

## **COLUMBUS STATE BOOKSTORE APPOINTMENT GUIDELINES**

Thank you for scheduling your appointment with the Columbus State Bookstore. To ensure the health and safety of our campus community, please be aware of a few important requirements related to COVID-19 before you come onto campus.

You should not proceed to campus for your appointment if any of the following pertain to you:

1. Have a fever greater than 100 degrees or have any symptoms related to COVID-19 such as sore throat, cough, headache, or new loss of taste or smell on the date of your appointment.
2. You are currently scheduling a COVID-19 test or waiting for test results for yourself due to a known exposure or symptoms.

When you get to campus, please be aware of the following:

- 1) You **MUST** wear a facial covering at all times while in the campus facilities or if you are not able to achieve the social distancing (as posted on campus) from another individual when outside.
- 2) You **MUST** follow social distancing requirements as posted while on campus with anyone who is not from your household.
- 3) You **MUST** practice proper hygiene:
  - a. Wash hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizer (with at least 60% alcohol), especially after coughing or sneezing and before smoking or eating.
  - b. Use cough and sneeze etiquette: cough and sneeze into your inner elbow or arm to reduce droplets. If you contaminate your hands with a cough or sneeze, immediately wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if hand washing is not available.
  - c. Do not shake hands with, touch or hug individuals who are not from your household.
- 4) Appointments are being handled on an individual basis for students only, so please **do not** bring visitors with you to the Bookstore.

Parking and Entrance to the Building for your Appointment:

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Thank you for assisting us with keeping our community safe! **Should you need to reschedule due to not feeling well, please contact us at: 614-287-2427.** If you have questions related to the COVID protocol, please review <https://www.csc.edu/about/coronavirus/students.shtml> or contact [covidcare@csc.edu](mailto:covidcare@csc.edu). We look forward to seeing you at your appointment!