

## Campus Wide Message on August 21

### Fall 2020 – Staff and faculty presence on campus

**Generally, staff who are working remotely and faculty who are not teaching face-to-face, on campus courses should refrain from coming to campus.**

**Staff and faculty** who need to access campus resources to perform essential work or teach, as well as students who have face-to-face classes or are residing in university housing, are permitted on campus. **Staff** who do not need to be present on campus to perform their responsibilities must obtain approval from their direct supervisor before coming to campus so we are aware of who is in campus buildings. **Faculty** intermittently coming to campus must obtain their department chair's authorization and notify their dean so we are aware of who is in campus buildings.

**Staff and faculty** should be aware of the varying, frequently-changing schedule for when buildings are open. Health and safety and cleaning protocols will be aligned with when buildings are open.

What you should know before coming to campus:

- Complete the required training: “Working Safely During the COVID-19 Pandemic.” The training will be assigned directly from CSU Learn. This mandatory training is required by [Cal/OSHA](#) regulations. Since this training includes information about COVID-19 and measures that can help protect you at home as well as on the job, it is being assigned to all employees, even those who have not been approved to work on campus and are working from home exclusively. Trainings will be updated as circumstances change.
- Complete a [daily online health screening](#) prior to coming to campus.

Upon arrival at SF State campus, staff and faculty must do the following:

- [Wear a face covering](#)
- [Maintain a minimum 6-foot distance from other people](#)
- [Observe posted signage and going out guidance](#)
- [Practice proper health hygiene](#)

Access to academic buildings will be facilitated by **Gators Helping Gators (GHG) Ambassadors** beginning on Monday, August 24. GHG Ambassadors will be positioned at the designated entrances of all academic buildings and will greet students, faculty, and staff upon entrance to the buildings. Students, faculty, and staff will be expected to present their health screening “badge” via their smartphone to the GHG Ambassadors. GHG Ambassadors will distribute Personal Protective Equipment (PPE) as needed.

### **Faculty Teaching Space**

Faculty members will be able to reserve one of the six Group Study Rooms in the 1st floor Research Commons to use as an individual single occupancy teaching space by sending an email to [librooms@sfsu.edu](mailto:librooms@sfsu.edu). Reservations will be available Mon.-Fri. 8:00 a.m.-5:00 p.m. and can be made up to six months in advance with no limit to the duration of the reservation within the available time bands or to the number of advance reservations.

- Check in with a Community Service Officer (CSO) in 1st floor lobby and show your confirmation message. The CSO will escort you to the room you have reserved and unlock it for you.
- Rooms are single occupancy. Do not have anyone in the room with you.

- Use of whiteboard walls: Use your own dry erase markers and eraser.
- No on-site technical support is available. Report issues with the monitor, missing cable, or other issues to Library Information Technology staff by submitting a request to [service@sfsu.edu](mailto:service@sfsu.edu) or email [librooms@sfsu.edu](mailto:librooms@sfsu.edu). Include "Library Group Study Room" and the room number in the subject line of the message.
- Do not leave the room unlocked and unattended at any time.
- No food or beverages, no eating or drinking

When you are ready to leave, place the red "To be cleaned" sign in the holder and notify the Community Service Officer at the 1st floor quad entrance to lock the room.

### **Current Building Schedule – Fall 2020**

<b>Building</b>	<b>Day(s)</b>	<b>Hours</b>
Administration	Monday - Friday	8 am - 5 pm
Student Services Building	Monday - Friday	8 am - 5 pm
Corporation Yard	Monday - Friday	8 am - 5 pm
Gymnasium	Tuesday, Wednesday	11 am - 3 pm
Fine Arts	Monday	12 pm – 4 pm
Fine Arts	Thursday	4 pm - 6:30 pm
Science Building	Monday - Friday	8 am - 5 pm
Creative Arts	Wednesday, Thursday	11 am - 3 pm
HSS Building	Monday - Friday	8 am - 6 pm
Library (restricted access)	Monday - Friday	8 am - 5 pm
Cesar Chavez Student Center	Monday - Friday	7:30 am - 3 pm
Thornton Hall	Tuesday, Wednesday	11 am – 3 pm
Hensill Hall	Wednesday, Thursday	11 am – 3 pm
Student Health Center (restricted access)	Monday – Friday	8 am – 5 pm

The following buildings are regularly closed for the fall semester. The buildings will be open on select days with limited hours as noted. Staff and faculty will be unable to enter regularly closed buildings since the utilities for these buildings will be shutoff when they are not open.

<b>Building</b>	<b>Days</b>	<b>Hours</b>
Business	8/25(Tu), 9/9(We), 9/24(Th), 10/6(Tu), 10/21(We), 11/5(Th), 11/17(Tu), 12/2(We), 12/17(Th)	11 am - 3 pm
Burk Hall	8/26(We), 9/10(Th), 9/22(Tu), 10/7(We), 10/22(Th), 11/3(Tu), 11/18(We), 12/3(Th), 12/15(Tu)	11 am – 3pm
Ethnic Studies & Psychology	8/26(We), 9/10(Th), 9/22(Tu), 10/7(We), 10/22(Th), 11/3(Tu), 11/18(We), 12/3(Th), 12/15(Tu)	11 am - 3 pm
Humanities	8/27(Th), 9/8(Tu), 9/23(We), 10/8(Th), 10/20(Tu), 11/4(We), 11/19(Th), 12/1(Tu), 12/16(We)	11 am - 3 pm

### **Additional Notes:**

- Avoid entering buildings outside of their open hours. If you do, practice care when entering them.
- Staff and faculty should refrain from contacting Campus Safety/UPD for access to buildings outside of open hours unless there is a health, safety, or operational emergency. Staff must be authorized by their supervisor and faculty must be authorized by their Department Chair. Campus Safety/UPD will not open buildings for staff and faculty who have not been authorized to come to campus.
- Restroom facilities will be limited in buildings. Take care of this before you come to campus.
- There will be no water fountains in use. Bring your own water if you need it.
- Supervisors and Department Chairs are not required to document or report intermittent visits to campus by staff and faculty. However, if a pattern of excessive visits by an individual or groups of individuals develops, they are encouraged to confer with their Dean or appropriate administrator.
- Staff don't need their supervisor's authorization and faculty don't need to notify their department chair if they are coming to campus for a few minutes to drop off business documents or returning campus supplies/equipment or if they are picking up business documents or campus supplies/equipment. Staff and faculty should confirm the office they are coming to is open before coming to campus.
- Don't linger on campus. Once staff have finished their work or business purpose for coming to campus and once faculty have finished their teaching or business purpose for coming to campus, they should leave.

### **Vendors and contractors coming to campus**

Access for vendors can be requested by completing the Vendor Building Access Request Form, which must be approved by the department approver. Access requests that fall outside of the building hours listed above can be facilitated by the University Police Department. We do ask business units to try to keep vendor access within the modified building schedule hours as much as possible.

Please note that approval for campus access does not replace the process for on-boarding new vendors and business units must ensure the vendor has a current and executed agreement or purchase order before the vendor comes to Campus.

Click here to access the [Vendor Building Access Request Form](#).