COVID-19 Campus Repopulating Work Group  
June 9, 2020

Present:  Christopher Scott, Denise Hurst, Darcey Kemp, Joseph DaSilva, Jonathan Miller, Kathryn Senie, Kerri Kane, Deb Avery, Mike Cassesse and Theresa Przybylowicz

The Campus Repopulation Plan was reviewed. Responses to questions are below. Kerri Kane will update the Repopulation Plan. Plan must be reviewed by Dr. Cook and approved by the DHE and Executive Office of Education.

1. If persons come and go between breaks/classes, are they screened every time they enter the building or only once daily?

   Per Jonathan Miller – once per day is sufficient. Check in desk will have list of individuals already screened.

2. Is there a need for screeners to notify the College Administration/ERT if a person is denied entry to the Building? What would that process look like?

   Yes. For students notify Health Center; Staff notify HR.

3. At the end of the day what do screeners do with the forms that are collected? Are these documents protected by FERPA/HIPAA - do we need to ensure they are not left out overnight?

   Forms should be scanned by screener in Health Center into individuals health record.

4. For the collection of Attestation forms, are these only done by students, or do staff also need to complete the form? Do the Attestation forms only need to be completed once, or at every campus visit?

   Attestation form will be done online (eform). Both students and staff are responsible for completing these forms. HR will have ownership of the attestation form.

5. Who monitors the covid email, is it checked early each morning? Does the person(s) monitoring the email forward the information to the Program Dean/HR to notify them of student/employee absences?

   Jim Mello and Keith Paul monitor the covid19 email. Draft responses to emails are sent to Dr. Cook for approval. If individual contacts STCC via this email address to inform them they are sick, they are also responsible to contact their supervisor/instructor. Joe – stay with the call out policy that is in place now.

6. If someone has symptoms of COVID-19 then it seems they would be directed to the return to campus clearance plan/possible testing & isolation verses a 14-day quarantine.

   Jonathan’s staff will be available to take temperatures if Mario is not available.
7. Have you traveled outside New England in the last 14 days?

Add a line – where outside of NE did they travel? For how long? Purpose of trip?

Misc items
- Email should go out to staff informing them they will have to go to the Health Center when arriving on campus
- Encourage students to leave campus when their classes are over
- Will Lot 1 be opened as more students arrive on campus
- Where will students hang out? Will we designate a classroom?

Date of upcoming meetings
June 12 – 12:00
June 16 – 11:00
June 19 – 12:00
June 23 – 11:00
June 26 – 1:00