



CENTER FOR ADULT LEARNERS AND VETERANS

Projected Schedule of Operation

- CALV employees return to the office on a rotational basis beginning July 20.
 - The staff will clean from 8:00 am to 9:00 am and then open the doors until 5:00 pm Monday through Friday.
 - Only one full-time employee per day will be working in CALV during the first stage of our return to minimize staff interactions and exposure.
 - We will be able to assist customers in person as needed but unable to provide access to other amenities (lounge, kitchenette) during the first stage of our return.
- CALV will offer limited access to the lounge and kitchenette in its second stage of return beginning July 27.
 - The staff will clean from 8:00 am to 9:00 am and then open the doors until 5:00 pm Monday through Friday.
 - Only one full-time employee per day will be working in CALV during the second stage of our return to minimize staff interactions and exposure.
 - Students and guests will enjoy modified access to the lounge and kitchenette.
- The CALV will begin its new mode of operation, including all safety measures described below in its second stage of return beginning August 10.
 - Hours of operation will be 8:00 am to 6:00 pm Monday through Thursday and 8:00 am to 5:00 pm on Fridays.
 - Multiple staff members and student receptionists will work on the same day.
 - We will be able to assist customers in person as needed.
 - Students and guests will enjoy modified access to the lounge and kitchenette.

Stairwell

- Auxiliary Services volunteered to install a hand sanitizer dispenser stand in the stairwell for CALV customers.

Reception

- The CALV front desk will have a Plexiglas shield installed. Students and guests will find spaces marked on the floor to help them remember to stand 6 feet apart.
- CALV's card swipe will be available for sign-in and sign-out, but we have removed the keypad to reduce the number of commonly-touched surfaces students will encounter. Students who know their ID number but do not bring their cards will be able to get the receptionist to enter the ID for them.
- We also have removed the guest seating at our reception area. We expect short, fast-moving lines while students sign-in and out, but guests who need seating to wait for a staff member can do so out in the dining room near Market Fresh Deli. Auxiliary Services knows of this plan and says the computers out in that lounge seldom get used. Those seats should be a safe space to wait until a CALV employee comes to get you.
- As always, CALV will have a hand sanitizer pump at the front desk.

Lounge

- CALV has removed two bistro tables and reduced the number of chairs down to one per bistro table to give more space between students.
- Chairs at the bistro table now face the window by default to decrease face to face exposure for students. People who feel comfortable with their back to the moving traffic in the room are welcome to move the chairs to the opposite side of the table.
- CALV has reduced the number of computer work stations from nine down to five and removed both the computers and the chairs from the empty stations. This means students will be sitting at alternating stations. Please note that this precaution was a CALV decision to enhance safety beyond minimum requirements; UWG Risk Management said this step was not essential.
- Amenities at the print station (stapler, hole punch, pencil sharpener, etc.) now reside at our reception station. Our receptionist will be glad to perform the needed task for students to reduce the number of commonly-touched surfaces students will encounter.

Conference Room

- CALV has taken the conference room offline to store furniture and supplies. Students who need to use the conference room for a job interview can make arrangements with CALV staff.

Kitchenette

- CALV has removed the coffee maker and all related accessories until further notice to reduce the number of commonly-touched surfaces students will encounter.
- The microwave, refrigerator, and sink remain available for student use.

Meetings

- CALV will continue to offer current and prospective students the option to meet virtually.
- Students can meet with CALV staff in their offices, but we will require only one person in the office with a staff member at a time.
- CALV staff will either be behind the shield at reception or wearing a face covering while interacting with students and guests.
- CALV staff members will conduct departmental meetings between and among staff members remotely.

Health Screening, Sanitation, and Face Coverings

- All CALV staff must report their health status daily when coming to work on campus. Under UWG protocol, employees experiencing any of the symptoms of or exposed to known carriers of COVID-19 will be advised to work from home or use sick leave.
- In addition to the daily cleaning provided by UWG's Custodial Services, CALV will sanitize the area multiple times throughout the day. Specifically:
 - CALV staff will sanitize all computer work stations after each use.
 - We will sanitize doorknobs, countertops, and handles twice daily.
 - Staff members will wash hands and use sanitizer frequently.
 - CALV staff members may politely decline an opportunity to shake your hand or hug and look forward to a day when such interactions are safer.

- In accordance with [University System of Georgia \(USG\) guidelines](#), effective July 15, 2020, USG institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing. Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff, or students.