

Department of Mathematical Sciences Fall 2020 Operating Plan

July 30, 2020

The department adheres to the principles that safety is first, and that work that can be effectively done remotely should be done remotely. This lessens density and helps those units that cannot work remotely.

- All classes in our department are offered in the Online Synchronous mode.
- All seminars, colloquia, and department/committee meetings are done remotely.
- Faculty office hours are done remotely.
- The Tutoring center is live remotely. An instant Zoom link is on our homepage.
- The Math Office is live remotely. An instant Zoom link is on our homepage.
- www.math.nmsu has many links to online services.

All department operations exist via remote services. In the current situation, this is the most efficient and safest way to deliver services. Please make use of them.

Walden Hall

Walden Hall is off limits to all without express permission. Ventilation is inadequate. Entry to retrieve belongings is by appointment only. This is scheduled by Maria Sanchez msanchez@nmsu.edu, with one slot before 9:00am and one slot after 4:00pm. One household group per time slot by appointment only. This applies to everyone, especially to people with offices there.

Science Hall Offices

Faculty with offices in Science Hall may make short (20 minute) trips to their offices as needed. They should send e-mail to Maria Sanchez msanchez@nmsu.edu advising of the time there so we can maintain a log for contract tracing purposes. For other office usage in Science Hall, please contact the Dept Head John Harding hardingj@nmsu.edu with a description of the proposed usage and why it is essential. Should the virus situation improve, private office usage in Science Hall may be expanded.

Mailroom

No department business will be done by physical interchange of paper via mailboxes. The mailroom will remain functional for other university, and external, mail, but updated once or twice a week. Check when you like with a quick 2-minute trip. Notify Maria Sanchez msanchez@nmsu.edu when you go to check your mail so we can keep a log.

Printing and Photocopying

In the current circumstances, these needs should be vastly reduced. Some specific needs will remain. Contact the dept head John Harding hardingj@nmsu.edu when such a need arises to arrange a solution.

Math Department Office

Main Department offices are required to be physically open by instruction of the Provost. We partner with CS, Psychology, and Sociology to maintain a physically open office, with each department taking one day per week, and rotating Fridays. Our day to be open is Wednesday. So SH 236 is open on Wednesdays and, on a rotating basis, on Friday. Please use the online office. It is easier to communicate that way and all our forms are online. Do not "pop in" to the physical office to say "Hi". Doing so in the online office is very much encouraged. To maintain distancing, a barrier has been placed about 10 feet into the main entry. One, or two related people, at a time in this entryway. There are 2 other exits to the room that open from the inside — through the mailroom and by Dante's office. Office staff are to maintain adequate distance (at least 6-10 ft). Again, all office functions can be accomplished very efficiently online. The online office is always open, just a click away off our dept homepage, and you get to have a friendly chat too!

Reading Room

This is by appointment only to get books to take out books. Contact hardingj@nmsu.edu.

Bathrooms, Elevators, Masks

One person at a time in a bathroom or elevator. It is best to not use these unless necessary. Hand sanitizing stations are put on the walls of Science Hall. Masks must be worn at all times indoors.

Gossip and Other Communication

A funny title, but not a joke. Instructors should post office hours to be held via a Zoom meeting. This information will be collected at the start of the semester as usual. We are a group of 65 faculty, staff, and grad students working towards a common aim. Communication is vital, and the informal "drop by" is the way this gets done. Please "drop by" your colleagues' virtual offices as you did in the past. Talk about research, dept business, or laugh together at your haircuts. We need this human aspect of things.

Philosophy

We do all the things we did before. The only difference is that we see each other's faces electronically, rather than in person.