Fall 2020 Plan
Main office area and staffing; other departmental common areas
State/University mandate for all to wear masks inside buildings is still valid.

MAIN OFFICE AREA:

**Staffing**
- Sharon Kressler: as needed: in-person 8-9; inventory access; cover mail/packages
- Stephanie Rosenthal: Monday, Wednesday, Friday, early morning (7:30-9) for mail/packages- no one allowed in mailroom or front office
- Mark Griffith: Tuesday, Thursday for mail/packages, early morning (7:30-9)
- Melissa Rhomberg: Tuesdays, between 8-12; Thursdays, between 8-10 (back office)- she is not to be bothered in-person
- Jennifer Petrie, Emily Nelson, Rachel Veenstra: no in-person

A schedule will be posted on the doors.

**General access to and use of mail/copy room**
- **ENTER** via the mailroom door using key card access (contact Jen Petrie if you do not have access), try to avoid using the handle to push the door open. Should you need ADA access, please deviate and use the main entrance.)
- Capacity is 1. If someone already in there, please wait outside until they are done.
- **EXIT** via the main office, glass door, try to avoid touching the handle or glass, rather use the ADA paddle.
- **USING THE COPIER**
  - Use an alcohol wipe to clean the touch screen before use.
  - If you need to raise the cover, please use a paper towel.
  - Use an alcohol wipe to clean the touch screen after use.
  - If you touched any other part of the machine, please use an alcohol pad or Clorox wipe to clean it off.
  - *Never* clean the glass and *never* spray anything onto any part of the machine.
  - Note, if you wish to use colored paper, please notify Stephanie as to what color and quantity and they will be added to the daily delivery.
- If you use any of the equipment on the counters, please be sure to wipe them down with disinfectant.
- All cleaning and disinfectant products in the main office and mailroom must stay there, please do not take them for your labs. Let Stephanie know if cleaning supplies run low.

**Packages, postal mail, campus mail**
Current plan of packages and important mail delivered to individual lab spaces will continue. if you have not already done so, please notify Stephanie which ONE room number to use for delivery. In addition, contact Stephanie if you are not associated with a lab in Tate so other arrangements can be made.
• All package deliveries, sans USPS, will continue to be delivered to UMarket who will, in turn, deliver to the department. Do not have personal packages delivered to the department.
• DAILY, staff will deliver all packages to individual research group/lab. Magazines, personal mail, and ‘junk mail’ will not be delivered.
• Frozen or perishable items – please notify Stephanie of the estimated delivery day so that she and/or Mark can act accordingly.
• There will not be any outgoing postal mail or package pick-up from Tate. If you need to send anything, you will need to go to USPS, UPS, or FedEx.
• If you are in need of FedEx supplies (domestic/international slips, box, envelope), please notify Stephanie and they will be added it to the daily delivery.
• CAMPUS MAIL will be delivered to Tate however no campus mail pickup from Tate. Any outgoing campus mail needs to be dropped off one of the common drop box areas, two closest are
  o Amundson Hall - inside lobby of north entrance

**Loading Dock Usage**
• Vehicle permits can be requested from Stephanie 24 hours in advance. Electronic version is preferrable, however alternative format (paper) will be available.
• Freight deliveries: contact Mark and Stephanie to coordinate delivery.

**Printing**
• Copier – use this for your primary printing needs. Contact help@umn.edu if you cannot print remotely.
• Computer room: if needed, see below for access and procedures for room 108.
• Do not use the printers in the main office (150-04), they will be taken offline.
• 3rd floor printer will not be available.
• 4th floor printer should still be accessible, please mind occupancy and clean up after yourself- including disinfecting and trash removal.
• Contact Stephanie with toner needs and/or with printer issues which will be addressed on Stephanie’s scheduled Tate time.

**Access to and use of computer room (108)**
• Capacity will be reduced to 1.
• Check capacity before entering.
• Enter using your key card (contact Jen Petrie if you do not have access).
• Clean up after yourself- both disinfecting and papers, trash.
• Do not socialize in this room.
• Infractions will result in removing your access to the room.
• Do not eat or drink in this room.
• Let Stephanie know if cleaning supplies run low.

**Undergrad Lounge - B15**
Students may access the room to use the lockers if the room is unoccupied. Capacity is one person at a time in this room. Socializing, eating, drinking, and/or food-preparation are not permitted in this room.

**Study Spaces – grad commons (4th floor), ‘reading room’ (3rd floor)**
Socializing, eating, and/or drinking are not permitted in these spaces and therefore are not to be used until further notice:
  • Grad commons (401 suite)
  • Reading room (3rd floor)

**Kitchenettes**
Kitchenettes will remain ‘off limits’ for use.

**Keys**
  • Request keys from Jen Petrie *48 hours in advance*.

**Building issues**
  • Any issues with the building (e.g. elevator down), contact FM directly at 612-624-2900 or (fmcc@umn.edu) and copy Mark Griffith griff062