

June 16, 2020

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Return to Campus Resources

Reminder for Supervisors: Complete Return to Campus Initial Training Module by June 30

To the over 1500 supervisors who have already completed the required training module “Protect UGA: Covid-19 Required Training for Supervisors,” a big thank you! This is a reminder that this training is **required** for all supervisors who will be returning to campus and should be completed as soon as possible and **no later than June 30, 2020** . The module is available in the UGA Professional Education Portal (PEP). It includes information for supervisors to evaluate their specific work environments, using a risk assessment tool and specific examples included in the training module, to 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. Use the “More Information” button below for information on how to access the training.

[More Information](#)

Washable Face Coverings

Two reusable and washable cloth face coverings are being provided at no cost for all students, faculty and staff. Students will receive their face coverings via mail prior to the start of the fall term. Coverings for faculty and staff are being ordered by their department head or supervisor (through UGA mart under a new “UGA PPE” tile) at no cost to the department. For ordering instructions, supervisors and department heads should see the [UGA mart instructions for cloth face covering ordering](#) . At this time, supervisors and department heads should place orders only for employees returning during Phase 1, which began on June 15.

Campus Operations

Dining Services Sanitation and Safety Plans

Dining Services has implemented a number of plans as part of its preparations to return to campus. Online ordering and to-go pickup options will be extended, self-service will be eliminated in dining facilities, and furniture will be spaced out to allow for social distancing. Facility capacities will be reduced, and the operations of some locations may be further modified. More information about operations, increased cleaning and disinfection, and other safety measures is available through the “More Information” button.

[More Information](#)

Social Distancing and Sanitizing in Transportation and Parking Services

Transportation and Parking Services is working closely with Auxiliary Services and the University to ensure we all return to a safe and healthy environment

by adhering to social distancing guidelines and paying special attention to the sanitation of parking decks and buses. Use the “More Information” button to learn more about surface sanitation, social distancing measures, employee safety precautions and additional resources for customers.

[More Information](#)

Parking Permit Registration Reminder

As you prepare to return to campus, don't forget to register for your parking permit. Round 1 of parking permit registration for the 2020–2021 Academic Year is now open. For your best chance of receiving a parking permit, please register during Round 1, using your online account at [tps.uga.edu]tps.uga.edu , **by 5:00 p.m. on Friday, June 26, 2020** . Round 1 is the first and largest round of permit assignments, and fewer permits will be available in rounds 2 and 3.

[More Information](#)

Mail & Package Delivery Schedules

Please review your current mail/package delivery schedule to determine if a different level of service will be required to accommodate your department during the reopening phases. To adjust your level of service during the reopening phases, please contact Dwayne Weaver at ldweaver@uga.edu for package/freight delivery and Susan Baxter at sbaxter@uga.edu for mail service.

Bulldog Print + Design Can Print Your Signage

[Bulldog Print + Design](#) is available to assist you with printing of any health and safety signage including oversized indoor and exterior signs. Please [contact us](#) with any questions or to place an order. Remember, [templates for signs](#) are available.

Cleaning and Disinfecting

Cleansing Kaba Time Clocks

The best practical solution for the Kaba clock devices is to recommend people wash their hands after using the devices with soap or hand sanitizer. To clean the clock housing, use a soft, lint-free cloth and a mild window cleaning agent. To avoid causing damage to the housing, touch screen and the reader window of the biometric reader (if present) during the cleaning process, do not use alcohol, aggressive solvents, cleaning agents with abrasive powders or abrasive movements. If you have questions or concerns, please contact oneusgsupport@usg.edu .

Information on Cleaning and Disinfecting Supplies

The Facilities Management Division (FMD) has created a [Q&A reference](#) for departments and individuals looking for more information about cleaning their

areas. Departments looking for more information about plexiglass sneeze guards can visit the FMD page about [this project](#) . Departments needing additional cleaning/disinfecting supplies should complete [this form](#) and return to fmdwork@uga.edu . Due to national delivery demands for medical, first responders and military operations, our manufacturers are working very hard to get our shipments to UGA. The FMD delivery of sanitizing wipe stations is scheduled to arrive soon, and we will begin installations thereafter. Thanks for your patience.

Finance & Procurement

UGA Supplier Expectations

UGA's top priority in these uncertain times remains the health, safety and wellbeing of all members of our campus community. To facilitate safe and efficient business processing, UGA has established expectations for all suppliers, contractors and vendors ("Contractors"). These expectations are available on the [Procurement website](#) and the [OneSource Website](#).

Phase 1 Drop Box for Deposits

During Phase 1 reopening, please continue to use the drop box at 424 E. Broad Street for your deposit deliveries to [Bursar and Treasury Services](#) .

Human Resources

Faculty and staff may request a COVID-19 related workplace accommodation by using the University's existing Americans with Disabilities Act (ADA) accommodation request process to submit a request to Human Resources.

- Faculty seeking an accommodation are asked to submit their COVID-19 related accommodation request by Thursday, June 18. This deadline will assist in planning for the delivery of instruction for fall semester.
- Staff seeking an accommodation are asked to submit their COVID-19 related accommodation request by Wednesday, July 1.

Faculty and staff may submit an accommodation request at any time as the need arises or as circumstances change. Please note the University's accommodations process addresses workplace accommodations directly related to the employee (one's self) and their job functions. Based upon guidance from the USG, the University's accommodation process can only be used to address COVID-19 related concerns related to your own medical conditions and risk factors. If you wish to seek leave related to the care of others, please refer to employee leave options, including the Families First

Coronavirus Response Act (FFCRA) and the Family Medical Leave Act (FMLA).

Please contact your unit HR liaison or the Office of Faculty and Staff Relations in University Human Resources if you have any questions regarding COVID-19 workplace accommodation requests or visit the [UGA ADA accommodations website](#) for more information.

Instruction

While we continue to navigate this uncertain time, the Office of Instruction is exploring the recommendations as outlined in the [Plans for a Phased Return to Operations](#) report and will have more information in the coming weeks.

We have successfully created an inventory of all instructional spaces available for the fall and are moving on to develop floorplans/arrangements that ensure adequate social distancing. We also have developed training for alternate teaching modalities, including the [Preparing to Pivot](#) course. The second iteration of this paced course begins on July 13, and a self-paced version will be available no later than July 20.

Outreach: PS&O and Extension

Space Available in Georgia Center Virtual Summer Camps

There is still time to register for a number of online summer camps offered through the Georgia Center for Continuing Education & Hotel, including a new section of the popular Mini Medical School camp in July. Other camps include Introductory Video Game Design, Architecture and Design, Acting and Photography.

[More Information](#)

State Botanical Garden Extends Hours

The State Botanical Garden is now open from 8 a.m. - 7 p.m. daily in order to provide visitors the opportunity to enjoy the grounds and the trails earlier in the day before the temperatures increase. The visitor's center, conservatory and children's garden remain closed for now.

[More Information](#)

Online Events at Marine Extension and Georgia Sea Grant

Marine educators are presenting virtual programs designed to inspire wonder and curiosity about the Georgia coast this summer. The afternoons at the aquarium will include games, arts, stories and virtual animal encounters that provide fun learning experiences for children 4-8 years old.

[More Information](#)

Extension Offers Online Programming

UGA Extension is providing online educational programming, consultations and essential lab services during the COVID-19 pandemic.

Visit extension.uga.edu/emergencies to access resources on topics including gardening, health and wellness, money and home finances, farms and small businesses, youth education and parenting, and food safety and cooking. For the latest status on programs, contact your [county office](#) or visit the [events calendar](#).

Resources for Students

UGA Bookstore

The UGA Bookstore is accepting rental returns, regalia pickup and curbside pickup for local customer ordering from the website. Curbside service ensures proper social distancing, is touch free for pickups/drop offs and has sanitizer available when using the keypad at the register.

Bookstore staff is available and answering customer service inquiries via email (uga@bkstr.com) and phone (706-542-3171) 10 a.m. - 4 p.m., Monday - Friday.

Development & Alumni Relations

Alumni Fight COVID-19

In case you missed it, here are ways some of our alumni are helping combat COVID:

- [Bulldogs Answer the Call for Hand Sanitizer](#)
- [UGA Grad Connects People in the Age of Social Distancing](#)

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](#).