

**APPENDIX G (d)**

**CAMPUS CARD**

# University of Louisville Cardinal Card Re-Opening Operations

**June 22, 2020**

The Cardinal Card office will be implanting the following procedures for the Fall 2020 Semester to address the COVID-19 guidelines.

## **Office Locations:**

- Resume regularly scheduled hours of Monday – Friday, 8:30 a.m. – 5:00 p.m.
- Reserved space for Move-In Day that provides separate entrance and exit points and provide more space for physical distancing.
- Restrict the capacity of the waiting area to no more than three, rearrange seating to be six feet apart and remove additional seating.
- Provide hand sanitizer in the waiting area.
- Post messages and floor marking to remind people to physical distance while in line to be serviced and along the adjoining hallway.
- Require all staff to wear facial covering while in the common areas of office.
- Install temporary sneeze guards on the counter.
- Provide hand sanitizer and encourage staff to wash hands.
- Require staff to wear gloves when customer interaction will require that items change possession.
- Have customers insert and remove their own credit/debit cards into the clover register station.
- Clean register and all high touch areas regularly throughout the day.

## **Remote Locations:**

- Staff required to wear face coverings while providing services away from the office.
- Will encourage customers to adhere to physical distancing guidelines while waiting to be serviced.
- Staff will wear gloves when customer interaction requires items to change possession.
- Hand sanitizer will be available for customer use.