

FACT Meeting Minutes

03/10/2021

Presentation: COVID-19 Repopulation Planning and Supply Requests

Presenter: April Wing, Emergency Management (EM)

- EM is working on financial pieces behind COVID response; there are opportunities for reimbursement (including CARES Act) so associated costs are being tracked.
- As departments are on campus now and/or repopulating, if there is something needed there will be a 'Repopulation Plan' document for management to complete (a risk/hazard assessment for EHS) – form ICS 213 RR. This safety plan includes information about space capacity and number of staff in order to safely repopulate your particular space.
- Emergency Operations has determined what supplies can be provided to those that are repopulating and items are available.
- All information can be found on the EH&S website:
 - Look for '[Risk Management-Worksite Specific Template](#)' – once you complete this and it's reviewed, an automatic email with the 'Repopulation Plan' will be sent
 - Once completed, send form/request to emergencymanagement@csusb.edu
- Available Supplies:
 - Hand sanitizer
 - Masks; when on campus you will need a face covering (for those with forward-facing/public interaction departments, you want to have available)
 - Cloth masks
 - Surgical masks
 - Full-face shields
 - N-95 (limited supply); limited/reserved for most-needed areas (ex. nursing); you may be asked to justify the need, if you request these
 - Disinfectant wipes
 - Gloves (not required for COVID response); justification will be required to request
- Additional purchases through Procurement can also be done, but we want to utilize our existing supplies where possible.
- Be sure to specify "disinfectant" and "sanitizing" (versus cleaning) or FEMA will not cover it
- Dena is preparing to submit first FEMA claim for PPE, sanitizing and disinfectant items purchased through March-June 2020; if you purchased these items through the department, Dena may reach out to find out when these items were "used" (she is going to use the invoice date, but may need to come back for more specifics if requested by FEMA). Start keeping a log for items purchased after June 30, 2020. Anything obtained through Emergency Management does not need to be logged as they will have that information.

Budget:**Dena Chester**

- We are still accepting intra-department budget transfers for March; deadline is March 31st. Before budget amendments are submitted, please be sure you have budget in the line you are transferring from. Round up/down to the nearest dollar. Please submit as soon as possible to ensure timely processing.
- Some of you may have received a short assessment survey that came out from the Budget office to gauge how the department is doing (start/stop/continue services).

Accounting Services:**Mimi Badulis**

- Accounting Services is moving! Those from UEC building, General Accounting, Chaparral Hall will be moving to Sierra Hall, SH-134, where CEL (CEGE) used to be and must be out of their current locations by Friday, March 12.
- Academic Affairs will be moving to Chaparral Hall in their place.
- Year-end deadlines are in progress and should be posted at the start of April.

Accounts Payable:**Jay Wood**

- Working on programming work flow for the new ProCard. VP Freer's office authorized moving forward with a small initiative related to the new process; funding allocation will be changed and it would be done at the line level versus header level and make it easier for reconciliation. More testing will come in the next few months; AP will reach out to some ProCard holders to join a 'User Testing Group' (invitations to follow) to test the functionality of the work flow before its official launch.
- Year-end closing is coming; please start submitting when ready for payment, do not wait.
- Erika will be holding a meeting/training to discuss the year-end requisition process.

Travel:**Mona Sinha**

- New Concur process for Overtime Meal Reimbursement (previously hard copy process). Mona has provided training to those most impacted by this, which are mainly the Community Services staff who work overtime and are eligible based on the CBA for a meal allowance (i.e. Parking & Transportation Services and University Police Department).

Student Financial Services:**Mimi Badulis**

- SFS is working to distribute student grant funds from HEERF II. Student Financial Services, Financial Aid and ITS are working to get these funds distributed. This is being done at the same time there is an Advisory Review (audit/assessment) happening about how we are distributing; it's in preparation for future federal audit from Department of Finance.

Procurement:**Art Torres / Erika Takenaga**

- Currently going through audit/assessment of the ProCard. Information submitted to Chancellor's office in response to questions they had.
- Jay Wood and Art Torres are collaborating on the rollout of the new ProCard Manual (for the new business card). New information on reconciliation process needs to be added.
- Procurement workshops upcoming for March and April regarding entering requisitions for next fiscal year. Accounts Payable (Amber) will help facilitate the presentation. First workshop is March 18 at 11:00 am (register via [this link](#)). A repeat workshop will follow on April 22. If you have any questions, email procurementstudentaides@csusb.edu.
- Reminder that 2021/22 fiscal year is not open; please do not submit for this yet (announcement will be made when it is available) – anticipated date is April 1st but please wait for official announcement before submitting any.

Support Services:**Brandon Hernandez**

- No updates; reminder regarding print jobs and campus store purchases. Be mindful of deadlines and get jobs in as soon as possible; reach out with any requests.

Questions:

Q: For daily cleaning, upon return to campus, what is the routine and/or is there a professional cleaning service?

A: Facilities has been phenomenal during this response. There is already a schedule of daily cleaning currently being done at a robust level. On the safety plan request you will be telling us when you will be repopulating; the hope is that Custodial Services will ensure that those in shared or public-facing spaces are routinely cleaned regularly. In between services, we will provide disinfectant wipes for single-use to all departments that would like to do more (ex. after each customer interaction).

Q: Do offices that serve the students and public need plexiglass partitions?

A: Send an email to emergencymanagement@csusb.edu and April will obtain information from Jenny Sorenson as to how we will make this work. Funding piece is challenging because there are a lot of stipulations as to what is required, needed and/or necessary. Understand that 'repopulation' will only be a 30-50% rate (it will not be all at once and alternate schedules will still be in place). If you order any plexiglass, please document that this will "be installed temporarily" in response to the pandemic as FEMA will not cover it if they believe it will be a permanent fixture (tangible items cannot be deemed "to keep" for items they approve for reimbursement).

Q: Is there a schedule for repopulating the campus?

A: There is a schedule but we are having to get the information out to managers in order to obtain what is needed in order to repopulate. There will be some repopulation in the fall, but only 30-50%. Housing is looking at 500-600 students in the fall, which will require additional support. It is being reviewed robustly and departments will have to have their Safety Plan(s) done.

Q: What is the turnaround time to receive the PPE, disinfectant, and sanitizing items when we request it through Emergency Management?

A: The average is about 1-week but if you need items more urgently, please specify this when making the request. Mark Reynolds is back on campus and is doing things quickly. You would pick it up at Receiving and/or make alternative arrangements on a case-by-case basis.

Q: Is this COVID-19 supply request process open to Auxiliaries?

A: Yes, put it through and we will figure out how to get it processed. Per Dena, none of the Auxiliaries were submitting to FEMA (not eligible) but please submit through EM and it will get worked out.