** Due to the current COVID-19 pandemic, the Chemistry/Biochemistry Front Office Personnel are telecommuting **

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Update: May 19th, 2020
*All Front Office Personnel will continue to Telecommute until further notice.
*Please continue to follow the details below regarding the workflow.
*Copy/Mailroom Note – though the copy room will be open for use of the printer, there is still NO MAIL coming to or going out of the front office. Continue to follow the directions BELOW on mailing and on taking care of the printer while Front Office Personnel are out.

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The continuity plan below outlines the telecommuting workflow and operational changes, as well as establishes expectations.

Please contact the staff member via email responsible for your specific needs:
- Michael Deskins (mdeskins87@ou.edu) – CC approvals, inquiries regarding accounts or purchases, accounting related questions.
- Pam Dewbery (pdewbery@ou.edu) – correspondence concerning graduate students, graduate enrollments, credits, etc.
- Carol Jones (caroljones@ou.edu) – anything building AND safety related, such as boilers, working conditions, or issues with facility functionality. If there is an immediate concern for SLSRC or safety, please call Carol at 405-388-3064.
- Mary Sandefer (marylsand@ou.edu) – Seminars and/or Seminar Reimbursements, Scholarships, Awards, Fellowships, Clearing and Foundation Accounts.
- Winnie Wu (winnie.whwu@ou.edu) – payroll questions or issues with pay.
- Kim Burns (kimburns1@ou.edu) – anything related to the chair or office management, any questions for/regarding Dr. Halterman, all other questions or concerns that may not fall under the people mentioned above, or any general communication.

Additionally, campus mail and copying/printing procedures have changed and are explained as follows:
- CAMPUS MAIL – during this time, the department will receive NO INCOMING mail that is usually put in your mailboxes (letters, magazines, etc.) This also means that NO OUTGOING mail will be leaving either. (If you have packages needing to be mailed or received, please refer to the Stockroom continuity plan). Otherwise, if you need to mail something, you will need to do go to Central Campus Mail directly, or through other mailing means (such as the post office).

- COPYING/PRINTING/SCANNING – Because courses have all been moved to an online format for the remainder of the semester, Dr. Halterman advises that everyone in teaching/grading roles should attempt to grade assignments electronically, given the present circumstances.
  o The option to have something printed through the front office is not available at this time. If you are unable to do so, you will all continue to have access to the printer that is available in the Mailroom. We have also placed paper for fill in the first 3 cabinets to the right of the printer (in front of your mailboxes). If you notice this paper is running low, please email Kim Burns at KimBurns1@ou.edu so that more can be ordered.

All other questions or issues can be addressed to Kim Burns at KimBurns1@ou.edu.
- If you prefer, you may leave a voicemail at 405-325-4812 and Kim will respond to your voicemail via email.