

Volunteers Needed: Essential Tech Equipment Distribution for Students

Dennis Slavin

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From: Katharine Cobb, VP for Administration and Finance and Arthur Downing, VP for Information Services and Dean of the Library

Dear Faculty and Staff,

As part of CUNY's [Recalibration Period for Educational Equity](#), Baruch College will be distributing more than 1,000 tech devices (Apple iPads and Dell Chromebooks) next week, from **Tuesday, March 31, through Thursday, April 2**. This important effort will put crucial equipment into the hands of students who do not otherwise have access to the technology they need to complete their coursework in the distance learning environment.

Distribution Logistics; Volunteers Needed

Technology distribution will take place at the Field Building at 17 Lexington Avenue (aka 17 Lex) using the entrance on 23rd Street, where the security booth is protected by Plexiglass (see additional safety measures below). Baruch's Security personnel and members of the Baruch Computing and Technology Center (BCTC) staff will be leading the distribution process and managing the flow of traffic to ensure safe social distancing.

However, additional volunteers are needed to make sure that the process goes as efficiently as possible. Any faculty and staff who volunteer would work in the security booth, behind the protected enclosure, to process paperwork and slide devices under the Plexiglass to students on the other side. Morning and afternoon shifts would run between 10 am and 5 pm on Tuesday, and 9:30 am and 5:30 pm on Wednesday and Thursday.

We recognize the seriousness of this request, and we appreciate your consideration.

Safety Measures and Distribution Protocols

There would be no hand-to-hand contact between students and personnel in the protected booth. ID card readers are on a counter outside the protected booth, and there is enough space to allow for at least 6 feet of distance between the students and individuals in the booth. Personnel inside the booth will be stationed about 10 feet apart.

Security will be managing the line to ensure proper social distancing is maintained. The entire lobby area and security booth will be sanitized at the beginning and end of each day, and the counters will be wiped down between each distribution. All volunteers will be given nitrile gloves and a mask for their shift.

For more information, please visit baruch.cuny.edu/techdistribution to review:

- A diagram of the 17 Lex lobby that highlights the flow of traffic
- Photographs of the enclosed security booth and lobby area
- A detailed description of the social distancing protocols

How to Volunteer

Please do not consider this request, or arrive for your shift, if you feel sick in any way. Again, we realize the magnitude of this request, and we can only ask for your careful consideration if you feel that your personal circumstances would permit you to volunteer.

If you have any questions or would like to volunteer, please email Kathy Cobb, VP for Administration and Finance, directly at Katharine.Cobb@baruch.cuny.edu. Please also be aware that the rest of 17 Lex, like all other Baruch facilities, will not be accessible in compliance with Governor Cuomo's [PAUSE order](#).

We extend our deep appreciation to everyone in the Baruch community for their support and resilience during these unprecedented times.

Sincerely,

Katharine Cobb
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Dean of the Library

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