

## **Counseling and Career Services Covid-19 Prevention Guidelines**

### **Are counseling and career services offices going to be open for face to face appointments?**

Yes, students visiting the office of Counseling and Career Services (both sides) are required to wear masks and social distance while receiving services. Hand sanitizer will be available in the waiting areas and individual offices.

### **What precautions are being taken to prevent the spread of Covid-19 in the office of Counseling and Career Services?**

- Students can receive any service via WebEx, Zoom and FaceTime
- Staff members are required to wear masks in their individual offices when providing services to students.
- Offices are to be wiped down with disinfectant wipes after each visit from students.
- Interns will be required to wipe down counseling rooms after each client.
- The number of student workers, interns, Graduate Assistants that will be allowed in the counseling and career offices at one time will be limited to 2 to allow for social distancing. They will be required to wear masks and social distance. They must wipe down the desk, keyboard, phone when they leave the office.
- Chairs in the waiting area cannot be moved due to social distance. Additional seating is provided in a waiting area outside of the counseling and career offices. There will only be 2 students allowed in the Counseling waiting area and 1 student on the career side. There is room in the hallway for 4 students to sit and social distance. Additional seating may be provided down the hall.
- The Xerox copier will be required to be wiped down after by any staff member using it.

### **Will the Part-time job fair and the Fall Career Fair be held this year?**

- At this time, the Job Location and Development Part-time Job Fair will be held face to face in the Student Union Ballroom. The number of recruiting vendors will be capped at 15 and spread throughout the room. The number of students allowed in the Ballroom at one time will be controlled to ensure that only 50 people are in the Ballroom at one time. All participants (students, staff, recruiters) will be required to wear masks. Those students who do not have masks, but wish to participate, will be provided a mask. All participants will be expected to social distance. Disinfecting wipes will be provided to recruiters to wipe down tables between visits. A hand sanitizer will be placed at the entrance for students to use prior to entry to the Ballroom and upon exiting.
- The Fall Career Fair scheduled for 9/29/20 will be held virtually via Handshake.

### **Will staff be providing outreach services to classes, residence halls, fraternities, and sororities?**

Workshops/presentations held face to face will be capped at 25 participants in rooms that accommodate social distancing. Participants will be required to wear face masks and social distance. Hand sanitizer will be provided at the door for students to use prior to entry to the room and upon exiting the room. Presentations will also be recorded and delivered virtually.