

## OSPA & OEE Office Guidelines

**Face coverings** must be on before you enter the OSPA and the OEE, and must be kept on at all times while you are waiting. You may ask the person you are seeing if they are ok with you removing it in their office. Please **sanitize your hands** before entering and upon leaving the office (sanitizer will be located close to entrances and exits)

1. Students will be allowed to come to the OSPA and the OEE by **APPOINTMENT ONLY!**
  - a. Please email Mrs. Latricia to schedule an appointment
    - i. Mrs. Latricia will send you a confirmation email. DO NOT VISIT until you have received the confirmation email
    - ii. In the email you send, please state
      1. Your name
      2. Who you want to see
      3. What time you want to see them
      4. Date you want to see them
2. If you are visiting Mrs. Mary, Dr. Sampognaro or Mrs. Latricia, you may enter through the front door (signage will be visible)
3. If you are visiting: Dr. Smith, Dr. Stewart, Mrs. White, Mrs. Katie or Mrs. Carolyn, you must enter through the side door down the hall (signage will be visible)
4. There can be a maximum of 3 students in the OSPA waiting area. There can be a maximum of 2 students in the OEE. (**Look for the blue X to indicate where to sit**)
5. **In the event of an emergency you may come directly to OSPA** (emergencies such as: someone passing out/fainting, having a seizure, an asthma attack, etc.) just make sure to have on your mask.

### What-if Scenarios

1. What If I have an appointment with someone in OSPA and someone in OEE?
  - a. You will exit the side door in the OSPA and walk to the entrance for the OEE down the hall.
2. What if I want to do a walk-in (got a few minutes in between class)?
  - a. At this time, you may only visit OSPA and OEE by appointment. You may use your cell to send Mrs. Latricia a quick email for a quick drop in. Make sure to include who you want to see and use the term "drop in"
3. What if I show up for my appointment and the maximum # of students are already in the waiting area?
  - a. A sign will be placed on the door to indicate if OSPA or OEE is at maximum capacity. You will have to wait out in the lobby until we are no longer at capacity.
4. What if I simply need to drop off vital docs, do I still need to make an appointment?



- a. We encourage you to take pictures of your documents and email them to Mrs. Latricia, that way you can also ask her any questions you may have.
- b. Dropping off vital docs will be handled the same as “drop in” appointments are. You will still have to email Mrs. Latricia to inform her. Make sure you are clear it is a drop in for vital docs, or an excuse, etc.

Take away

- Anything that you need, please communicate via email to Mrs. Latricia at [simmons@ulm.edu](mailto:simmons@ulm.edu) .You may also call at 318-342-3800.
- **We will get through this!**

**Stay calm, wear your mask, read signs, wash your hands and smile!**

