



# The Universities

AT SHADY GROVE

**TO:** USG Community  
**FROM:** Erin Ward, USG Administration  
**DATE:** 7/29/2021  
**SUBJECT:** Fall 2021 Campus Operations

Dear USG Community:

We are very excited to welcome many of you back to campus this fall. Most course offerings will be in-person, with a few completely remote or hybrid instruction. Current COVID-19 data, projected course schedules, and the lessons we learned about flexible service options have informed the campus operations decisions outlined below in order to optimize instructional and non-instructional support services for students, faculty and staff.

We continue to closely monitor the State of Maryland, Montgomery County, and CDC advice and guidelines and will adjust campus operations plans if necessary/as possible. Any changes will be communicated, but we also encourage you to visit our [USG Onward website](#) for campus updates and further information.

## **Campus Health & Safety Protocols**

In alignment with University System of Maryland requirements, all students, staff and faculty returning to campus are required to be fully vaccinated against COVID-19 before the start of the fall semester, unless they have received a waiver for medical or religious reasons. Contact your home institution to report your vaccination status or to seek a waiver.

Masks are required at all times indoors and while outdoors in crowded spaces for any individual who is not fully vaccinated, including visitors and guests.

If you are experiencing any symptoms that may be consistent with COVID-19, please do not come to campus.

## **Campus Access**

Effective August 2, the USG campus is open during the hours below.

All building entrances will be open/unlocked during campus hours of operation; however, you should consult with individual service centers for specific office hours and appointment procedures.

USG Security Staff will be available 24 hours a day, 7 days a week with officers on duty at all times.

## **Campus Operating Hours**

### *Building I:*

Mon. - Fri. 8:00am - 6:00pm

Sat. & Sun. closed

### *Building II:*

Mon. - Thur. 8:00am - 10:00pm

Fri. 8:00am - 6:00pm

Sat. & Sun. closed

### *Building III (Kendall Academic Center):*

Mon. - Thur. 8:00am - 10:00pm

Fri. 8:00am - 6:00pm

Sat. closed

Sun. 2:00pm - 7:00pm (library only)

### *Building IV (Biomedical Science & Engineering-BSE):*

Mon. - Thur. 8:00am - 10:00pm

Fri. 8:00am - 6:00pm

Sat. & Sun. closed

There will be no building entry before or after operating hours. Faculty and staff needing after-hours access can gain access through the Security Desk at Building III (Kendall Academic Center) 24/7.

All buildings will remain closed on weekends, with the exception of the Priddy Library on Sundays. Any special events or scheduled classes on weekends will be accommodated as needed.

## **Transportation and Parking Services (TAPS)**

Parking registration activities are now underway and permit requirements for staff and faculty will be enforced beginning August 2. Students can continue to park in Lot 1 or the Shady Grove garage free of charge until August 22, as they obtain their parking permit.

[More information for staff/faculty](#)

[More information for students](#)

WiFi access will be provided in the Shady Grove Garage, Level 1.

## **Space and Scheduling**

USG Staff, Partner Staff, and Faculty are able to make classroom and conference room reservations via the [EMS Web App](#). Students are also once again able to reserve study spaces in buildings 3 and 4 via the [EMS Web App](#).

Staff should note that all Building 3 conference rooms are equipped to handle hybrid meetings (both virtual and in-person). Requests for hyflex classrooms should be made in advance by emailing [usg-scheduling@umd.edu](mailto:usg-scheduling@umd.edu)

## **Priddy Library**

The Priddy Library will be offering remote-access versions of a majority of our services. Night Owls (extended late night hours) is on hold until further notice. More details about the library's hours and services can be found at <https://shadygrove.umd.edu/library>.

### **Student Academic Services**

Student Academic Services (SAS) which includes the Career and Internship Services Center, Center for Counseling and Consultation, Center for Student Engagement and Financial Resources, and the Macklin Center for Academic Success, will be offering services in-person and virtually. Grover Essentials, Grover to Go will continue to offer on-site contactless pick up of non-perishable food items on a weekly basis. Learn more [here](#).

For additional information about Student Academic Services and how to make an appointment please visit the website <https://shadygrove.umd.edu/student-services>

### **OIT Service Desk**

The Office of Information Technology Service Desk will be offered both virtually and in-person. Hours and service information can be found on the [Office of Information Technology](#) webpage.

### **Campus Recreation Center**

The Campus Rec Center will be open for use, and offering a variety of virtual activities. Learn more at <https://shadygrove.umd.edu/campus-resources/campus-recreation-center>

### **Dining Services**

The USG campus will offer Food Services to include vending services, campus catering, Priddy Library Mini-Mart, and café dining. Café points of service and hours to be determined and announced in a separate communication.

### **Bookstore**

The campus bookstore has moved entirely online, permanently, and can be visited at <https://bncvirtual.com/shadygrove>

### **Copy Center**

The Copy Center will remain on an "as needed basis" through August 6, 2021. Please continue to send all job requests to [sgcopies@umd.edu](mailto:sgcopies@umd.edu). Regular hours M-Th 8:30am-5:00pm will resume August 23.

### **Conference and Events Services**

Conference and Events Services (CES) has been working with internal offices to ensure that signature USG events take priority in scheduling for 2022. CES will evaluate additional event needs on a first-come, first-served basis and CES involvement will be based on staffing levels on the day for which an event is requested. Requests must be submitted here: <https://shadygrove.umd.edu/conference-center/rooms/room-request>.

For additional information about Conference and Events Services please visit the website <https://shadygrove.umd.edu/conference-center>

### **Campus Mail Services - Receiving Deliveries (UPS, FedEx, etc.) \*\*\*staff and faculty service only\*\*\***

Visit the mail room in Building II, 1<sup>st</sup> floor near the CES reception area to retrieve USPS pieces of mail.

UPS and FedEx deliveries will now be directed to the Building IV (BSE) loading dock for drop off. Deliveries will be placed in secure storage in Building IV to await pick-up. Tracking is the responsibility of the package recipient; however, email notifications will be sent to alert recipients of any packages awaiting pick-up on a weekly basis.

### **Facilities Management**

Facilities Maintenance requests submitted to the [work order system](#) will be received and responded to per the standard operating procedures.

*On-call staff will respond to Facilities Management Hotline calls after hours in the event of an emergency at 301-738-6366.*

### **Further USG Departmental Services**

The Office of Human Resources, Business Office, Auxiliary Services, Academic Scheduling, Administration, Advancement and Marketing are prepared to support campus-wide functions in-person, as well as remotely.