COVID-19 Campus Repopulating Work Group
Minutes
July 14, 2020

Present: Darcey Kemp, Jonathan Miller, Kathryn Senie, Joseph DaSilva, Kerri Kane, Deb Avery, Mike Cassesse, Chris Scott, Denise Hurst, Chief Rivera, Theresa Przybylowicz, Cliff Porter, Quiana Campbell and David Buonora.

Attestation Form
A copy of the attestation form can be found on the STCC website – both faculty and staff side and student side. In addition, the officer at the front gate will have forms on hand to distribute to anyone who has not completed it when they arrive on campus. The individual will need to fill out the form and will be directed to Health Services for additional requirements. Facilities is handling the health questions and temperature taking for their employees in the Facilities office. Campus Police will do the same.

KC Senie instructed David Buonora to send an email to all confirmed Workforce Development students coming on campus. Included in this email should be a copy of the attestation forms and instructions for check-in requirements when they arrive on campus.

Quiana Campbell noted that she worked with Iris Alicia from HR and she is now able to access the list of individuals who completed the attestation form for faculty/staff. Quiana will add Darcey so she can do the same for the students. The process still needs one more step – how will the front gate or person completing the campus access worksheet know who has completed the attestation form?

A discussion ensued regarding the attestation form vs. the daily questions. There was some confusion as to the process. The attestation form will only need to be completed once; the health questions/temperature taking must be done every time an individual comes on campus.

Chris Scott inquired about the flow of individuals coming on campus. Will there be someone at each building asking the health questions and taking temperatures? Could we possibly use nursing students to do this duty? If only a few buildings will be open can we hire a company to do this for us? Joe DaSilva will look into the cost of this. Theresa Przybylowicz will speak with Lisa Fugiel regarding the possibility of using nursing students.

STCC Return to Work Guide & Checklist
Kerri Kane shared the STCC Return to Work Guide & Checklist for Supervisors with the group. Is there value in these documents? Hope is to give more responsibility to supervisors who know the area and individuals best.

Deb Avery will set up meeting with supervisors and deans to review their space. What will be needed in each area for them to return to work safely? Mike Cassesse requested that Kim Noell be invited to these meetings as well.
**Authorized Testing Center**
David Buonora would like to hold testing for the 13 surgical tech students July 21. There would be two three-hour sessions with six or seven students per session. He would leave enough time between each session for Facilities to come in and clean between the groups. Yaritza (Authorized Testing) would handle the cleaning of the computers. Mike Cassesse feels 1.5 hours between groups would be sufficient for cleaning. David Buonora will fill out revised schedule for both surgical tech and phlebotomy and send it to Deb Avery so she can confirm that she will have enough maintainers.

**Next Steps/Follow up Items**

- Schedule meeting with Facilities and Workforce Development (Deb Avery)
- Confirm building usage for remainder of summer, starting in fall (Joe DaSilva)
- Finalize the Supervisor Guide and Checklist for Return to Campus (Kerri, K.C.)
- Identify Action Steps for Positive COVID 19 Case (Kerri, K.C.)
- Edit 1st draft of Campus Re-population Plan (Kerri, K.C.)