

In Person Student 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>Remote</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>On Campus</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>Appointments are required for contact tracing.</p>	<p>Admissions & Records 8:00 am – 1:00 pm</p> <p>Counseling Center Front Desk 8:00 am – 4:00 pm</p> <p>DSPS 8:00 am – 4:30 pm</p> <p>Financial Aid 8:00 am – 4:30 pm</p> <p>International Student Program 8:30 am – 5:00 pm</p> <p>Outreach 8:00 am – 4:30 pm</p> <p>Student Health & Wellness Ctr. 10:00 am – 1:00 pm</p> <p>TRIO 9:00 am – 5:00 pm</p> <p>Upward Bound Math & Science 9:00 am – 5:00 pm</p> <p>Veterans & Scholarships 10:00 am – 2:00 pm</p>	<p>CAMP 8:00 am – 5:00 pm</p> <p>Counseling Center Front Desk 8:00 am – 4:00 pm</p> <p>DSPS 8:00 am – 4:30 pm</p> <p>Financial Aid 8:00 am – 4:30 pm</p> <p>International Student Program 8:30 am – 5:00 pm</p> <p>Student Health & Wellness Ctr. 10:00 am – 1:00 pm</p> <p>Veterans & Scholarships 10:00 am – 2:00 pm</p>	<p>Admissions & Records 8:00 am – 1:00 pm</p> <p>Counseling Center Front Desk 8:00 am – 4:00 pm</p> <p>DSPS 8:00 am – 4:30 pm</p> <p>EOPS 10:00 am – 3:00 pm</p> <p>Financial Aid 8:00 am – 4:30 pm</p> <p>First Year Support Center 9:00 am – 1:00 pm</p> <p>International Student Program 8:30 am – 5:00 pm</p> <p>Student Health & Wellness Ctr. 10:00 am – 1:00 pm</p> <p>TRIO 9:00 am – 5:00 pm</p> <p>Upward Bound Math & Science 9:00 am – 5:00 pm</p> <p>Veterans & Scholarships 10:00 am – 2:00 pm</p>	<p>CAMP 8:00 am – 5:00 pm</p> <p>Counseling Center Front Desk 8:00 am – 4:00 pm</p> <p>DSPS 8:00 am – 4:30 pm</p> <p>EOPS 10:00 am – 3:00 pm</p> <p>First Year Support Center 9:00 am – 1:00 pm</p> <p>Outreach 8:00 am – 4:30 pm</p> <p>Student Health & Wellness Ctr. 10:00 am – 1:00 pm</p> <p>Veterans & Scholarships 10:00 am – 2:00 pm</p>

Student Services Worksite Plans - 11.2.2020

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