

Frequently Asked Questions About Closed Buildings

March 25, 2020

I know that White Library is closed. How can I get help with references?

Librarians and graduate assistants are available to provide reference services for research help and library questions. They are available between 10 a.m. and 10 p.m., seven days a week.

Contact through:

- Phone: 620-341-5207
- E-mail: libref01@emporia.edu
- Zoom: <https://emporiastate.zoom.us/my/librariesandarchives> (no prior appointment needed; just click on the Zoom link during the hours listed above.)

I'm having technology issues. Is the Help Desk still open?

Yes, the IT Help Desk is still being staffed. It cannot handle walk-ins but can take appointments.

You can call 877-341-5555 for an appointment or to ask questions. You also can email

helpdesk@emporia.edu and use Live Chat from the web page:

<https://www.emporia.edu/student-life/it-support/>

This web page has current hours of operation and will be updated if there are any changes.

I need to talk with someone at the ESU Foundation or Alumni Relations. What do I do?

The Sauder Alumni Center is closed to the public, but staff are still working remotely. For

Foundation business, reach out to Jennifer Denton, Foundation vice president for stewardship

and administration at jdenton1@emporia.edu. Direct alumni business to Jose Feliciano, director of Alumni Relations at jfelicia@emporia.edu.

I'm supposed to get the mail for my department. How do I do that?

The mailroom in the Memorial Union will operate two days each week — Mondays and Thursdays from 1 to 3:30 p.m. Each department identified a staff member who would collect mail. These people have been given card access to the Memorial Union for Mondays and Thursdays between 1 and 3:30 p.m. Their ID cards will unlock the main doors on the east and Union Square doors on the west.

What about shipments that usually go to Stormont and are delivered to our offices?

University Facilities is working to have all shipments delivered to campus on Mondays. These will be available at the Stormont Maintenance Center on Thursdays between 1 and 3:30 p.m. for pick up.

If you know you have a large package or multiple packages that departments cannot hand carry, deliveries will be made by appointment. Please coordinate with Scott Dreasher, sdreashe@emporia.edu. Deliveries will occur on Thursdays from 1 to 3:30pm.

FOR URGENT PACKAGES ONLY (e.g. health center items, IT, etc.)

Please contact Scott Dreasher sdreashe@emporia.edu AND Bill McKernan wmckerna@emporia.edu.

Please include the following:

- Tracking number(s) for all expected packages
- Who will be receiving them?
- Email and cell phone number for person picking up or needing package(s)?

Now that the buildings are closed to the public, will Building Services continue to clean them?

No. After 5 p.m. Friday, March 27, 2020, Building Services will prepare the buildings as they do for the winter holiday closure in late December. If you need to be in a building, we ask you to do the following:

- If you have trash, take it with you. You can put it in the outside trash container for your building or take it home for disposal.
- Only use the designated restroom in your building. All restrooms that have been sanitized and closed will have signs that direct you to the open facilities. Open restrooms in buildings will be cleaned on Mondays. Conditions will be checked to ensure they are stocked or in need of attention sooner. If you identify any urgent issues, please email Danielle Baskerville at dcooper1@emporia.edu.

I manage a vivarium. What do I do with used bedding and other waste?

All solid waste that is generated from your vivarium must be removed from the building and discarded in the building's outside trash container daily.

I left some food in my office refrigerator or our department refrigerator. Will it be OK?

Please treat the remainder of semester as you would the winter break. Remove all food items, both in your office and break room, whether refrigerated or in your desk. Food left in the buildings will only create undesirable conditions upon re-opening.

I have to pick up some items or finish a project in my office. May I still do that?

Faculty and staff with keys to an individual building may certainly come into their offices to pick up items they left or finish a task that is deemed necessary. Please take these steps:

- If you are coming to campus outside of Monday-Friday 8 a.m. to 5p.m. notify Police and Safety that you are in your office. Call 620-341-5337.
- Take any trash with you when you complete your work. Building Services will not be emptying the trash after 5 p.m. Friday, March 27, 2020.

Can a departmental deposit be made?

If you need to make a departmental deposit, please contact Connie Dunbar at cdunbar@emporia.edu or call Ext 5135. Someone from the Business Office will reach out to you to arrange a time to receive your deposit.