

## **The College of Liberal Art and Social Sciences** **Făñuchănan (Fall) 2020 Protocol for Entering College Buildings**

The college courses and office work continue to be performed in a remote environment in PCOR3.

### **VISITING THE BUILDINGS**

For social tracing purposes all people, including but not limited to students, staff, faculty, employees, contractors, visitors and so on, who enter a University of Guam (UOG)/College of Liberal Arts and Social Sciences (CLASS) building are kindly requested to sign-in their name date and phone/contact number upon entering a building.

#### **You may sign-in using one of the options below:**

- on a clipboard at the front door of each building
- by scanning the QR code on this page:
- or by visiting this webpage on your mobile device's browser:  
<https://tinyurl.com/uogclassvisitor>



If you do not have internet access on your mobile device, please connect to the Wi-Fi network labeled "UoG-Guest".

The sign-in list will only be used to inform you if UOG discovers that someone who tested positive to COVID-19 was in the building the same day you were there. The sign-in list will be deleted every 30 days.

CLASS will allow the entry of visitors who require access to the building for essential or official business ONLY.

At this time the Dean's office, HSS 3<sup>rd</sup> floor, is open M-F 8:00 am to 5:00 pm, closed on holidays and weekends. Phone number is 735-2850/1/2. Email: [CLASSDO@triton.uog.edu](mailto:CLASSDO@triton.uog.edu)

The Division of English and Applied Linguistics (DEAL) office, EC 2<sup>nd</sup> floor is open MWF from 8:00 am to 5:00 pm (phone number 735-2725) and the Division of Communication and Fine Arts (CFA), English and Communications (EC), 1<sup>st</sup> floor is open T TH from 8:00 am to 5:00 pm office (phone number 735-2700). Offices are closed on holidays and weekends.

Visitors, faculty, staff, and students are encouraged to use the stairs to get to and from the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Elevators and toilets should have only one (1) occupant at a time.

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## TEMPERATURE SCREENING, HAND SANITIZING, WEARING MASK, SOCIAL DISTANCING, AND SIGNING/LOGGING-IN

All visitors entering the Dean's Office or any of the Division Offices will be asked to take a temperature reading, sanitize their hands, and log-in upon entry for social tracking purposes. All employees (staff and faculty) are reminded to take a daily temperature reading and sanitize their hands upon arrival to work. Anyone displaying a temperature of 100 degrees or above will not be allowed entry and they should go home and contact their healthcare provider.

Signs are posted at the entry/exit points to guide and inform individuals accordingly.

We ask that employees, students, and visitors (for essential and/or official business) requiring entry into the building acknowledge the following attestations:

- You **have not been** diagnosed with COVID-19 within the previous 14 days.
- You **have not had** symptoms that make you likely to be COVID-19 positive within the last 14 days.
- You **do not live** with someone who has been or is diagnosed with COVID-19 within the last 14 days.

In the past 14 days, you **have not been** identified as someone requiring self-monitoring as part of contact tracing related to someone diagnosed with COVID-19.

- You are entering the facility on essential business and will stay only as long as necessary.
- You agree to adhere to all requirements regarding the mandatory use of a facemask and a face shield, if you want added protection, and maintain proper social distancing of six 6 feet at all times.

## COMPUTER LABS CLASS GREEN ZONES

The EC (rm 202) and Humanities and Social Services (HSS) (rm 111) computer labs and the Writing Center (EC 206) will be opened from 9 am to 3 pm with reservations. To use the EC lab Call Ms. Nichole Manley at 735-2725, DEAL Office or visit the webpage at

<https://sites.google.com/view/dealwritingcenter>

or email at [writingcenter@triton.uog.edu](mailto:writingcenter@triton.uog.edu) to reserve a seat in the HSS lab call 735-2850/1 or 735-2800

## ROOM RENTAL

Upon approved written permission and reservation these rooms may be rented out if the renter will provide sanitation.

- CLASS Lecture Hall/Lobby Area
- Fine Arts Theatre
- Some Classrooms

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Renters must comply with the requirements of signing-in attendees (including the host personnel), wearing masks, hand sanitizing, and social distancing. This includes crowd control before entering the facility/room and departing the facility/room. People should not linger after the event or gathering. If photos are taken, social distancing still applies.

Businesses and organizations hosting events will need to submit their action plans to the Department of Public Health and Social Services (DPHSS) at [PCOR3Plans@dphss.guam.gov](mailto:PCOR3Plans@dphss.guam.gov) prior to having their event. Further questions may be addressed to the Division of Environmental Health at 300-9579, between 8am to 5pm, Monday through Friday.

## **FACILITY CLOSURES**

While the state of a pandemic/public health emergency is in effect, the following CLASS areas will remain closed to the public until the pandemic crisis is lifted or notification is announced:

- Conference Rooms
- Women and Gender Studies Resource Room
- Psychology Student Study Room, HSS-210
- Sociology Student Club Room, HSS-220A
- Political Science/Sociology Library Resource Room, HSS-208
- Other accessible areas as applicable

## **SAFETY AND SOCIAL DISTANCING PROTOCOLS**

The College is currently taking the following measures to ensure the health and safety of our students, faculty, staff, and visitors on essential or official business:

- CLASS is requesting all faculty, staff, students, and visitors to remain 6-feet apart whenever possible. Avoid unnecessary physical contact which includes but is not limited to, shaking hands or hugging.
- CLASS requires all faculty, staff, students, and visitors to practice good hand and respiratory hygiene. Cough or sneeze into your elbows. If a tissue is used, dispose of it in a trash bin and wash your hands or apply hand sanitizer if a hand washing station is not immediately available.
- If your essential or official business can be carried out via a phone call or email, you are encouraged to conduct it in that manner.
- Faculty, staff, students, and visitors should not come to the building or attempt to entry if they are sick or experiencing any signs of flu-like symptoms or respiratory illness.
- Classrooms will be configured so that seats are at least 6-feet apart even if it means a reduction in occupant capacity.
- Shared office spaces will be configured to provide at least 6-feet distance between individuals.
- There will be an increase in the frequency of disinfecting high-contact surfaces in break rooms, restrooms, shared office spaces, classrooms, and other common spaces.
- CLASS will make hand sanitizer and disinfectant wipes (or spray) available for use.
- Soap and paper towel will be made available in all restrooms.

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- The FEW hybrid (HYB) Students should arrive on campus several minutes before class and wait in their vehicle until at least 5 minutes to class time.
- The few HYB Faculty must ensure that classes start and end ON TIME so that students do not gather or crowd the hallways outside of classrooms or miss their next classes afterwards.
- CLASS will close all other areas used for, or as gathering areas until further notice.
- Floor markings will be applied where necessary to indicate 6-feet of separation for those in line, and everyone shall use the lines to maintain proper social distancing.
- CLASS will require the use of contactless documents such as digital forms whenever possible.
- Installed plexiglass or other shield screen for customer facing areas.
- Limited the sharing of equipment between faculty, staff, and students where possible.
- Supply requests must be made with their AA/AO and supplies will be placed in their mail tray.
- Xerox Copier Room is limited to one (1) person in the room and clean surface area after each use.

### **FACE COVERING AND HAND WASHING AT CLASS**

CLASS obliges anyone in the HSS, EC, Lecture Hall, and Fine Arts Buildings to wear a face covering at all times, except when alone in a private room or private vehicle. Individuals who experience difficulty breathing at some point while wearing a facemask are encouraged to quickly and safely separate themselves from others so that they may provide enough opening in their mask and allow adequate airflow for breathing before properly refitting their mask and returning.

CLASS's face covering policy is meant to supplement the CDC Social Distancing Protocol currently in effect at the University of Guam Campus.

This policy was created in accordance with the **Governor of Guam Executive Order No. 2020-09** and **DPHSS Guidance Memo 2020-05**. The Executive Order and Guidance Memo, in line with CDC Guidelines, require everyone to wear face coverings while performing essential work on premise and any noncompliance can be punishable by fines.

Cloth face coverings ideally should be made of washable materials so they can be kept clean and reused, as recommended by the CDC. The face covering must also cover the nose and mouth when properly worn.

For cloth face covering, certain personnel may be at a higher risk levels based on certain conditions. For those conditions that are within the privacy of the Americans with Disability Act (ADA), all personnel (less students) may contact Larry Gamboa, UOG's Acting EEO/ADA/Title IX Director at 735-2971 or e-mail at [lgamboa@triton.uog.edu](mailto:lgamboa@triton.uog.edu). Students may contact Ms. Sallie Sablan, Senior Academic Counselor, ADA Specialization at 735-2460 or e-mail at [sssablan@triton.uog.edu](mailto:sssablan@triton.uog.edu).

For conditions that are not at the level of the ADA, "reasonable accommodations" may be requested through their supervisor or primary UOG point of contact who may seek consultation on such requests

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with UOG's EEO/ADA/Title IX Office (see contact information above). Medical documentation or proof of condition may be requested in order to assess and provide appropriate accommodation options. Accommodations are considered "reasonable" if they do not create an undue hardship or a direct threat.

Proper and frequent hand washing is encouraged to promote good hygiene and reduce the chances of spreading disease onto frequently touched surfaces.

### **SIGNAGES AND SOCIAL MEDIA**

Information and guidance signage should be posted where they are free of any obstructions and will be clearly visible at all times. All signage should adhere to ADA guidelines where possible.

Location of relevant signage should be the dominant signage over any other signage in that particular area (ex: hand washing signage in restroom or other hand-washing station).

All information regarding building access, disease spread prevention, hygiene best practices and other guidance, tips, and relevant information should be shared via all available Social Media platforms for greater reach.

### **DIVISIONS EMAIL ADDRESS**

#### **Communication and Fine Arts**

Jeanette Jose, Administrative Assistant  
Email: [josejp@triton.uog.edu](mailto:josejp@triton.uog.edu)

#### **English and Applied Linguistics**

Nichole Rivera, Administrative Officer  
Email: [riveran@triton.uog.edu](mailto:riveran@triton.uog.edu)

#### **Humanities**

Julie Pangelinan, Administrative Assistant  
Email: [jpang@triton.uog.edu](mailto:jpang@triton.uog.edu)

#### **Social & Behavioral Sciences**

Diana "Glaizy" Peregrino, Administrative Assistant  
Email: [peregrinod@triton.uog.edu](mailto:peregrinod@triton.uog.edu)

### **UPDATES AND CONTACT**

These guidelines will be revised as conditions continue to evolve and in accordance with future Executive Orders and Guidance memoranda. **Please contact [CLASSDO@triton.uog.edu](mailto:CLASSDO@triton.uog.edu) should you have any questions, concerns, or comments about this policy.**

*James Sellmann*

**James Sellmann, Dean**

College of Liberal Arts & Social Sciences  
3 August 2020

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