

## In Person Services as of 11/2/2020

The following schedule represents in person service hours for several Student Services areas.

Hybrid Method of Support	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p><b>Remote</b></p> <p><i>We will continue to provide online resources covering many of our support services via Cranium Café, Telehealth, Zoom, etc. for the hours published for each department on the department's webpage.</i></p> <p><b>On Campus</b></p> <p><i>In addition, we will have a small presence of support services available in essential areas on campus, with minimal coverage and staggered work schedules.</i></p> <p><i>On campus offices will have limited hours and require an appointment for on campus access.</i></p> <p><b>Appointments are required for contact tracing.</b></p>	<p><b>Admissions &amp; Records</b> 8:00 am – 1:00 pm</p> <p><b>Counseling Center Front Desk</b> 8:00 am – 4:00 pm</p> <p><b>DSPS</b> 8:00 am – 4:30 pm</p> <p><b>Financial Aid</b> 8:00 am – 4:30 pm</p> <p><b>International Student Program</b> 8:30 am – 5:00 pm</p> <p><b>Outreach</b> 8:00 am – 4:30 pm</p> <p><b>Student Health &amp; Wellness Ctr.</b> 10:00 am – 1:00 pm</p> <p><b>TRIO</b> 9:00 am – 5:00 pm</p> <p><b>Upward Bound Math &amp; Science</b> 9:00 am – 5:00 pm</p> <p><b>Veterans &amp; Scholarships</b> 10:00 am – 2:00 pm</p>	<p><b>CAMP</b> 8:00 am – 5:00 pm</p> <p><b>Counseling Center Front Desk</b> 8:00 am – 4:00 pm</p> <p><b>DSPS</b> 8:00 am – 4:30 pm</p> <p><b>Financial Aid</b> 8:00 am – 4:30 pm</p> <p><b>International Student Program</b> 8:30 am – 5:00 pm</p> <p><b>Student Health &amp; Wellness Ctr.</b> 10:00 am – 1:00 pm</p> <p><b>Veterans &amp; Scholarships</b> 10:00 am – 2:00 pm</p>	<p><b>Admissions &amp; Records</b> 8:00 am – 1:00 pm</p> <p><b>Counseling Center Front Desk</b> 8:00 am – 4:00 pm</p> <p><b>DSPS</b> 8:00 am – 4:30 pm</p> <p><b>EOPS</b> 10:00 am – 3:00 pm</p> <p><b>Financial Aid</b> 8:00 am – 4:30 pm</p> <p><b>First Year Support Center</b> 9:00 am – 1:00 pm</p> <p><b>International Student Program</b> 8:30 am – 5:00 pm</p> <p><b>Student Health &amp; Wellness Ctr.</b> 10:00 am – 1:00 pm</p> <p><b>TRIO</b> 9:00 am – 5:00 pm</p> <p><b>Upward Bound Math &amp; Science</b> 9:00 am – 5:00 pm</p> <p><b>Veterans &amp; Scholarships</b> 10:00 am – 2:00 pm</p>	<p><b>CAMP</b> 8:00 am – 5:00 pm</p> <p><b>Counseling Center Front Desk</b> 8:00 am – 4:00 pm</p> <p><b>DSPS</b> 8:00 am – 4:30 pm</p> <p><b>EOPS</b> 10:00 am – 3:00 pm</p> <p><b>First Year Support Center</b> 9:00 am – 1:00 pm</p> <p><b>Outreach</b> 8:00 am – 4:30 pm</p> <p><b>Student Health &amp; Wellness Ctr.</b> 10:00 am – 1:00 pm</p> <p><b>Veterans &amp; Scholarships</b> 10:00 am – 2:00 pm</p>

## Student Services Worksite Plans - 11.2.2020 (for external use)

**Facilities:** Review space utilization to identify allowable occupancy in order to control traffic flow; ensure no more than 2 students allowed in the waiting space for limited interactions and physical distancing; identify entry/exit points; review office and workstation layouts to accommodate physical distancing between workstations and student areas. **Required for each office:**

- RSCCD Return to Work Plan <https://www.rsccd.edu/Departments/Human-Resources/Documents/rsccd-return-to-work.pdf>
- Appointment Method
- Student Non-Compliance Protocol
- PPE
- COVID Signage

**Social Distancing Guidelines:**

- 6ft minimum
- Signage wall/floor: social distancing, on-campus protocol, dept. schedule
- Sanitization dispensers at point of entry and exit • Mask required

**On Campus Activities:** Various Student Service programs may require on-campus access for Fall activities requiring in-person support.

- SCC Loaner Laptop Program
- Special Population book distribution/return
- DSPS accommodations/equipment distribution
- SCC Food Pantry Food Distribution