

DRAFT

**APPENDIX J  
PARKING**

## PARKING & TRANSPORTATION SERVICES

### **Draft COVID-19 Reopening Plan (Outline) July 3, 2020**

- All office personnel and half of field personnel will resume work on campus
- Health Sciences Center Campus Parking Office will increase office hours to public (Monday-Friday from 8:00am-12:00pm) beginning July 6
- Setup additional hand sanitizing stations in customer lobby and work area
- Protective shields between staff and customers has been created at all counters.
- All work stations will require wiping down or cleaning by staff member twice a day.
- All customer areas will require wiping down by office staff twice a day.
- Face coverings will be worn by all staff when interacting with customers or other staff
- Physical distancing signage will be added to each office area
- Procure pens for front desk that people can use and take with them if signing something in the office to eliminate cross contamination
- Weekly emails will be provided to existing parking permits to encourage online purchases will be made to minimize the number of guests in the Parking Offices
- Include with all Cardinal Stadium purchased parking permits a copy of TARC reminders
  - All passengers must wear face coverings
  - All passengers must exit bus through rear door
  - All buses will hold half occupancy to encourage physical distancing

### **Draft COVID-19 Reopening Plan (Outline) July 13, 2020**

- Belknap Campus Parking Office will open to public for limited hours to public (Monday-Friday from 10:00am-2:00pm)
- Setup additional hand sanitizing stations in customer lobby and work area
- Protective shields between staff and customers has been created at all counters.
- All workstations will require wiping down or cleaning by staff member twice a day.
- All customer areas will require wiping down by office staff twice a day.
- Face coverings will be worn by all staff when interacting with customers or other staff
- Physical distancing signage will be added to each office area
- Procure pens for front desk that people can use and take with them if signing something in the office to eliminate cross contamination
- Weekly emails will be provided to existing parking permits to encourage online purchases will be made to minimize the number of guests in the Parking Offices
- Include with all Cardinal Stadium purchased parking permits a copy of TARC reminders
  - All passengers must wear face coverings
  - All passengers must exit bus through rear door
  - All buses will hold half occupancy to encourage physical distancing

### **Draft COVID-19 Reopening Plan (Outline) August 3, 2020**

- Belknap Campus Parking Office will resume normal business hours to public (Monday-Friday from 7:30am-5:00pm)
- Health Sciences Center Campus Parking Office will resume normal business hours to public (Monday-Friday 8:00am-1:00pm & 2:00pm-4:00pm)
- Setup additional hand sanitizing stations in customer lobby and work area
- Protective shields between staff and customers has been created at all counters.
- All workstations will require wiping down or cleaning by staff member twice a day.
- All customer areas will require wiping down by office staff twice a day.
- Face coverings will be worn by all staff when interacting with customers or other staff
- Physical distancing signage will be added to each office area
- Procure pens for front desk that people can use and take with them if signing something in the office to eliminate cross contamination
- Weekly emails will be provided to existing parking permits to encourage online purchases will be made to minimize the number of guests in the Parking Offices
- Include with all Cardinal Stadium purchased parking permits a copy of TARC reminders
  - All passengers must wear face coverings
  - All passengers must exit bus through rear door
  - All buses will hold half occupancy to encourage physical distancing

### **Draft COVID-19 Reopening Plan (Outline) August 17, 2020**

- Belknap Campus Parking Office will resume normal business hours to public (Monday-Friday from 7:30am-5:00pm)
- Health Sciences Center Campus Parking Office will resume normal business hours to public (Monday-Friday 8:00am-1:00pm & 2:00pm-4:00pm)
- Setup additional hand sanitizing stations in customer lobby and work area
- Protective shields between staff and customers has been created at all counters.
- All workstations will require wiping down or cleaning by staff member twice a day.
- All customer areas will require wiping down by office staff twice a day.
- Face coverings will be worn by all staff when interacting with customers or other staff
- Physical distancing signage will be added to each office area
- Procure pens for front desk that people can use and take with them if signing something in the office to eliminate cross contamination
- Include with all Cardinal Stadium purchased parking permits a copy of TARC reminders
  - All passengers must wear face coverings
  - All passengers must exit bus through rear door
  - All buses will hold half occupancy to encourage physical distancing
- <https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ridetarc.org%2Ftarc-safety-security-covid-19%2F&data=02%7C01%7Cgary.becker%40louisville.edu%7C650aabde773e434593a408d7ec6e875b%7Cdd246e4a54344e158ae391ad9797b209%7C0%7C0%7C637237831792546743&data=BxMBdF%2Blrt7iNkhsJOMmKkfysk12N0Ed7GiSwrm6OV8%3D&reserved=0>