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**June 30, 2020**

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## Return to Campus Resources

**Deadline to Complete Supervisor Return to Campus Training Module is Today, June 30**

Thank you to the 3,000+ supervisors who have already completed the required training module “ [Protect UGA: Covid-19 Required Training for Supervisors](#) .” This is the final reminder that this training is required for all supervisors who will be returning to campus and **must be completed by today, June 30, 2020** . The module is available in the UGA Professional Education Portal (PEP) and includes information on how supervisors can use a risk assessment tool and examples included in the training module to evaluate their specific work environments and help prepare for a safe and healthy return to campus in their respective departments and units. Vice Presidents, Deans, Department Heads and Directors should determine those supervisors (including administrative faculty) who are required to complete the supervisors training module.

## Campus Operations

### Guidelines for Visitors to Campus

Individuals who visit our campus are expected to comply with the same guidelines that apply to vendors, contractors and suppliers. Specifically,

- Unscheduled meetings and visits to campus should be avoided.
- Visitors are strongly encouraged to wear cloth face coverings while on University property.
- Meetings with University personnel should be conducted virtually whenever possible. If this is not possible, social distancing should be maintained.
- Visitors should not come to campus if they are feeling ill or showing signs and/or symptoms of COVID-19.

These expectations were established by the Centers for Disease Control and Prevention. In addition all other federal, state and local regulations and guidelines should be followed. More information about these expectations is available in Appendix M of the [Plans for a Phased Return to Full Operations](#).

### UGA Deskside Waste Reduction Program

UGA units are encouraged to take responsibility for managing waste within their office environments to enable FMD staff to focus on cleaning and disinfecting restrooms and common areas. Participants receive new deskside recycling and “side saddle” trash bins and commit to empty them into nearby common area bins. New deskside bins are provided free of charge to Resident Instruction facilities and are available for purchase by Non-RI units. Departments can submit a request directly to their Building Services Supervisor or complete the [UGA Deskside Waste Reduction Program Request Form](#) .

## More Information

# Finance & Procurement

## Essential Travel Information

During the pandemic timeframe, UGA faculty and staff are limited to essential business travel only, which requires the completion of a Travel Authority (TA) as a pre-approval for all essential travel (in-state and out-of-state) regardless of cost, level of reimbursement or funding source. Blanket authorizations (for up to one fiscal year) are available for employees with frequent and reoccurring in-state essential travel. For additional information, please reference the [FAQ](#) regarding these changes.

# Human Resources

## Wellbeing During the Pandemic

Help for coping with stress related to the COVID-19 outbreak or other life matters is available through the KEPRO Employee Assistance Plan via phone at 844-243-4440 or [online](#) (company code is **USGCares** ). These services are available to all full- and part-time employees and their families and other members of their household.

Kepro provides four free counseling sessions per individual per issue at no cost, as well as additional services such as:

- Legal and financial services
- Childcare and eldercare referrals and advice
- Grief and loss support
- Taxpayer information

Kepro also offers online resources, many related to the stress of working from home and returning to work. To access all the online resources, go to [www.EAPHelplink.com](http://www.EAPHelplink.com) and use company code: USGCares.

# Instruction

## Self-Paced Preparing to Pivot Class Coming Soon

Preparing to Pivot (PtP) sessions for faculty continue. We are working up guidelines for labs, studios, and performing arts spaces. The self-paced Preparing to Pivot, a faculty guide to teaching this fall, will be available no later than July 13.

## Update on Social Distancing in the Classroom

This week, instructions were provided to departments on how to mark up classrooms for social distancing guidelines. In the next two weeks, stickers will be delivered to departments so that students will know where to safely sit once classes resume.

### **UGA Bookstore: Course Materials Request**

The UGA Bookstore is asking faculty to submit course material requests by July 15. To submit your request, please email [textbook@uga.edu](mailto:textbook@uga.edu) or use the online adoption tool at [bookstore.uga.edu](http://bookstore.uga.edu). To submit your adoptions via the Bookstore's website, go to the Resources menu and click Online Adoptions. You will be asked to login or register and will be asked for a password. The password for our campus is 0095. Please email [textbook@uga.edu](mailto:textbook@uga.edu) if you prefer a printed paper copy of your previous term information.

### **Requests for Course Reserves at UGA Libraries**

UGA Libraries will continue to provide course reserve services for faculty planning their courses for the fall semester, with some changes due to the COVID-19 situation. Requests submitted by July 17 are guaranteed to be completed and accessible by the first day of fall semester classes. The Libraries encourage instructors to utilize electronic course reserve resources, which can integrate with eLC and limit students' need to access physical materials and spaces. Electronic course reserves also allow students to access materials after the Thanksgiving break and position faculty for a potential pivot back to online instruction at any point in the semester.

[More Information](#)

## **Outreach: PS&O and Extension**

### **Time is Running Out for Free Courses**

You have until the end of the day today Tuesday, June 30, to register for free self-paced online tutorials, offered through the UGA Center for Continuing Education & Hotel. The 10 free courses include creating web page development, supervision and management, personal finance, small business marketing and keys to effective communication, among others. See the full list and register below.

[More Information](#)

### **Looking for Volunteer Opportunities**

The Office of Service-Learning is helping Athens-Clarke County coordinate community volunteer efforts during the COVID-19 pandemic. If you know of a community need or want to volunteer, you can find more information or sign up below.

[More Information](#)

# Research

The UGA Research Work Group has issued requirements for the phased resumption of onsite research, which began June 15 with Phase 1. Investigators must develop a Research Resumption Plan for supervisor approval before resuming onsite work. The full recommendations of the [working group](#) , along with the [RRP template](#) and an [updated FAQ](#) , are now available on the Office of Research website.

[More Information](#)

# Resources for Students

## Information for International Students

International Student Orientation will be available to all incoming international students on July 1 at 10 a.m. EST. The online International Student Orientation program is free to all incoming international students and covers a wide range of topics focused on making the transition to UGA and the U.S. a successful one. For information about orientation registration and advising, click "more information" below.

[More Information](#)

# Return to Campus Documents

- [Plans for Phased Return to Full Operations](#)
- [Return to Campus Guidelines for Faculty and Staff](#)
- [Research Resumption Resources](#)
- [Communication Resources \(Signage and Graphics\)](#)
- [UGA COVID-19 Website](#)

## Have feedback?

To suggest additional topics for future email digests, complete [this form](#) .