

## **Departmental Operations Plan Fall 2020**

### **Department of Biology**

The department of Biology is located in Foster Hall, which hosts the research and teaching activities of its faculty as well as office space for both faculty and staff. In addition to the Department Head office, the main office is staffed by one work study student and two administrative staff who are currently working from home, and it is anticipated that in the Fall semester, the two administrative staff will continue working remotely home. In addition, we have a stockroom with two staff and a student which is open from 8-5. All phone calls to the main office are forwarded to the administrative staff when there is no one working in the main office.

As directed by the Return to Work Plan, the Biology department will ensure that the department is available to students through the following plans:

**Main office:** The permanent administrative staff will continue to work from home, but the main office will be staffed by work study students and the department head from 9:00-5:00 pm. In the event that neither the DH or work study students are available, the Associate DH will fill in.

**Stockroom:** The stockroom will be open from 8:00-5:00 with at least 1-2 staff/student workers.

**Biology Success Center:** There is no immediate plan to open the Success Center, where students come for advising, office hours and assistance from the BioCATs. Should conditions become more favorable in the Spring, we anticipate that the Success center will be staffed for ~30hrs/week as it has been in the past.

**Signage:** Signs will be put up on the front door, key intersections, and on the doors of the aforementioned rooms that will direct students to the stockroom from 8-9 am, after which students may seek assistance from the main office. The main office phone number will also be included.

Under the proposed plan there will be 2 individuals available for students from 8-9, and then at least 4 staff available from 9-5 (between the stockroom and main office). The signage will direct students to the stockroom/main office, and we anticipate that there will be no issues with “lost” students wandering the halls.