COVID-19 Campus Repopulating Work Group
Minutes
August 25, 2020

Present: Darcey Kemp, Kathryn Senie, Deb Avery, Mike Cassesse, Theresa Przybylowicz, David Buonora, Jonathan Tudryn, Denise Hurst, Kerri Kane, Patrick Dawes, Quiana Campbell, Keith Paul, Chris Scott, Chester DeGray, Cliff Porter and Jonathan Miller

Discussion Points

• All sign orders have been placed and should be in house the beginning of next week. The signs will be put up by the Facilities staff when they arrive.

• Deb Avery and Jennifer Murphy did a walkthrough of the Technology Park site. The west end entrance will be used for check-ins. Dave Buonora and Deb Avery did a mock walk through of the Smith & Wesson check-in which begins tonight. Dave will report to the group at the next meeting how the process went.

• We have four thermometers in place with two additional on order. It was determined the software to notify someone if an individual had a higher than normal temp was not necessary.

• Students with high temp should be sent to Health Services for clearance.

• What do we do in the event an employee calls in sick? Can we question what their symptoms are? We are not doing anything at this time. Under union contract an employee can call in sick three days without a doctor’s note.

• Staffing – Darcey is scheduling two people per shift per building plus one hall monitor.

• Campus operations – must keep our footprint as small as possible.

• Portal – populate portal as documents/schedules are created. https://stccnet.stcc.edu/academics/covid19/Pages/default.aspx

• Voluntary testing – Testing will be done 9/9-9/11 in conjunction with the City of Springfield. Will be held in Lot #3. Should start sign-up sheet for voluntary testing.

• How will the paper check-ins get back to the Health Center? Can we set up a desktop scanner so they can be saved to Image Now or the portal?

• Dental Hygiene pinning ceremony – approximately 23 people with a two hour timeframe. It was determined that we would be able to allow this pinning ceremony to go forward.

• Chromebook handout will begin next week.
Next Steps/Follow up Items

- Deb Avery will work with Barbara Washburn regarding specific signage needed for labs
- Setup of check-in. Who is securing wristbands? Can we set up portable storage or can they be kept in Facilities?
- Need operational owner for wristband worksheet.
- Are ATMS/vending machines being filled?