**CLAS COVID Office Coverage Policy**

Department main offices in CLAS should preferably be staffed and open for business from M-F 8 a.m.-5 p.m. The on-duty personnel can consist of a PSS, a student worker, or a unit head. Because of various circumstances including, but not limited to, childcare responsibilities, exposure time on campus, lack of student workers, and illness, it may be difficult for offices to stay open 45 hours a week. In these cases, offices should attempt to have a physical presence at least 80% of the time. If your office has difficulty meeting this request given current circumstances, please contact the CLAS Dean’s Office for support. Where possible, office hours should be consistent from week to week. Open hours should be posted on the department’s website and on the front door.

Anyone who comes to the office when it is closed should be able to find help. Please provide visitors with two options:

1. A sign on the door should point a visitor to another open office in the immediate area. There should be coordination with other units in your pod so that visitors can find a contact person.
2. The sign should also provide a visitor with a telephone number or other option for immediate help from a department staff member working remotely. For example, you can post a QR code along with a URL that will give students direct access to a live meeting. You will find directions on how to create a QR code below:

* Go to: [www.gvsu.edu/s/](http://www.gvsu.edu/s/)
* Login using your credentials
* Click “Add Short URL”
* For Title, enter the name of the webpage (ex. CLAS Homepage)
* For Website Address (URL), enter the URL for which you want to create a QR code.
* For Active, select “This short URL is active, and people who visit it will be redirected correctly.”
* On the main Short URL page (gvsu.edu/s/), select “Stats” from the line that contains the link for the QR code you want.
* Right click the QR code & save it.