the department's intranet on faculty/staff page (password available upon request). Please complete and forward to Eddie via email at edwarded@email.unc.edu.

For both copying and scanning requests there will be a week's turnaround.

WE SHOULD NOT BE DEALING WITH PAPER THIS SEMESTER. THEREFORE, IT SHOULD ONLY BE IN AN EXTREMELY RARE CIRCUMSTANCES THAT YOU WOULD NEED A PAPER COPY RATHER THAN A SCAN. If you do, however, send all copy requests to Eddie via email at his email address above (no form is necessary). If there are hard copies of items to be copied and can't be emailed, please leave them in your mailbox and send Eddie instructions via email. Please note, the turnaround for paper copies is 5 business days. Eddie will return the hard copies and copies to your offices. **(CAROL WOULD PREFER NOT TO HAVE ANY HARD COPIES IF POSSIBLE AND NO PAPER CONTACT).**

Per Josh Hockensmith, the University library system will be offering the same scanning. Once we have the exact details we will share them. People will be able to request books to check out by curbside delivery. Right now the plan is for the curbside pickup spots to be at Davis Library and the Health Sciences Library. They are going to have a system in place where books are isolated for 3 days when they are returned to the library, before anyone else can access them – so books coming from the library should be safe and virus-free. Josh will keep sharing details as he gets them – the libraries' plan is supposed to be made public in the next week. If you need faculty scanning requests for readings for the semester, let him know via email and he can discuss with you how to submit them to the library for scanning. His email address is hockensm@email.unc.edu.

Also, Undergraduate Library UL Course Reserves staff will scan readings and upload them directly to individual Sakai course sites. If UNC Libraries doesn't own the item to be scanned, they will request it from another institution. Faculty do not need to check out any books in person or drop things off at the library for scanning (unless they are having a personal copy of a book scanned). More info for faculty here: <https://library.unc.edu/support/reserves/faculty/>

Signage:

Front door:

- Sign with Eddie's office telephone number, 919.843.2625 if have questions;
- Sign for Express mail carriers and Facilities Services repairmen to call Eddie;
- Sign with information on how to schedule an appt. with staff and faculty via email or website;
- Also with staffs' phone numbers

Staff PPE:

All staff will follow the community standards as established for UNC, this includes wearing masks when encountering the public, maintain a 6ft social distancing both inside and out while on campus, and wearing a mask when they are outside and cannot maintain the 6ft distance or inside at all times when they are not in their offices alone and do not have their doors closed. If we opt to wear face shields, it is also mandatory to wear masks as well.

Eddie will wear a face shield and mask.

All staff offices will have hand sanitizer, Clorox wipes and gloves. They will also keep their doors closed if they prefer.

Tape may also be placed on carpet outside of offices at 6ft intervals for social distancing if anyone approaches the staff.

Individual Staff Procedures for Fall 2020

Eddie Tucker:

See procedures listed in main office protocols.

Email Eddie if need supplies from the office i.e. paper, staples, paper clips. etc.

Yulianna Aparicio:

Pink slips will be processed via email.

All student forms, i.e. drop/add slips, etc. will be uploaded on department's intranet for faculty/staff page.

Abby Brooks:

For faculty and lab techs who will have either research budgets or tech budgets, please be aware the University is scrutinizing all purchases/reimbursements. Please give an explanation/justification of these purchases/reimbursements in case there are inquiries. All receipts/invoices should be sent to Abby via email as a .pdf file.

If faculty are planning to contract an individual as a guest speaker or other services they may perform on campus, please **DO NOT PAY THEM DIRECTLY**...You will not be reimbursed!!! The independent contractor form along with additional paperwork must be completed and approved **BEFORE** they begin working.

If faculty are not sure about something **PLEASE ASK ABBY** or risk not getting reimbursed or having an independent contractor getting paid, a company not getting paid or having your P-card revoked.

Abby will upload all updated travel and finance forms to the department's intranet faculty/staff page.

Lindsay Fulenwider:

Email Lindsay to schedule an appt w/Carol. All meetings will be conducted via Zoom.

Call or email Lindsay any repairs for building to report to Facilities Services.

Email list of supplies you need ordered by a vendor using P-card or research funds.

Lindsay will be forwarding via email the updated departmental contact directory at the end of July.

PLEASE NOTE THAT THIS LIST IS INCOMPLETE AND WILL BE UPDATED THROUGHOUT THE SEMESTER. WE ARE SURE SOMETHING HAS BEEN OMITTED AND SHOULD BE ADDED. PLEASE LET US KNOW IF THIS IS THE CASE AND WE WILL BE HAPPY TO DO SO.

07/07/2020