

## Revised Office Hours for Chicano Studies

Due to the [COVID-19 pandemic](#), the Chicano Studies office will observe the following in-person office hours schedule for Fall 2020 (August 24 – November 25, 2020), at Graham Hall # 104

Monday 9:00 a.m. – 12:30 p.m.

Tuesday 9:00 a.m. – 5:00 p.m.

Wednesday 9:00 a.m. – 1:00 p.m.

Thursday 9:00 a.m. – 5:00 p.m.

Friday 10:00 a.m. – 3:00 p.m.

When in-person assistance is unavailable we can be reach via email at [chicstds@utep.edu](mailto:chicstds@utep.edu)  
Please allow 24 - 48 hrs. for a response during the work week.

Faculty available by e-mail ONLY. If an appointment with a faculty member is necessary, please contact the faculty member directly.

Please follow our Health and Safety Policy procedures to gain entrance to our building/office:

- 1) Visitors will be required to use the front doorbell to have access to the building and wait outside until called in.
- 2) Visitors will be required to bring and wear their own face covering. Visitors will not be allowed to access the building without a face covering.
- 3) Visitors will be asked to use hand sanitizer upon arriving and departing the office area, which will be accessible at the front desk. It will be mandatory for visitors to use sanitizer upon arriving and departing the office area.
- 4) Social distancing of six feet will be observed at all times.
- 5) Meetings with visitors will be limited to no more than 15 minutes.
- 6) Whenever possible please schedule an appointment through the Office Supervisor or the Director in advance.
- 7) Unannounced visits will be conducted outside the building and will be limited to no more than 15 minutes. Visitors and building occupants will be required to wear face covering and to observe safe distancing of six feet.
- 8) If you feel sick, please schedule a meeting for a later day or contact us via e-mail ([chicstds@utep.edu](mailto:chicstds@utep.edu)) or by phone at (915) 747-5462.

Please note that this schedule is subject to change.